SPECIAL SERVICE WORKSHEET
(These are some general guidelines that will hopefully help you in planning successful special meetings. Additional copies of this worksheet are available online from the National Evangelists Office).

Getting Started

1. ______ Communicate with board or church leaders on the need for special ministry services and gained agreement.

2. ______ Special meeting emphasis desired or theme to promote _________________

3. ______ Special meeting date(s)________________

4. ______ Research possible speakers (talked with friends, checked the National Evangelists Office online directory, called speaker’s references – if new, listened to or watched sermons.

5. ______ Contact special speaker or their office to schedule a date (name)_______________

6. ______ Meet with board on individual selected, as well as proposed dates, budget needed and source of funds.

7. ______ Contact information for guest speaker – Office Ph/fax: ______________ Cell: ______________ Address____________________________________

8. ______ Establish a budget for the special meeting ($$) ____________
(Read “Financial Planning” section to ensure all areas are considered).

9. ______ Approximately 1-2 months prior, communicate general financial, meal and housing arrangements (RV or hotel) needs.

10. ______ Download or request advertisement and other promotional materials.

11. ______ Produce desired promotional and advertisement materials (bulletin inserts, flyers, invitations, local newspaper, media outlets, church website, listservs, etc…). Read “Publicizing the Event” section.

12. ______ If a cancellation is unavoidable has proper action been taken (reschedule service, acquired service for speaker, gift given if short-dated)?

Preparing For the Service

13. ______ Facilities given extra cleaning with maintenance of property and grounds up to date.
14. _____ Check all equipment needed for services and if it is working properly.

15. _____ Create special directive signs and display for visitors.

16. _____ Appoint any special committees that may be needed for event.

17. _____ Clear church calendar of other conflicting activities.

18. _____ Scheduled musicians, worship team and technical personnel with backup plans.

19. _____ Appoint ushers and greeters and initiate training if needed.

20. _____ Secure nursery and children’s workers for each service.

21. _____ Conduct post-meeting visitation team training.

22. _____ Possibly teach and preach on revival, evangelism, and related subjects prior to special service(s). Convey an attitude of excitement!

23. _____ Designate and train altar workers/prayer team.

24. _____ Facilitate special prayer meetings prior to the service(s).

25. _____ Obtain an ample supply of Today’s Pentecostal Evangel, tracts, or other literature and publicity materials for visitors.

26. _____ Prepare visitor packets and registration cards.


**Guest Preparations**

28. _____ Ensure you make provision for meals (setup charge accounts, notify businesses, coordinate meal schedule, ask if any food allergies/concerns exist).

29. _____ Ensure church policy is in place for reimbursement of any out-of-pocket expenses incurred by pastor or staff.

30. _____ Check with guest to see whether family or additional parties will be accompanying them and how many will be coming.

31. _____ Ensure accommodations are reserved in your guest’s name and payment procedures are agreed upon beforehand. Provide directions.
32. _____ If your guest has an RV, insure the church is set up for RV, or acquire a reservation at the nearest RV Park.

33. _____ Ensure you provide your guest with information concerning the church location, service times, and preferred Scripture translation if desired (some congregations consist of more non-Christians, while others may be extremely conservative, so this may be helpful to your guest).

34. _____ Plan on meeting with the special speaker the night before services begin (possibly at the church or over dinner) to go over service progression and details.

35. _____ Inform your guest if services will be recorded (audio or video) and ask them whether they would like the master or a copy. If they desire the master, ask whether you may make a copy for the church – usually for those not able to attend).

36. _____ Has a food / snack or gift basket been placed in your guest’s room, or given to them upon arrival?

37. _____ Provide cash moneys early on for any sundry items or food your guest may require if budgeted.

38. _____ Strive to have at least one meal and time of fellowship together with the guest (and their family if present). If there are cultural areas of interest, offer to show your guest(s) the surrounding area.

39. _____ Ascertain how checks are to be made out and have a blank W-9 available for signature (you can ask them to return it the next day).

**Service Plans**

40. _____ Arrange to have corporate times of prayer for the service(s) with the guest speaker and staff.

41. _____ Alert staff to shorten announcements and any nonessential pre-service activities in order to give maximum time to your guest.

42. _____ Inquire on how much music will be needed or if guest will provide their own music.

43. _____ Insure all needed musicians and support personnel are scheduled for each service as stated earlier.

44. _____ Ensure ushers and greeters are scheduled for each service.
45. At the close of service, have all love offerings and budgeted salary for your guest speaker added together and a check prepared prior to your guest’s departure.

46. Designate housing expenses (if any) for your guest speaker with an additional check if necessary.

47. Obtain the W-9 form from your guest speaker (necessary if total check is over $600).

48. Reimburse travel expenses if possible.

49. Consider filling up the fuel tank of your guest if they are driving.

**Follow-up**

50. Prepare letters, literature, bulletins, and church literature for follow-up correspondence.

51. Prepare, train and schedule visitation teams for follow-up.

52. A special membership class or new convert class should be available following the service(s).

53. Bible study/small group invitations should be encouraged.

54. Believer’s Handbook and Believer’s Friend Handbook or other discipleship materials are on hand in preparation for continued discipleship initiatives.

55. Consider a special recognition service for those making decisions and following in baptism as soon as possible.

56. Consider writing a letter of appreciation to your guest speaker and sharing any testimonies or concerns.

57. Download, fill out, and send in a feedback form (located on the National Evangelists Office website) to the National Evangelists Office.