

WE CARE MINISTRIES
CAMPAIGN PLANNING MANUAL



TRAINING AND COMMUNICATIONS

Campaign Planning Manual

We Care Ministries
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Forms Available at
www.wecareministries.com



INTRODUCTION

DIRECTOR'S COMMENTS.

Preparing a Congregation to meet needs

“Evangelism begins with a focus on ‘AfterCare!’” That is, you are ready to win souls only when you are ready for the sacrifice to keep them! The question concerned leaders often ask is, “How do you motivate a church to prepare for a campaign?” The WCM Staff works with the leaders of the congregation to both motivate and train mature Christians in the art of mentoring new converts through their early months of growth. WCM provides a suggested “AfterCare” mentoring process and curriculum for the new convert. This is done via an “AfterCare Workshop.”

The “Caring” Approach

WCM encourages an approach that mentors the “whole person.” The WCM approach is tailored to meet a broad range of a lost person’s needs; and it is designed to do so from the beginning, carried through the rescue and completed in the “AfterCare” growth process. The Bible clearly demonstrates Christ’s concern for a person’s physical and spiritual needs. WCM, in concert with the local congregation, works to meet these needs in a balanced and scriptural way.

Physical needs: (Matthew 25)

The soul winner’s initial concern is the prospect’s physical needs. WCM asks how can you gain one’s attention when hunger pangs are often greater than a concern for the Gospel. Generally, “someone will not care how much you know until they know how much you care.” Hence, to win the stranger’s interest, our approach asks questions per those concerns, but in the “third person.” This disarms most resistance and explores the needs of he/she friends, his/her family and those he/she may know in the hospital. It also may open the door for meeting his/her benevolent needs.

Spiritual Needs: (Romans 6)

The soul winner's primary concern is the prospect's lost condition because WCM wants to "leave no soul behind!" "You will not convert until you confront!" Consequently, once physical needs are tended to (if any), the soul winner's focus is set on asking the "*We Care Question*," "*What if the Lord were to come right now; would you know for sure, nothing doubting, that you would go to Heaven?*" The question, thus, leads into salvation dialog via the "conversational interview." Once the interviewer learns the prospect's personal history, including any "salvation experience," the soul winner kindly turns the study into the Gospel Presentation (identified as the "Movie" on WCM's "*Let's Get Real!*" DVD). The WCM Gospel Presentation contains "Life and Death" scriptures that one must understand to be saved by the blood of Christ. The WCM methodology uses a series of scriptures to kindly guide the student into a better understanding of his/her spiritual needs.

The gospel presentation scriptures fit into the following sections:

1. The first part introduces the student to Christ and his/her relationship with the Father and the Holy Spirit.
2. This is followed with scriptures that tell what Jesus has done for the people.
3. Next, the presentation explains why one needs the death, burial and resurrection of Jesus Christ (answering both his/her sin and grave problems);
4. Next the student will read scriptures that explain the "personal cost" of accepting the saving blood of Jesus.
5. Finally, the study searches the scriptures to define what one must do to "get in on it," accompanied with the final urge to obey, "And now why are you waiting? Arise and be baptized, and wash away your sins, calling on the name of the Lord" (Acts 22:16).

We Care Ministries is excited and looks forward to participating in your campaign. I know that God will bless this effort and we will see Him work within your congregation.

CAMPAIGN IMPACT:

- Requires full engagement by everyone. It is an all out battle within the spiritual realm.
- Requires a personal life change. Christ must be first in your life.
- Requires a strong love for the new converts, refusing to allow them to fall from their new life.
- Requires a new attitude and level of faith fully expecting rapid and expansive growth.
- Requires you to make a personal investment in winning souls.

STAFF CONTACT INFORMATION

HOME OFFICE:

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West Monroe, LA 71291
Lisa Robertson, Secretary
318/397-2000
318/396-1001 (Fax)
wecare@wfr.org

WEBSITE:

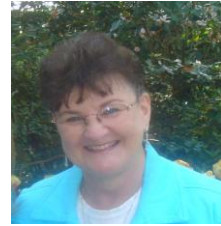
www.wecareministries.com



CAMPAIGN OFFICE

MANAGER:

West, Peggy
200 Chickasaw
West Monroe, LA 71291
318/348-1276 (cell)
pwest@wfr.org



ASSISTANT

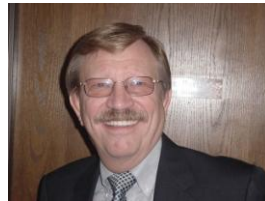
DIRECTOR/RV
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West Monroe, LA 71291
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DIRECTOR:

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COORDINATOR/WEB
MASTER:

Senoret, Marco (Celia)
1512 Beverly
Odessa, TX 79761
432/332-2696
432/553-2964 (cell)
kilowato@msn.com



**WE CARE MINISTRIES
CAMPAIGN PLANNING MANUAL**

PLANNING FACTORS

STATEMENT OF PURPOSE.

We Care Ministries (WCM) is an evangelism operation beginning with training for the church and concluding with a full-scale 12-day campaign. The WCM Cadre are trained in the We Care approach and travel to churches at their own expense to serve as team leaders and field trainers for local Christians. Larry West, WCM Director, has served under the Church of Christ in West Monroe, Louisiana, for more than 30 years completing nearly 200 campaigns. The WCM vision is to “leave no soul behind,” so that anyone desiring Heaven will have at least one opportunity to hear the saving gospel of Jesus Christ. We pray that is your goal! If so, we look forward to our campaign experience together.

Each year we hear of more and more congregations of the Lord’s people in the USA closing while steady growth continues around the world, especially in Africa. The honest heart must ask why!

This problem often has its roots in one’s **ATTITUDE**. This decline is often the direct product of a “*We’re maintaining our own*” posture that slowly drifts into a “*Just keep the doors open*” frame of mind. This attitude is almost a guarantee of the eventual closing of those very doors! Only God centered courage like that of Joshua and Caleb can reverse such negative growth within the Lord’s church!

WCM offers assistance to church leaders looking for renewed direction. Yes, there will be an impact on the church’s resources. It will cost your love, time, energy, attention, and money. But, this cost is minimal compared to the cost of someone’s soul! God’s grace is the true motivation!

God help us, “*Let’s Get Real!*” What is the value of one soul? The one thing God wants off this planet and into Heaven is people! To arrive at your goal you must first know what you want, but that is not enough; you must also decide what you are willing to sacrifice. So, what would you give to reclaim one soul from Satan’s grasp? We pray that you will make the WCM soul-winning passion your own so

when Jesus comes again we will have made the “leave no soul behind” dream a reality.

WE CARE MINISTRIES (WCM) VISION AND GOALS

The WCM paradigm “*To leave no soul behind!*” mirrors Christ’s call (Mt 28) to **go** and **make disciples, baptizing** them. WCM employs three uncomplicated, clear, scriptural and fruitful goals to meet the ministry’s objectives.

1. To win souls

WCM understands God’s clear command for all Christians to take the Gospel to the lost, begging them to be reconciled (2 Cor. 5) to Him. The proven We Care “conversational interview” approach allows the soul winner to establish an initial connection with the lost person. This link often transitions into an invitation to present the saving gospel of Christ. Thus the “whole person” adoption process begins, leading to an “After Care” care giving process that facilitates the new convert’s maturation. WCM continues to see the concept “People don’t care how much you know until they know how much you care” as critical to successful soul winning.

2. To train soul winners

The adage “give a man a fish and he eats for a day, but teach a man to fish and he eats for a lifetime” is true for soul winning. The second WCM goal is directed at further equipping churches to mature as a soul saving body. The WCM approach has easily transformed both seasoned Christians and new converts into excited and productive soul winners. As a result, to God be the credit and glory, churches have **doubled** and **tripled** in size after their encounters with WCM. Some congregations have used this renewed zeal to plant new congregations, both English and Spanish. This simple construct produces growth in Christians by binding them together in love, giving emphasis to telling their community of the saving Gospel of Christ.

3. To edify the local congregation

This Campaign will transform the “language” of your congregation. The talk of sports, hobbies, jobs and jokes, soon gives way to an elevated concern for the lost. The WCM encounter can actually change the “vision” of your congregation toward seeking and saving the lost. Let’s remember that God wants the church to be a movement, not a monument.

4. Leave the community with a favorable impression of the church.

Our goal is to always leave a friend for the church to be able to follow up and win souls in the future.

TRAINING FOR THE CAMPAIGN

WCM strongly suggests each congregation conduct certain training events that will prepare your congregation for the task that lies ahead. The “Search and Rescue” of lost souls is not God’s suggestion, it is His command. WCM follows the Acts 2 model of Church growth, taking advantage of its dynamics and enjoying similar success.

Suggested training consists of three separate events. **First, the We Care Seminar** should be conducted three to six months prior to the campaign start date. It will instruct your congregation on the WCM methodology of presenting the gospel message to friends, family, and everyone. **Second, the AfterCare Workshop** should also be conducted three to six months prior to the campaign start and will guide your members into a Godly attitude of adopting and giving care to the “whole person” new convert. These are conducted separately on a Friday night, all day Saturday and Sunday and serve to both motivate and involve your members in God’s reconciliation command. Now that you have scheduled a Campaign, both are necessary ingredients in order to gain the campaign’s maximum benefit. **Third, Soul Winning Basics** is conducted on the first days of a campaign. This Wednesday through Friday night event is an integral part of every WCM campaign. It is designed to train your congregation in the use of the We Care Gospel presentation and AfterCare process. It includes class lecture, role playing, and door-knocking to familiarize the congregation with the method and to reduce the fears and anxieties that may accompany such a large undertaking.

Many seem to minimize the need for training but we have already seen increased performance from our “door knockers.” The cadre is getting into more homes and presenting the gospel more often and more are accepting the gospel message. WCM cannot emphasize enough the importance of quality “just in time” training.

The Soul Winning Basics training will be a part of every campaign and should be attended by everyone who will be knocking doors. It is of such high importance that WCM asks all cadre members to attend at least one session per year.

SERMON TOPICS

Each evening during the last seven days of the campaign the We Care Evangelists will present various lessons that together form a Caring Campaign. These meetings will begin at 7:00 PM and may require a change to your normal meeting times. These seven sermons are designed to reach the “lost” friends and family members of the local church family. In addition, they are true to the heart and spirit of WCM in that they serve as a compassionate approach calling the lost to Christ. This would be an excellent time to invite friends and family to attend.

The Sermon Topics are as follows:

SUNDAY	“From Hell’s House to Heaven’s Palace.”
MONDAY	“Why We Are All Lost?”
TUESDAY	“What is the Gospel That Saves?”
WEDNESDAY	“Step into the Water – Is Baptism essential?”
THURSDAY	“Ghosts or Bodies in Heaven – Which?”
FRIDAY	“What is the Church of the Bible?”

CAMPAIGN BUDGET PLANNING FACTORS

REFER TO CAMPAIGN COST PLANNING SHEET IN THE FORMS SECTION (page 52)

ADVERTISING:

This is up to the local congregation, however, WCM suggests you **NOT** spend money on advertising the campaign, but on writing and calling the cadre to come. They are your advertisement. If you decide to advertise, please note the resources below.

RADIO TIME:

WCM will provide WE CARE programs and tapes for free. The local congregation will be responsible for paying for air time.

TELEVISION SPOTS:

WCM tapes cost \$50.00 per tape of five spots.

NEWSPAPER ADS:

Local rate (copy ready proofs \$10.00. Per set of 13-5 sets). Editorial copy is written by Larry West.

SOUL WINNING MATERIALS:

1. COSTS DO NOT INCLUDE POSTAGE AND HANDLING
2. THE FOLLOWING SUPPLIES, IF UNUSED, ARE RETURNABLE FOR FULL REFUND.
3. THE T-1 TRACT IS THE ONLY TRACT THAT WILL BE USED DURING THE CAMPAIGN.

Tracts and Lessons: WCM suggests a minimum of 2500 T-1 Tracts (1250 for small campaigns) "We Care for You" be purchased and stuffed with a campaign invitation. (10 cents per copy—prorated for large amounts—contact WCM office for rates)

"Good News (Illustrated Gospel)" books are \$2.00 each for 50 or more; \$1.50 for 100 or more; \$1.25 for 120 or more.

"Check Book" New Testaments are \$5.00 each or \$4.20 each when purchased by the box (108 per box). WCM suggests an initial buy of 3-4 boxes (2 for small campaigns).

DVDs (OPTIONAL)

"What If The Lord Were to Come Right Now?"	\$25.00
"Confronting With Care"	\$25.00
"Step into the Water"	\$25.00
"Come Home Christian"	\$25.00
"AfterCare – Keeping Them Saved!"	\$25.00

Campaign Supplies:

Contact Cards	200 @ \$.10 each
Name Tags	500 @ \$.10 each

WE CARE Fees:

Commitment Fee \$500.00 deposit (\$200.00 for congregations under 75 members) payable to We Care Ministries upon commitment of campaign: *This fee is non-refundable.*

\$1200.00 payable to We Care Ministries upon completion of Campaign (for large congregations only)
WCM WILL WAIVE THE FEES IN SPECIAL CIRCUMSTANCES. WCM GOAL IS TO WIN SOULS!

WCM Staff Travel The staff usually travels to campaigns in their RVs and will be reimbursed at a rate of 57 cents (or current IRS allowable) per mile.

Expenses are to be paid only to WCM Staff who travel to the site.

MICELLANEOUS

RV Parking - A place to park RVs with electricity, water and access to a sewer clean out trap (see "Grounds/RV Director" section of this manual). Our site preference is ALWAYS at the church building.

Meals for workers during campaign – Cost of food for members, cadre, and invited guests (see "Food Service Director" section of this manual).

Benevolence Food Boxes – To be given to door knocking contacts in need (Cost is about \$35.00 per box; see "Food Service Director" section of this manual).

Secretarial Supplies for use during the campaign. Cost is usually under \$75.00 depending on what is available in your supply rooms.

COMMITTEE LEADERS

The descriptions that follow in the next section are the Committee Leaders' work and responsibilities. Elders and/or preachers need to encourage their own members to participate on the committees. Committee Leaders are the direct contact between your working committee and the Area Coordinator who is the direct contact with the We Care Director (Larry West).

Responsibilities:

- You will assist in the overall supervision of this campaign. It is vital that you attend all meetings.
- Your major responsibility is the supervision of your committee.
- Lean heavily upon the Area Coordinator because unless all committees do their part, the campaign will be less of a success.
- Select and train all of your committee members.
- Familiarize yourself with all materials and responsibilities of your committee.
- Develop a calendar for your committee and set meeting dates.
- Help set a date for the Committee Report Meetings.
- Meet individually with all your committee members as often as necessary.

By accepting this position you have become a leader in this campaign effort. You are leading the congregations involved toward a common goal. We will be working together here, as we someday will be enjoying Heaven together.

SCHEDULE OF EVENTS

Sunday Prior To Campaign

WCM requests that the WCM campaign speaker be allowed to use the morning bible class and worship period to speak to the congregation and motivate them to take part in the Campaign. WCM requests that the Sunday evening worship period be set aside for the campaign speaker to address the congregation on the AfterCare Ministry.

First Sunday Morning:

It is critical to the campaign for WCM to conduct the Bible Class and the morning assembly preaching. It is requested that all adult classes and the 4th grade through high school classes be combined for this motivational time.

Second Sunday Morning:

“Victory Sunday” Bible Class (4th grade and up): The new Christians will be introduced, their stories told, and they will be welcomed into the family. The elders (and wives) will be introduced and their role explained and they will be charged with the oversight of the new Christians.

“Victory Sunday” assembly: “The Four Soils” sermon topic, and an explanation of the Lord’s Supper (to acquaint the new Christians and remind the mature Christians) by the WCM Campaign speaker.

This schedule may differ somewhat from your usual services because of the time it requires. The song “God’s Family” and an invitation song will be the only songs needed. Check with the We Care Staff for a fuller explanation. It is recommended that this service culminate with a covered dish dinner.

In addition, the campaign will begin with “Soul Winning Basics” training each evening beginning with Wednesday night. This valuable training has already proven it’s worth to the campaign.

Campaign Schedule:

FIRST WEEK

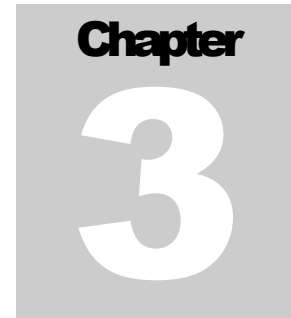
TIME	Mon	Tue	Wed	Thur	Fri	Sat
7:30				Breakfast	Breakfast	Breakfast
8:30				Devotional and Reports	Devotional and Reports	Devotional and Reports
9:30				Team Assignments	Team Assignments	Team Assignments
10:00				Door Knocking	Door Knocking	Door Knocking
12:00				Lunch	Lunch	Lunch
1:30				Reports & Team Assignments	Reports & Team Assignments	
2:00				Door Knocking	Door Knocking	
5:00				Supper	Supper	
7:00		Prayer Service	SWB Training	SWB Training	SWB Training	

Kick off banquet held either the first Saturday evening or the first Sunday noon.

Note: Both Saturdays and Sundays activities end after the noon meals with the exception of the Kick-Off Banquet and the Campaign preaching.

SECOND WEEK

TIME	Mon	Tue	Wed	Thur	Fri	Sat
7:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30	Devotional and Reports	Devotional and Reports	Devotional and Reports	Devotional and Reports	Devotional and Reports	Devotional and Reports
9:30	Team Assignments	Team Assignments	Team Assignments	Team Assignments	Team Assignments	Team Assignments
10:00	Door Knocking	Door Knocking	Door Knocking	Door Knocking	Door Knocking	Door Knocking
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:30	Reports & Team Assignments	Reports & Team Assignments	Reports & Team Assignments	Reports & Team Assignments	Reports & Team Assignments	
2:00	Door Knocking	Door Knocking	Door Knocking	Door Knocking	Door Knocking	
5:00	Supper	Supper	Supper	Supper	Supper	
7:00	Evening Campaign Sermon	Evening Campaign Sermon	Evening Campaign Sermon	Evening Campaign Sermon	Evening Campaign Sermon	



COMMITTEE ACTIONS

COMMITTEE RESPONSIBILITIES

Below is a worksheet with all the committee assignments. It will help you in assigning someone to each critical area or responsibility. Each committee will be described in greater detail in this section.

COMMITTEE	NAME	PHONE/EMAIL
Area Coordinator		
Campaign Secretary		
AfterCare Director		
Banquet Director		
Benevolence Director		
Campaign Marshall		
Facilities Director		
Food Service Director		
Grounds/RV Director		
Housing Coordinator		
Involvement Director		
Prayer Leader		
Response Counselors Director		
Telephone Operations Director		
Transportation Director		
Ushers Director		
Worship/Song Service Director		
Youth Leader		

AREA COORDINATOR

Your committees are the backbone of the campaign effort. The Area Coordinator must be able to rely on these leaders to successfully complete the planning and preparation required by his/her area of responsibility. Too often one or two people will attempt to do all the work of campaign preparation and will be “burned out” when the campaign begins. Also, including as many as possible in campaign planning will help motivate the congregation to full participation.

As Area Coordinator, you have been chosen to give leadership to this campaign. Many people, including elders and preachers, will look to you for leadership in the planning, preparation, and conduct of the campaign. You must become as Paul, “...all things to all people...” (I Cor. 9:22).

Relationship between Area Coordinator and the WE CARE Director

Your primary point of contact with We Care Ministries is Larry West. His phone number is 318/348-1954 or email lwest@wfr.org. He will help you establish a campaign schedule of events and assist you with the preparation and conduct of the campaign through phone and/or written communications. He will also help you by directing you to the appropriate staff member as your needs require. He is there to help so give him a call.

Area Coordinator’s responsibilities

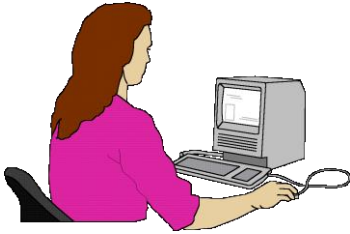
- Familiarize yourself with every committee’s responsibilities and functions.
- Send the name, address, and phone number of each committee leader to the We Care Office (wecare@wfr.org or 3201 N. 7th, W. Monroe, LA, 71291) as quickly as they are assigned. To assist you, use the “Area coordinator committee assignment chart” on page 13 of this manual. One of the staff members will contact them with further suggestions and encouragement in helping with your campaign.
- Motivate your committees.
- Designate and delegate responsibilities.
- Maintain constant communication between you, the committee leaders, and the WE CARE Director.
- Make sure all planning is done in time by checking before deadlines are upon you.
- If yours is a multi-congregational campaign include every congregation possible in the initial development of the campaign planning.
- Set time and place of committee leader meetings. Meet once a month at the beginning, and then weekly as the campaign plans develop.
- Preside at all committee leaders meetings.

- Make copies of the manual and give the proper pages to the committee leaders so that they can become familiar with their duties. VERY IMPORTANT! (Include the forms from www.wecareministries.com).
- Select a campaign Secretary. **Important:** Try to find someone with secretarial skills and who is computer literate. It is better if the local church secretary is *not* selected, as her duties are already extensive. The campaign secretary will work closely with Peggy West (Campaign Office Manager) and will coordinate the transition of materials into the church office.
- Arrange for a room to work from during the campaign. This will be our “War Room” for the WE CARE office and should be arranged for and be large enough to house the Campaign Secretary(ies), the We Care staff member in charge of the maps, and all of the WE CARE Campaign materials. This room should have a telephone, a *LARGE* bulletin board, two 6-8 foot tables, a few shelves, and a desk. It would be convenient if the phone line served as an internet connection, or if a high speed internet line could be connected to our wireless router.
- Arrange for baby sitters at the building during the daytime door knocking and at the campaign-preaching site in the evenings. Baby-sitting should also be available during the Kick-Off Banquet. Rotate sitters so all may participate in the campaign.
- (Suggestion: A class for children may be conducted during the evening services to allow more concentration on the lesson.
- Purchase and have available pocket *WE CARE Chain-reference New Testaments*. These will be used in teaching studies and to give to those contacts that request one. (See cost sheet)
- Most necessary WE CARE forms can be found in the ‘forms’ folder of this manual.
- Select men to present the Devotional each day during “Soul Winning Basics” training and campaign. These are short talks with a maximum length of 10 minutes. Topics should pertain only to that which is both encouraging to the campaign and focused on evangelism. **No discussion of “issues”!**
- Work closely with the Banquet Director in making the arrangements for the Kick-Off Banquet (see “Banquet Activities” in the “forms” section of the manual) and serve as MC the banquet.
- Notify local Police Department at the appropriate time to let them know that we will be going door-to-door. Check to see if they have any unusual rules governing door knocking.
- Arrange a meeting with local elders and the early-arriving We Care staff members shortly after their arrival.
- Arrange a meeting with all committee members and the early-arriving We Care Staff members shortly after their arrival.
- **Priority** - Arrange a meeting with the We Care Staff member in charge of AfterCare and the local AfterCare Director.
- Arrange speaking engagements for the We Care Staff member who is preaching the campaign with local news radio stations, civic groups, etc. as many times as possible during the campaign.

- Schedule the We Care Campaign speaker to speak during Bible Class and Worship on the first Sunday of the campaign at the “Host Congregation”. Schedule other full time staff members to speak at other area congregations at the same time. This will keep these other churches informed and encourage them to be involved in the campaign.

CAMPAIGN SECRETARY

It is important that the person selected to be the We Care Ministries Campaign Secretary from the local church be available daily in order to provide consistency in the knowledge of the work and materials. This needs to be a person other than the church secretary whose job is already very extensive.



Responsibilities of the Campaign Secretary before the Campaign

- *Note: Peggy West (We Care Campaign Office Manager) will be your contact from We Care Ministries during the campaign. She will be available at all hours to aid in the secretarial duties. (318/348-1276 or pwest@wfr.org)*
- Secure secretarial supplies. (See list at the end of this section)
- Secure and deliver copies of the church directories from each of the participating congregations to Peggy West, upon arrival for use DURING the campaign.
- Make up a local area map with personal services pinpointed (pharmacy, post office, beauty/barber shop, Dr.'s office or clinic, Walmart, Laundromat, RV repair service, etc.) and make copies to be given to the out of town workers upon their arrival.
- Have an out-going mailbox available for the out of town workers to drop their mail in, and someone locally responsible to see that it is mailed.
- Locate and provide the names, phone numbers, and times available of any members of the local congregation who are fluent in Spanish and would be available to help with interpreting the studies held for any Hispanic contacts. These should be made available to Marco Senoret or Peggy West upon arrival.
- Prepare the materials as indicated on the "Packet Check List" located in the "Forms" section at www.wecareministries.com.
- Determine the number of "We Care For You" tracts (T-1) to be used during the Basic Training and campaign. Note: *One of these tracts will be left at each door knocked on during the campaign (see the "Packet Check List" of forms section of this manual for further help in determining the number).*
- Order the "We Care For You" tracts at least six weeks before the Basic Training and Campaign starts. Each of these tracts has to be stamped or labeled with the name, address, and phone number of each participating congregation on the front cover.

SAMPLES:

CHURCH OF CHRIST
105 Elm Street
Ridgmont, OK 77777
Phone: 333-4422

CHURCH OF CHRIST
Harvey at Brown Road
Baker, GA 33333
Phone: 444-3322

(Please include times of services and classes)

IMPORTANT: *Avoid using Post Office Box numbers.*

People responding to the WE CARE invitation for help need street locations for your Church buildings or the preaching site. The box number may be added if the congregation expects some type of mail reply, but should NEVER be the only address listed.

Duties of the Campaign Secretaries During the Campaign

- Team Leaders Packet List
 - Peggy West will provide a sheet to be used to document the team leaders and their packet numbers. The two-pocket folders are to be used for packets (make up only 5, as many of the team leaders have their own packets).
 - Note: This number should be entered by the team leader in the appropriate box on the contact cards before they are turned in.
 - ***NOTE: The “We Care Contact Card” is your primary source document for records keeping and should be processed as soon as possible.***
- Contact Cards
 - The door-knocking teams will return the “Contact Cards” with information about a contact to the wire basket specified (labeled “Contact Cards” on the secretary’s desk).
 - Each WE CARE Contact Card should be scanned for information content.
 - The **white (top) copy** of the WE CARE Contact Card should be mounted on the studies board (labeled by days/date of the campaign) so the team leader can pick it up well in advance of the study.
 - The **yellow (second) copy** of the WE CARE Contact Card is the **file copy**. This copy is for the exclusive use of the church and should not be used by the people knocking doors.
 - Arrange the WE CARE Contact Cards (yellow copy) alphabetically in the appropriate file box making sure that the code letter of the zone is in the upper right hand corner.
 - **Note: WE CARE Contact Cards should be filed in three file boxes or one large file box that will accommodate 5”x8” cards. These files should be labeled, “Open”, “Saved”, and “Closed”.**
 - *Note: Peggy West will normally see that the team leaders have these contact cards.*

- Out of town workers:

- Create a listing by Name, address, city, state, zip code, telephone numbers, and E-mail address of all those people coming from out of town to work in the campaign.
- Helpful hint-The local housing director will have most of these names. Also check with the We Care office and staff for any names they might have. After the initial list is prepared, it should be circulated through the out of town workers for correctness. Enough copies should be made so each out of town worker may have a copy plus a copy for each member of the WE CARE Team (Note: The easiest way to locate “out of town workers” who are not on the list is to pick up the sign-in sheets after they have been used to assign teams for that session).

- “May We Serve You?” Cards
 - “May We Serve You?” Cards should be collected at each evening preaching services. The Usher Director should deliver these to you each morning. Those requesting prayer should be given to the prayer team. Those with other needs should be distributed to the appropriate church leader (i.e.: Counseling, Benevolence, etc.). Those cards that indicate an interest in having eternal life should be attached to a Contact Card and given to Peggy West or the We Care Secretary for team assignment.
- On the second Saturday afternoon, make sure all the WE CARE materials have been organized for follow-up to continue and for integrating into the regular church office.
- WE CARE Campaign Schedules:
 - These should be prepared and made available to all the campaign workers. (Source) Peggy West
 - Statistical record keeping and reporting:
 - Various records are necessary for We Care Ministries historical records and for the elders.
 - Baptisms and restorations:
 - A daily record will need to be kept of each person baptized or restored. “Baptism” forms (blue) or “Restoration” form (yellow) should be given to team leaders to fill out and return ASAP to the We Care Secretary. These forms are available in the “Campaign Forms” at www.wecareministries.com.
 - IMPORTANT: This listing should be furnished to the We Care After Care Coordinator, the local aftercare director, the local staff, preacher, and elders on a daily basis.
- Daily detail records:
 - A daily record of number of doors knocked; found home, studies conducted, number taught, etc. This information is available after each report session (AM numbers after lunch, and PM and evening

numbers on the following day) from the We Care team assignment leader.

- Local workers listing:
 - The elders of most congregations like to have a listing of the local members who door-knocked during the campaign. After each report session, the We Care team assignment leader will have this information available for the secretary to keep or add to computer listing she may have created.
- Report distribution:
 - All records (baptisms, restorations, daily door knocking totals, out of town worker list, campaign schedules, etc.) will be recorded on a CD and will be furnished to the church by Peggy West.

Summary:

- We cannot over-emphasize the importance of the WE CARE Campaign Secretary. Accurate record keeping is vital not only for use during the campaign, but also for the follow up afterwards. God's church will be blessed with the work you do in your campaign.

Secretarial Supplies

Paper clips—one large box

One stapler and one box extra staples

Mechanical or pre-sharpened pencils (100)

“Post-It” notes (approx. 20 pads)

Scotch tape (one dispenser)

Push pins (Approx. 50)

Scissors—two pair

Folders--Two-Pocket—10

Fine-Point “Sharpies” & highlighters (2 of each)

Ballpoint Pens (50)

Three 5”x 8” file boxes, or one large that can contain 3 sets of cards

Three Sets of Alphabetical Index Cards for File Boxes

Two 9”x 12” wire baskets

Area or City Map (40 Copies) for team leaders’ convenience (Note: This is in addition to the map with necessary services pinpointed, such as Walmart, Post Office, etc.)

Local Telephone Directory

Church Directories-Current and Updated

For Benevolent Food Boxes: 800-2500 “Small Round Labels” (depending on number of team leaders: approximately 20 labels for each benevolence food box): 1 ½” Diameter (in white) Avery 8293 w/ 400 per package. Suggested text for labels to be placed on each item in box:

“From your friends at Church of Christ; 123 ABC Road; Any Town TX 12345 Telephone # with area code.”

NOTE: *Many of the above items will be available in your church supply room. (REDUCE THE AMOUNTS ON THIS LIST FOR SMALL CAMPAIGNS)*

AFTERCARE DIRECTOR

The most important thing we do in a campaign is to teach and baptize the lost. The next most important job is to assure that those added to the Lord's body stay within the body. You will chair the committee that will make sure all the new converts get a good Biblical foundation and find other Christians with whom they can build personal relationships that will help them start their walk with the Master. The importance of your work cannot be stressed too much. The rewards you receive will be proportional to the effort you put forth.

Here are some suggestions to help you begin.

- Prayerfully select some other people to assist you.
- Select one person from each congregation to serve on your committee.
- You and your leaders should become thoroughly familiar with the WE CARE "AfterCare" materials (available at www.wecareministries.com).
- Select and train teams to be ready, when the door knocking starts, to help the new converts to write the "Letter to Myself" and to teach them or at least be present for the teaching of the first lesson of the We Care Aftercare studies immediately upon their immersion.
- Have the elders ready to go to the new converts the same day or day after they are baptized! Make your elders a part of your After Care team.
- VERY IMPORTANT - Work closely with the We Care Staff to obtain all materials and to implement a plan for the After Care new convert follow up.
- It is very important that those people who work on your committee attend all sessions of the nightly Soul Winning Basics.

Additionally, accountability must be introduced into this ministry. WCM may be checking back with you over the year following your campaign. WCM is interested to know how well the new converts are doing. Obviously, there may be some new converts that cannot be kept no matter the effort put forth. WCM is not trying to place blame, rather WCM is trying to learn how we may improve the help we provide a congregation.

BANQUET DIRECTOR

This is the campaign kick-off! Through this banquet, great fellowship is enjoyed. This banquet also provides an opportunity for the community of God's people to meet the We Care Staff and in-coming Cadre. It offers a time for excellent news media coverage.

Responsibilities of the Banquet Director

- Schedule the Banquet the first Saturday night or Sunday noon of the campaign or Soul-Winning Basics. If you are not the Food Service Director for the rest of the campaign, work closely with that person in making all decisions regarding your work.
- Prayerfully choose at least one person to assist you.
- Project an attendance goal for the banquet (check with the Housing Director and the RV Grounds Director to get a projected number of out of town attendees)
- Select and reserve the location for the kick-off banquet early to assure adequate size.
- Recruit the entire body of committee leaders for help in all phases of preparation for the banquet.
- Using a good balance geographically, select one committee member from each participating congregation. One month prior to the banquet (and campaign) your committee should meet weekly.
- If you decide to have the banquet catered, order tickets from the printer. Include the event, date, time, and location on the tear-off type ticket. Be sure to print an adequate number of tickets. These tickets are not SOLD—it serves to aid you in counting the number of attendees.
- Have a ticket distribution meeting four weeks before the banquet. You should have the committee leaders and two representatives from each participating congregation attend this meeting. Everyone should be able to move at least 10 tickets.
- Have all ticket distributors telephone all the takers two days before the banquet for confirmation. Telephone committee people should have a copy of the banquet menu in case of questions from people on restricted diets.
- Make sure all preachers, elders, and key people, etc. from all the participating congregations have tickets. This includes the WE CARE Team, their wives and cadre present at the time.
- **IMPORTANT:** *Set up a special news media table. Deliver complimentary tickets to the leaders from television, radio, and newspaper. Be sure to invite the mayor and his/her spouse (as well as other local dignitaries) to this banquet. Work closely with the Area Coordinator on this project.*
- Catering services can be used or members from each congregation can prepare the meal. One waitress for every 10 people in attendance (and two for the head table) is a very good rule. The young people from each

- congregation can be used as waiters/waitresses. This is a good way to involve them in the activities surrounding the campaign (and they enjoy it!).
- If possible, have local singing groups/quartets, etc. to entertain and edify the audience. (See “Banquet Activities” in the “forms” section of the manual)

This banquet will be a uplifting time for everyone who attends.

BENEVOLENCE DIRECTOR

For I was hungry and you gave me something to eat, was thirsty and you gave me something to drink, I was a stranger and you took me in. I needed clothes and you clothed me, I was sick and you looked after me, in prison and you came to see me". Matthew 25:35-36 (NIV). This Scripture is the backbone of our approach in reaching the lost in our campaigns.

Responsibilities of the Benevolence Director

- Assemble groceries to be used by the door-knocking teams—food for approximately 80-100 boxes is suggested (20-30 to be ready for the first day of door-knocking).
- See “Benevolent Aid List” on next page.
- See that the groceries are put in sturdy boxes for distribution,
 - NOTE: Having the groceries in sturdy boxes has several advantages.
 - *Boxes are easier for the teams to handle.*
 - *We ask for the boxes back and that gives us a reason to get inside the house when we do our benevolent help.*
 - (When we are inside the house we want to use our eyes to look for anything that might help in aiding the person).
- If your congregation has a clothing room, make sure the clothing is clean, sorted, sized, etc.
 - Many times the team will bring the person needing clothing to the clothing room so they can choose the clothing they would like.
 - If you do not have a clothing room, sizes of needed clothing can be announced at the evening service (this actually works better, because others become involved!)
- Control the spending of cash for benevolence (rent, utilities, etc.)

Duties of the Benevolence Director

- Prayerfully choose at least one person from each congregation to assist you
- Make sure the benevolence boxes are in a convenient place near the “War Room” each time the teams go out.
- Work with the Involvement Director to involve the congregations in gathering food to be used during the campaign. One of many ways to gather food is to have a “Pack- the-Pulpit Sunday”. Have everyone bring food and put it on the pulpit. The idea is to see how much food can be brought on a given Sunday. Try to crowd the preacher out of the pulpit with food.
- Often grocers will donate perishables or dated cans of food, “you have not because you ask not”, so ASK!
- Handle the requests for cash-help brought in by the teams (i.e. rent, utilities, gasoline, etc.).

- Note: The We Care staff encourages the team leaders not to offer MONEY to the contacts (unless they are willing personally to do so). This is a decision left up to the local congregations' leaders.

REMEMBER: No benevolent help is done contingent on a Bible study. We want to glorify God with everything we do in the campaign. We will glorify Him by showing compassion for the needy.

Benevolent Aid List

The following is a recommended list of food and other necessary items to be gathered and put in boxes for distribution during the campaign. Keep in mind when preparing the boxes that soap, detergent, toothpaste, toilet tissue and such cannot be purchased with food stamps. Try to think of the basic items you would want if you were in great need.

5 pounds	Flour
1 box	Oats
1 jar	Peanut Butter
2 cans	Corn
2 cans	Soup
2 cans	Spaghetti-O's
5 pounds	Sugar
1 package	Dry beans or peas
1 package	Rice
1 package	Four-roll toilet tissue
1 tube	Toothpaste (large)
1 box	Laundry detergent
1 bar	Hand soap

An ample supply of baby food and diapers should be on hand for young families with small children that we help.

CAMPAIGN MARSHALL

This program will activate more people to be involved in the WE CARE Campaign than any other one program. It's essential that everyone in the congregation participate.

Responsibilities of the Campaign Marshall

- Determine the number of attendees at each congregation then print enough copies of the "Most Wanted" forms for everyone, located at www.wecareministries.com under "FORMS".
- Encourage preachers to speak on the need of evangelism in the community and the responsibility of Christians being involved.
- Each congregation's "Marshall" should distribute the "Most Wanted" forms to every member through personal visits, classes, etc.
- Motivate everyone to personally commit to a statement on each blank of the "Most Wanted" form. Collect all completed forms and give them to the Campaign Secretary.
- **MOST IMPORTANT** - Emphasize: The out-of-town workers desperately need folks to go with them to these contacts. All your members have to do is introduce their friends to these workers, then be the silent partner. They have nothing to fear; the workers know the Gospel is GOOD NEWS, not bad. They will always leave a friend and hopefully a new life in Christ.
- The "Most Wanted" forms have room for information about people for whom the individual church member may have a burden. This becomes a list of people the individual church member would like to see in heaven. These forms will be used as prime contacts during the campaign, *especially* for those people who have signed up to go with the teams to contact their friends, relatives, etc.
- Once the church members realize how hungry their lost friends and relatives really are, they will continue their soul consciousness after the campaign is over.
- Our research indicates that 80-90% of the people come to Christ through friends, relatives, and associates who care enough to confront them with the Gospel. We need a growing emphasis on a natural, lifestyle approach to evangelism as a part of normal Christian living.
- A change from 'doing' evangelism towards every member 'being' an evangelist in everyday life is one of the goals of the campaign. Filling out the "Most Wanted" form can be what Christians need for a 'jump start' to that end.

FACILITIES DIRECTOR

Responsibilities of the Facilities Director

- Prayerfully select some others to help you.
- Set a monthly meeting for your committee.
- If the church building is to be used:
 - Make sure all needed equipment is in working condition, such as: baptistry, public address system, podium area, counseling rooms, first-aid station, information tables, nursery, etc.
 - Assist the campaign secretary for needs for the We Care office.
 - Decorate the stage with flowers and greenery.
- If selecting a “neutral” site (other than your church building):
 - Secure parking lot attendants.
 - Assist the sponsoring elders and Area Coordinator in selecting a neutral location (if preferred) for the nightly preaching. Estimate the nightly attendance, basing it on the total membership plus visitors. Reserve a place early, such as a convention center or high school auditorium.
 - Make sure all needed equipment is at the neutral site (or in good working condition at the church building) such as: public address system, platform, counseling rooms, first-aid station, information tables, nursery, etc. See the campaign secretary for needs for her We Care office.
 - Arrange for a baptistry to use (if a neutral site is used). Normally, the easiest to obtain is a corrugated livestock-watering tank.
- **IMPORTANT: *Make sure there is liability insurance covering the neutral site facilities.***

Your Area Coordinator will be of great help to you in the facilities areas. God will bless your efforts.

FOOD SERVICE DIRECTOR

This service is one of the most important of the campaign. The out of town workers, the local workers, and the invited guests (contacts to be studied with or who have been studied with) are going to need meals that are nourishing and served with a smile! Your work is to be commended before you begin, as you are one of the heroes of a successful campaign!

Responsibilities of the Food Service Director

- Select at least two helpers to form your food service committee and to help you with menus, soliciting supplies from area grocers, and telephoning the congregation to help with cooking, set-up & clean-up, and serving.
 - *Note: Available for your help is Mrs. Lawrence ("Dale") Longhurst, long-time restaurant owner, caterer, and food supplier for the Hendersonville, TN Church of Christ. She has offered her services to you in whatever needs you require. She can provide sample menus, suggest where to buy foods, and give approximate amounts to purchase. In some cases, she can be on site to aid in or even supervise the food services. She is an extremely capable and willing part of the We Care cadre with a beautiful spirit and a winning personality and does not charge you for her services. Her address and phone number is: 108 Cool Springs Dr., Hendersonville, TN 37075, 615/824-6383.*
- Aid, if needed, with the "Kickoff" Banquet to be held on the first Saturday night or Sunday noon of the campaign (see "Banquet Director").
- Provide 3 meals per day for the workers (local and out of town) and invited guests, beginning on the first Thursday of and continuing throughout the campaign, with the exception of the Saturday & Sunday evening meals.
 - You will need to check with the local Campaign Coordinator and Housing Chairman to find out approximate numbers to be served. Meals are to be served at the following times:
 - 7:30-8:30 a.m. Breakfast
 - 12:00-1:00 p.m. Lunch
 - 5:00-6:00 p.m. SupperNOTE: Kitchen may need to remain open for teams who are late arriving from studies.
- It is suggested that coffee, tea, and other drinks be made available throughout the day for the refreshment of the workers.
- A "Snack Table" with fruits and other energy snacks is always well accepted.
- Cold bottled water should be provided for the workers who are going out, especially during the hot seasons.
- Please consider that there are SEVERAL diabetics among the cadre, so sugar-free desserts (note that "sugar-free" and "low-fat" are VERY different) and low-carb options are absolutely necessary. Also, be sure that the menus include some leafy green vegetables often.

GROUND/RV DIRECTOR

Many of the We Care cadre come in recreational vehicles (we actually refer to them as “rescue vehicles”!) to work in the campaigns. These folks have special needs, i.e., parking, fresh water, wastewater, etc. *For more information feel free to contact:*

Chuck Thompson
810 Nogales Way
Gillette, WY 82716
307/689-1164 ©

Romans811wc@yahoo.com

MUCH TIME AND MONEY HAS BEEN WASTED DUE TO A FAILURE TO COORDINATE ALL ACTIONS WITH CHUCK THOMPSON. SPEAK WITH HIM EARLY AND OFTEN.

Responsibilities of the Grounds/RV Director

- Prayerfully select at least two people to assist you.
- Choose a parking site for that is reasonably level and flat for RVs.
- This site should be at the building of the host congregation if at all possible. This will attract the attention of the local residents and will build their interest. It will serve as some of the best advertisement possible.
- A space for 6-25 RVs should be selected (Chuck can give you a more detailed number)
 - Each coach should be allowed 20 feet width space.
 - The longest unit will be 42-feet long.
- **Helpful Hits**
 - Many cities have ordinances that require permits to park RVs.
 - There are several ways to get around these restrictions.
 - In most cities churches are treated the same as a family and not as a business.
- A variance can be obtained from the city for a short term parking of the RVs (normally 30 days).
 - **NOTE: THIS NEEDS TO BE OBTAINED SEVERAL MONTHS EARLY AND MUST BE IN WRITTEN FORM, IN CASE OF UNFORSEEN PROBLEMS!**
- Start with anyone in the congregation who has a tie to the City and might be familiar with its operations.
 - Go to the City Engineer or his counterpart who has the responsibilities for this type thing. Remember these RVs will have to have water and electricity as well as a place to park.
 - Appeal to his (city employee) sense of well being for their city. The folks coming in their RVs are coming to help the people in the city with their physical needs as well as spiritual needs. These RV folks pay their own expenses and the city has everything to gain and nothing to lose with their coming.
- Fresh water and waste water control.
 - Fresh water:

- When choosing a parking area keep in mind that the RVs will have to have access to water.
- Only one water tap will be necessary. The cadre with RVs have fresh water hoses to service their units. They also have the necessary connections to hook into the water line.
- Waste Water
 - There are several ways to handle this.
 - Locate and open the sewer cleanout trap at the church building.
 - The RV cadre has the equipment to move the wastewater from their units to the sewer cleanout trap.
 - Contact a Septic tank cleaner. Contract him to pump out the holding tank on each unit. (Normally about twice each week).
- Electric:
 - A dedicated 50-amp line is required for at least 6 units. A dedicated 30-amp line is required for all other units. The RVs need to be parked on the grounds of the host congregation if at all possible.
 - To help you facilitate these electrical connections, We Care Ministries has an electric set up for RVs. This consists of a weather head, a meter box, a breaker box, conduit, and 50- and 30-amp receptacles.
 - You will need to arrange for this material to be moved from the site of the campaign preceding yours.
 - We Care Ministries has a 6'x12' enclosed trailer available with the electrical supplies for your use in moving this equipment.
- Helpful Hints
 - The electrical facilities will probably have to be inspected by the local power company or city or both.

Very Important: In most cases permits from the City are required for the electrical hookups. This process must begin **several months** before the campaign to prevent last minute bureaucratic problems. The We Care RV Facilitator will arrive 2 to 3 weeks in advance to direct the completion of the electrical hookups for the RVs.

TYPICAL RV CONNECTIONS

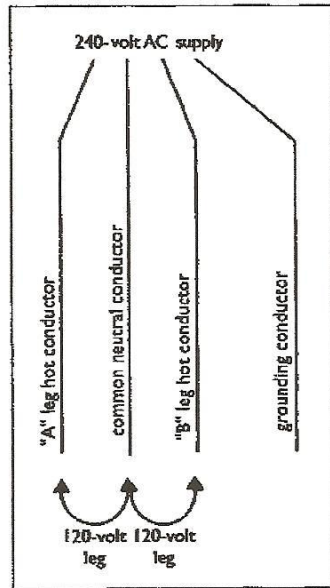


Figure 7-3. Basic wiring diagram of a 240-volt system.

240-Volt, 50-Ampere Systems

Bus conversions, large Class A motorhomes, and large fifth wheel trailers are often wired for 240-volt, 50-ampere service. The 240-volt system is split into two 120-volt main circuits or legs, to provide a usable voltage in the RV. (When using a voltmeter, the voltage across the two 120-volt hot conductors measures 240 volts.) This system requires a main disconnect fuse/circuit breaker and two subpanels, one for each 120-volt circuit. The subpanels, each with its own hot and neutral bus bar and breakers, split the heavier loads between them to balance the two circuits. Lesser circuit loads also are equally split between the panels.

A 240-volt system consists of three wires: two 120-volt current-carrying conductors and a single, common, neutral conductor used with both hot conductors to form the two legs. Added to these wires is a grounding conductor, which makes it a four-conductor system (Figure 7-3).

Campgrounds offering 240-volt service have outlets with the configuration shown in Figure 7-1, which is often referred to as a mobile home outlet because it is the type used in mobile home parks.

Some large RVs with just a 120-volt 30-ampere system may have a main panel and one subpanel. The main panel usually carries the circuits for heavy-ampereage equipment, such as air conditioners; the subpanel contains the circuits for wall receptacles.

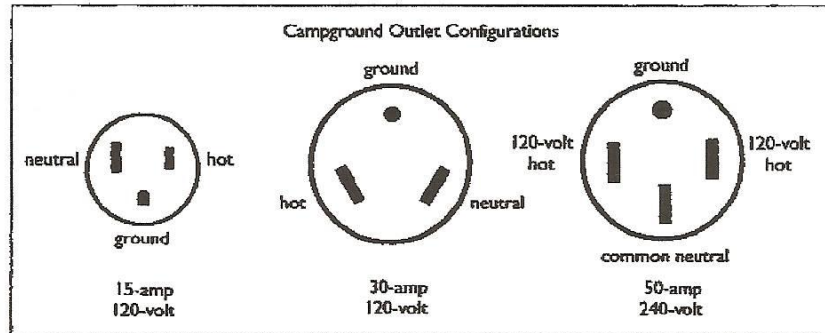


Figure 7-1. Standard campground outlet configurations. On the 50-ampere 240-volt outlet, each hot 120-volt blade represents one leg of the 240-volt supply.

RV ELECTRICAL REQUIREMENT



The requirements for the electrical service depend on the size of your congregation.

The electrical service provided must be sufficient for the number of RVs traveling to your campaign. Chuck Thompson will know the RV requirement.

RVs use 240 volts AC – 50 AMP and 120 volts AC – or 30 AMP services.

A 200 AMP meter base connected to a 200 AMP disconnect breaker is required for campaigns at congregations of less than 100 people.

Two 200 AMP meter bases with two 200 AMP disconnects are required for campaigns at congregations that exceed 100 people.



This can be accomplished by having your local electrical utility company set a temporary utility pole or pedestal stand. Then, upon arrival of the Field Coordinator, have a licensed electrician install the proper meter bases and disconnects according to the Field Coordinator's direction.

Contact your local electrical utility to learn how to meet their requirements and permits. Start early enough to insure We Care RV electrical needs are met three weeks prior to the campaign.

HOUSING ASSIGNMENT COORDINATOR

Responsibilities:

- This is the person selected by the Area Coordinator to arrange housing of incoming campaign workers. (There is a form entitled “Campaign Attendees Registration” available under “Forms” at www.wecareministries.com that will be helpful to you in arranging homes for the out of town workers.)
- Prepare a list of all out of town campaigners, including the arrival time, host name, address and phone number. Furnish copies to the Area Coordinator and the WE CARE Ministries office. Give copies to the early-arriving We Care Staff members and to the campaign secretary.

Duties:

- *This is vital: Send a letter to incoming campaign workers confirming their reservations.*
 - The letter should also have a map showing the location of the home where they will be staying.
 - It should include the name, address, and phone number of the host. This is a volunteer army coming to help you! Make them feel wanted! (Some congregations have had their children’s’ classes to write welcome notes, too!)
- If the incoming campaign workers are flying, work closely with the Transportation Director to insure that transportation to and from the airport is arranged.
- Make sure you know the arrival date and time of each out of town campaigner.
- Have them come directly to the building if they arrive during the day.
- If they arrive in the evening, they may want to go directly to their host’s home.
- Notify hosts immediately of any changes or cancellations.
- Choose a person from each participating congregation to help you in securing housing for the out of town campaign workers.
- Assign one or more persons to a house. *It is important that there be transportation available for the ones staying in homes so that they can conveniently commute to and from the church building and to and from studies to be held, etc. Try to put at least one out of town worker with a vehicle with those who do not have one.*

Your job is one of the most important of the campaign. You are one of the heroes of a successful campaign! The housing of campaigners is essential to the smooth operation of the campaign. A lot of the campaigners will be traveling a long distance, will have paid their own way, and will work hard during the campaign. Their treatment as a guest is important. The host families will be blessed by having these people in their homes.

INVOLVEMENT DIRECTOR

It is your job to elevate a “Soul Conscious” environment in the church family. The success of the campaign depends largely upon instilling a longing in the Christian’s heart to want to win souls. We must learn to care! And we must create again great enthusiasm BEFORE the campaign begins. Evangelism follows enthusiasm! Be intense! Be Passionate!

Responsibilities of the Involvement Director

- You are the “Cheerleader”! Promote the upcoming campaign from the pulpit, in the classroom and in members’ homes! You are to be up front and very visible!
- Be the most enthusiastic person available.
- Be innovative! Initiate ways (such as a WeCare committee “fair”, skits, or special “sign-up” event) to “INVOLVE” the membership. Get them excited so as to reach their peak when the campaign starts.
- Work closely with the Campaign Marshal in each congregation.
- Work closely with the Benevolence Chairman in each congregation.
- Be available to help and encourage all of the Committee chairmen.
- Write at least two times to the entire Cadre. These soldiers take their vacations and pay their own expenses to come and work for you in these campaigns.
 - Often they must choose which campaigns they will attend. If you are more enthused, are very warm, and magnetic with your urgings, they will choose your campaign to attend.
 - Again write at least twice, possibly telephone and/or email them, and send brochures of your area. Do what is necessary to get these laborers into your field!
- Prayerfully select two leaders to help you.
- Choose one person from each participating congregation to serve on your committee.
- Set a monthly meeting of your committee.

You should really increase your presence before the congregation as the campaign draws near. WCM suggests the following to help you motivate your congregation.

Six months prior to the campaign WCM suggests you use Short Talks and articles to stress the need for team work, being involved, dedication, the thrill of teaching the lost, the urgency of this effort and the precious nature of every soul.

Four months prior to the campaign would be a good time to use short talks, sermons, articles, class announcements, discussion forums, letters and posters to

inform the congregation on the mechanics of a campaign. Be sure to stress the how and why of the campaign along with the need for follow up and AfterCare.

Finally, at two months prior to the campaign you should begin your push to the finish line. Now would be a good time to stress the need for the full involvement of the congregation. Let everyone know they are needed and what task they can best perform. It is time to get full family involvement in the saving of souls.

Use every available experienced person at your disposal. This can be a very great undertaking and you will need all the help you can obtain. Remember, along with bigger jobs comes a greater reward. Our God continuously shows His love and pleasure with those who work hard in doing His will.

It is your task to have the congregation peak at the time of the campaign. This requires a delicate balance to your motivation style. Be careful to not burn out the congregation before the campaign.

PRAYER LEADER

Your committee is the most important in the entire campaign. Although the Bible speaks to us over and over about prayer, it is probably the most neglected source we have to the Father. We are all aware of the power of God. The greatest source of power in the universe is available to us through Jesus Christ in PRAYER. If we get Christians praying together, we can, through the power of God, turn individuals to the Lord Jesus Christ.

Responsibilities of the Prayer Leader:

- **Pray Yourself!**
- Prayerfully select people to assist you.
- Select one person from each congregation to serve on your committee.
- Conduct a monthly meeting with your committee.
- Set up a Prayer Emphasis Sunday.
 - Ask each preacher to focus his sermon on prayer as it relates to the campaign.
- Suggest a prayer service after the above Sunday.
- Consider organizing 5 to 10 home prayer meetings in each congregation.
- Ask for and help organize a “Day of Prayer” in each congregation the Sunday before the campaign. Request special prayers for the campaign in all congregations on this day.
- Consider leading in the organization of a 24-hour prayer and fasting vigil at each congregation the last weekend before the campaign.
- The ***We Care staff*** will conduct an outdoor (weather permitting) prayer service on Tuesday evening before the campaign usually near the RV’s.
 - Be sure to have an indoor area selected in case of inclement weather.
 - The entire congregation and the cadre that are there should be informed of the date and time of this service.
 - Ask them to bring their lawn chairs and bug spray!
- Your committee will be responsible for the pre-service prayer meetings. Work with the Facilities Director to establish a location at the Campaign-preaching site. *Conduct these meetings 30 minutes prior to the start of the campaign preaching.*
- *During the campaign, work closely with the WCM Prayer Team Leader and encourage local members’ participation in the twice daily prayer sessions for the lost, the teams, and special prayer requests.*

An intense prayer effort will change the entire mood of the congregation and will change people lives for the better. The church may choose to have a group of prayer warriors on site of the Campaign praying throughout the lesson for God’s increase. This would take place in a separate room.

RESPONSE COUNSELORS DIRECTOR

In response to hearing the gospel proclaimed people are given an opportunity to respond to that gospel in a public way. For many, the walk from their seat to the front of the auditorium is a long walk. For many it is a scary walk. We want to assist them in making their way to the front of the auditorium and to Jesus.

Responsibilities of the Counselor Director:

- Select several people from each congregation to work on your committee. Choose both men and women for this job. They should be warm, attentive, loving Christians.
- Train these people to be alert to the people around them during the invitation at the end of each service.
- Make sure aisle seats are available for the response counselors at each Campaign preaching service.
- Have plenty of response cards and pencils and Kleenex available!

Duties of the Response Counselors:

- Sit in an aisle seat at the Campaign preaching.
- ***IMPORTANT: Be alert to people who respond to the gospel. As they start down the aisle, move quickly to them and walk to the front with them.***
- Stay with that person, being ready to assist with their baptism or to study with (or find someone to study with) them if that is required.

The tension of that awesome walk to the front of the auditorium can be made much more relaxing by your show of love and attention. Remember that God wants His children to bring others to Him and this can be your opportunity to assist in that.

TELEPHONE OPERATIONS DIRECTOR

You will be the most important communication tool of the campaign effort. Without good communication, confusion can occur. God is not the author of confusion and our campaign won't be either if this job is done properly.

Responsibilities of the Telephone Operations Director

Your work on this committee is three-fold:

1. Separate the church directories of the participating congregations among the members of your committee. Call members prior to the kick-off banquet and "Soul Winning Basics" training meetings to enthusiastically remind them. Secure a complete menu prior to calling about the banquet. This will help answer questions from people on restricted diets. Each telephone operator should have a copy of the sermon topics (see "Inserts for Brochures" section of the manual) in case of questions from the community.
2. Use a City Directory (R.L.Polk) if one is available. Again, separate this telephone directory and call every residence in the area before the campaign. The size and number of participating congregations will determine the number of telephone operators needed. Each telephone operator should have a copy of the sermon topics in case of questions from the community.
3. Divide up the church directories of the participating congregations and call every member during the week of the Campaign. Ask "How many are you bringing tonight?" Report this information to the Facilities Director to help in planning seating, etc.

The following is a recommended telephone dialogue to use when calling:

"Hello, I'm (Your name) with the WE CARE Campaign. I'm calling to ask if you've heard about our campaign. It will be in (Name of your town and dates of preaching). The out of town preacher will be addressing the community at (Campaign preaching site). I want to personally invite you to be my guest. WILL YOU COME?"

- Prayerfully select several people to help you.
- Obtain one person from each participating congregation to serve on your committee.
- Set a monthly meeting with your committee.

YOUR ROLE IS VITAL
GIVE IT YOUR ALL
LET'S GLORIFY GOD!

Special note: We at WCM have *experienced* that the personal touch of telephone calls cannot be overrated! They are much more successful and much less expensive than direct mail-out.

TRANSPORTATION DIRECTOR

Responsibilities of the Transportation Director:

- Prayerfully select two people to assist you.
- Make arrangements for vehicles and drivers to be available each night of the Campaign preaching.
- Transportation needs for each night's preaching should be routed through the Campaign Secretary.
 - The evening drivers will need to check the local 'We Care' office to get the names and addresses of those requiring transportation that night.
 - The We Care secretary needs to know who is driving in order to notify them about anyone who calls in needing a ride.
- After determining the driving schedule for the evening the driver should call everyone who needs transportation. Let them know the approximate time they will be picked up.
- Some of the out of town campaigners will be flying or riding the bus.
 - **Work with the Housing Coordinator** to determine airline name, flight number, and arrival and departure times.
 - Have members selected well in advance to pick up campaigners at the airport, train, or bus station. Make plans with the host families to deliver the campaigners to their home ASAP for rest from their travel.
- Contact the out of town workers a day or two before their scheduled arrival to confirm their arrangements.
- Make arrangements for cars to be used by teams who need them during the campaign. Members of the congregations will normally furnish these cars.

USHERS DIRECTOR

The smooth function of the assembly for the Campaign Preaching falls on the ushers. Your committee is vital in creating a true worship atmosphere and keeping it throughout the service.

Responsibilities of the Ushers Director

- Prayerfully select two people to help you.
- Obtain one person from each participating congregation to serve on your committee.
- Set a monthly meeting of your committee
- Secure a diagram of the auditorium or arena. Send a copy to your Area Coordinator.
- Designate an area for an usher desk at the Campaign preaching site. Select a tract (available in the We Care Office during the campaign) or the We Care Illustrated Gospel (something pertaining to that evening's service) to give to visitors as they arrive.
- Determine a time to have one Usher rehearsal.
- Provide baby-sitters at the Campaign preaching location for evening services.
- Prepare and hand out the "May We Serve You?" Cards (see "Forms" at www.wecareministries.com) as people enter the auditorium for the evening preaching.
 - Pick them up before the preaching begins, and seek out those requesting prayer.
 - Have those handed to the closing-prayer leader for that night's services.
 - You should give the rest of the "May We Serve You" cards to the Campaign Secretary in the local "We Care" office by the following morning.
- Priority One: Smile, be warm and focused.
- Focus: Be alert to those looking for salvation and be ready to either (1) confront them yourself or (2) introduce them to a Christian who will.

Use every available experienced person at your disposal. This can be a great undertaking and you will need all the help you can obtain.

WORSHIP/SONG SERVICE DIRECTOR

The public proclamation of the Word is one of the most important things we do in a campaign. The other is the door-to-door teaching of the gospel. The setting and conduct of the public preaching will open doors to not only houses but also to hearts. To that end, the Worship/Song Service Director must be a very dynamic, caring individual.

Responsibilities of the Worship/Praise Director

- Organization of the nightly preaching service:
- Select a **dynamic, energetic** song leader.
- Select prayer leaders (*Work with the Campaign Prayer Director*)
- Choose a warm and exciting master of ceremonies for each service.
- Organize the step-by-step outline/order for the service.
- Offer "May We Serve You" cards before beginning the service.
 - Ushers should pick them up during the last song before the lesson.
 - Give prayer requests to the Prayer Leader for the closing prayer.
 - The rest should be turned in to the We Care Campaign office.
- Please make sure that during the evening meeting there are no "announcements" dealing with internal congregational matters.
- Work with the Facilities Director, Ushers Director, and Response Director to accomplish your goal.

Worship Service Outline Sample

M C - "Good evening and welcome to the WE CARE Campaign with Larry West. As you came in the door you were given a 'May We Serve You?' card. Please fill this card out and pass it to the aisle so that it can be picked up shortly." **(Please, No local church announcements.)**

Song

Prayer

Song

M C - "Ushers, please pick up the "May We Serve You Cards" cards now."

Song

Sermon

Invitation Song

Prayer requests

Closing Song

Closing prayer

YOUTH LEADER

The future of God's church lies in the hands of today's young people. We need to get our youth committed to **Soul Winning!** Eating pizza and going bowling is great but it isn't enough to keep them faithful. If they are Christians, they have a responsibility to win others. Let's teach them to be soul winners.

Responsibilities of the Youth Leader

- Prayerfully select some leaders to assist you.
- Choose a representative from each congregation to serve on your committee.

Suggestions:

- Hold a youth rally with the theme "Let's Care" six weeks before the campaign.
- Give youth a theme to work toward for each night of the campaign.
- *EXAMPLE: Date night, athlete's night, teacher's night, club night, etc.*
- Emphasize that the youth are to be soul winners.
 - Motivate them to be present for all the classes in soul winning.
 - Motivate them to learn how to use the WE CARE Flow Chart and the WE CARE Gospel Presentation.
 - In classes preceding the campaign, repeat the flow chart and gospel presentation over and over.
- Get them committed to going on a team (as silent partners) during the campaign
 - If school is in session during the campaign, you can make arrangements with the We Care Team Assignment Coordinator for the young people to come to the building after school to go out with a team.
 - Persuade them to confront their peers during the campaign.
- Select a "Youth Emphasis Night" (or nights!).
 - After the Campaign service on "Youth Emphasis Night", plan an activity for all the youth in attendance.
 - You might want to have a pizza party after the service. Ask the youth to give close attention to their non-Christian peers.
- Select counselors from the youth group with whom you are working.
- Organize transportation for all the events leading up to and including the campaign. Many youth will participate if they have a way to get there.

Working with the youth is a refreshing experience. You will see many of the ones you have worked with make a commitment and obey the gospel during the campaign.