



INFORMATION SHEET

School of Prayer – School of Evangelism

Thank you for requesting information on the **School of Prayer & School of Evangelism** seminars. This seminar is a part of our denominational strategy to:

further ENERGIZE EVANGELISM and **IGNITE INTERCESSION**
in the life of every Christian person and in every Covenant church and institution.

Each seminar will provide an Associate(s) who comes trained to present and model the information that is presented in the course manual. The seminars are usually held on either Sundays through Tuesdays or on weekends beginning Friday evening. A model time frame of each schedule is enclosed. The ideal time frame is eight hours over two or three days. Seminars following the Sunday through Tuesday format tend to be more highly attended.

The local church has the responsibility of providing room and board to the Associate and to cover the cost of transportation. We also request that you provide a Love Offering to your Associate. All materials and the Associate's training are provided free of charge. We will also provide you with a camera-ready bulletin insert which you may adapt to your setting as well as a biography and picture of your Associate.

If you desire to schedule a School of Prayer and/or Personal Evangelism Seminar, please send the enclosed request form to my office. The seminars are generally held during the time periods of January-March (winter quarter), April-June (spring quarter), and September-November (fall quarter). If you would, please request the quarter that would be best suited for your church. Then we will do everything we can to facilitate your request by providing you some available dates during that quarter and the name of Associates* who may be able to come. When you receive the available dates from this office, respond as quickly as possible as the decisions will be based on a "first come, first serve" basis. Your Associate(s) will be chosen on the basis of availability and on the basis of "fit" with your congregation and its needs. **Please allow a minimum of three months** between the time we receive your written request and when your seminar is held.

We are also enclosing a list of "to do's" which when done assure the most effective event for your congregation. Carefully consider these requirements before requesting your event. If you have any other questions, please call the offices 773.907.3352. Ask for Carla Erickson in the Department of Church Growth and Evangelism.
May our Lord guide you as you seek to equip His Church in Evangelism and Prayer.

Many Blessings,

Carla Erickson
Coordinator for Evangelism & Prayer

PREPARATION FOR THE EVENT

Your Pastor MUST be present for the entire seminar event.

1. Prayer Preparation - The local church is encouraged to: 1) Have a monthly prayer meeting for the event up to one month prior to the event. 2) Hold a weekly prayer meeting starting 1 month prior to the event. 3) Hold a 24-hour prayer meeting for the event 24 hours in advance of the event. By saturating all aspects of the Seminar in prayer you are preparing for the event in the best possible way.
2. Childcare - Please arrange organized childcare for the event to assure involvement of young couples and single parents. We have found that such persons are glad to pay for such a service, but do need the church to provide it.
3. Meeting with church leaders - Arrange a breakfast or dinner meeting with your Associate and your church council, deacons, or appropriate commission. Your Associate will help you think through your strategy for Prayer in your local setting.
4. Overhead projector
5. A meeting room that will facilitate dialogue and comfortably handle the expected number of attendees. The chairs must be able to be moved into small circles when required.
6. Coffee, tea and other refreshments. Fresh fruit is also a very helpful snack.
7. Book table - Using resources chosen from your workbook bibliography, or other sources, consider setting up a book table. Use your local Christian bookstore or call our office for suggestions.
8. Your Associate will need to have Saturday evening free of responsibilities.
9. Provide either a comfortable, clean, non-smoking motel room or private bedroom for your Associate. Motels should be of the economy category, like Fairfield Inn, Comfort Inn, or Hampton Inn.
10. Provide all transportation necessary, both air and car, for you Associate. (The Associate will do the airline reservation work.) Please reimburse your Associate for this cost.
11. Provide all food for your Associate.
12. Provide a Love Offering for your Associate. As stated previously, the Love Offering is usually around \$300 and is paid directly to the Associate. If the Associate is a full-time staff person for Covenant Offices or one of the Conferences, the check is made out to their office.
13. At least two weeks before your event provide our office with a projected number of attendees so workbooks may be shipped in advance. This is simply a projection and does not need to be an exact number. The workbooks come in loose-leaf form and are shrink-wrapped to keep each workbook's 3-hole punched pages together. You may want to purchase fasteners or binders or ask people to bring their own.
14. Promote the seminar with diligence!
15. Children's Prayer focus - A School of Prayer outline for children has been developed by the Anoka, MN Covenant Church. If you are interested in holding a concurrent children's School of Prayer and have leadership to direct it, contact our office for a copy of the materials.

SEMINAR SCHEDULE CHOICES

Sunday-Tuesday

Sunday morning
Preach at Worship

Adult Sunday School - Session 1

Sunday afternoon - Session 2
4:00-6:00

Sunday Dinner - 6:00-7:00
(this should be together onsite)

Sunday Evening - Session 3
7:00-9:00

Monday Evening - Session 4
7:00-9:00 or 7:30-9:30

Tuesday Evening - Session 5
7:00-9:00 or 7:30-9:30

Friday-Sunday - Option #1

Friday Evening - Session 1
7:30-9:30
(Break 8:30 - 8:45)

Saturday Morning - Sessions 2/3
9:00-12:00
(Break 10:15-10:30)

Saturday Lunch - 12:00-1:30
(this should be together onsite)

Saturday Afternoon - Sessions 4/5
1:30-4:30
(Break 3:00-3:15)

Sunday Morning
Preach at Worship?

Friday-Sunday - Option #2

Friday Evening - Session 1
7:30-9:30
(Break 8:30 - 8:45)

Saturday Morning - Sessions 2/3
9:00-12:00
(Break 10:15-10:30)

Sunday Morning
Preach at Worship

Lunch - 12:00-1:30
(this should be together onsite)

Sunday Afternoon - Sessions 4/5
1:30-4:30
(Break 3:00-3:15)

Today's Date: _____

REQUEST FORM for PRAYER & EVANGELISM SEMINARS
(Indicate which seminar you are requesting)

- _____ School of Prayer Seminar
_____ School of Prayer – Habits of the Heart Retreat
_____ School of Evangelism Seminar
_____ Affinity Group Evangelism Event

Please check which quarter you would like to have a seminar.

- _____ January-March (winter quarter), 20 _____
_____ April-June (spring quarter), 20 _____
_____ September-November (fall quarter), 20 _____

Name of Pastor or contact person:

Phone

Name and address of Church:

As soon as we receive your request for a seminar we will send you the available dates during that quarter.

Please fax this form to Carla Erickson at 773.784.4366, or email it to carla.erickson@covchurch.org