

*VISITATION HANDBOOK
CHECKLIST*

1. Visitation cards and church pamphlets must be distributed to all first time visitors by the ushers.

2. The usher will, in turn, give the completed card to the individual(s) in charge of the handbook.

3. When the card is received, log in procedures should take place as follows:

- The guests name should be annotated in the book in date order
- Check whether the guest is an out of town guest or local guest
- Ensure their phone # is recorded, and check "sent initial letter"

From this point on proceed to prepare your letter. (Reminder: Keep extra letter head and envelopes in your handbook. This prevents traffic in the office.)

4. Pull up your letter on disk, fill in the individuals name and address at the top of the letter then print your letter.
Pastor Glover will sign each letter individually.

5. *DESTROYING VISITORS CARDS - If phone is disconnected or not listed, visitor changed duty location, moved to another location, and you have annotated the names in the log then you may destroy the card. This eliminates paper and sometimes individuals who do not want you to call them. If a first time guest does not give their number then look it up in the phone book, and if there is not number listed do the following: log their name in the book, send a complimentary letter, and then destroy the card.*

If guest is from out of town log their name in the log, send them a complimentary letter, and destroy that card.

6. Prepare a current "Visitation Calling List" for each missionary to use to call the visitors. Ensure that the msny's alternate days.

VISITATION FOLDER

1. 2- POCKET FOLDER 2. LAMINATING COVERS 3. COVER DESIGNED FOR YOUR CHURCH
4. STATEMENT OF SERVICE 5. CED OUTLINE 6. BROCHURE 7. CHURCH BUSINESS CARD
8. VISITORS CARD

Once the visitor card is completed give it to the Pastor and he/she will provide a card to the visitor. The Pastor will in turn provide the visitors cards to the members to call periodically.

*"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another; and so much the more, as ye see the day approaching."
Hebrews 10:25*

*SUPPLIES NEEDED
FOR THE VISITATION LOG*

- 1. Visitation Cards - Can be bought at any Christian Bookstore. Ask the trustees for the money for the cards when your supply runs low.*
- 2. Church Letterhead and Envelopes - They are kept in the office. When low contact the church secretary or you may order them yourself.*
- 3. Church of the Living God Handout - This tells the visitors about why we do what we do in the church, for instance why we raise our hands, praise the Lord in a dance, play musical instruments, etc. These pamphlets are also kept in the office. When your supply runs low, just reprint.*
- 4. Stamps - Always keep a good supply, if you can. When your supply runs low ask the trustees to give you money for how many ever stamps you need.*

FUND RAISING SECTION

The job of the Missionary Department is to help promote fund raisers to meet the financial needs of the local and foreign missions work. We raise funds to support Missions to locally for hospitality, birthdays, sick and shut in, etc. We raise funds to support Missions to foreign countries such as Suriname, Ghana, Africa, etc. Our job as missions dept is as follows:

- 1. Establish what monies are required by the Headquarters Church, Poole of Bethesda, through your Jurisdictional Director of Missions.*
- 2. Funds should be received based on the needs of the local missions department, being that we are responsible for certain monies. Money should always be coming into the treasury via dues, fund raiser, etc.*
- 3. Funds should be raised for items and situations such as flowers for funerals, hospitalization, sick and shut in purposes, farewells for licensed missionaries, supporting the foreign missions, cards, programs, conventions, anniversaries, etc.*
- 4. Fund raiser suggestions should be established within the church. (Take into consideration the size of the missions department, what kind of profit you would make, etc.) Suggestions can range from car washes to prayer breakfasts. The skies the limit!!!!*
- 5. Get approval from your Pastor for any fund raisers that need large sums of monies withdrawn from your missionary account i.e., calendar or candy sales. Most of the time checks need to be sent to these companies before you get your full profit in from the sale of your items.*

WELCOMING AND GOING AWAY PROGRAM

1. *Establish with your Pastor what he/she thinks is the appropriate time for sending someone off i.e., if they have been there for a month, one year, etc. Same applies when someone is new to the church, the Pastor can determine the importance of welcoming a new souls into the church.*
2. *Find out when an individual is leaving and see if your Pastor would like to have a function including the entire church or just a small fellowship. (For example, just women/men or a fellowship after church.)*
3. *If it is just a fellowship then gather the church (women or men) and arrange for certain food items to be brought to the function (can be held at someone's home, recreation center, clubhouse etc.)*
4. *If it is a church gathering then make preparations/reservations for local restaurant (banquet room), establish and affordable price for the saints, establish a menu, etc., and inform the church in advance so everyone can attend and can afford to go.*
5. *Contact the Pastor as far as church plaques, gifts, etc. Normally, each department that the individual has contributed/held an office in gives a gift (youth, missionary, or choir). Use discretion in this area.*
6. *Personal gifts can be given, but that is up to each individual. THIS IS NOT MANDATORY!!!!*

HOSPITALITY

Hospitality seminar is attached for guidance, but see below for some hands on tips.

- 1. Housing, hotel arrangements, airport transportation, dishes to be prepared are done according to whatever function is going inside of the Jurisdiction (Revivals, Jurisdictional Meetings, etc.).*
- 2. Normally, advanced notice is given, but for short notice events the rules still apply. If advanced notice is given ensure that hotel arrangements are made in advance and missionaries are notified in advance for food preparation, etc. The hotel arrangements may vary according to price so do not be prepared to make the same arrangements with the same hotel all the time.*
- 3. If housing, ensure that the missionaries know when their guest are arriving and ensure your guests tell you their arrival time. During jurisdictional functions things can get hectic so this eliminates any confusion that can occur during this time.*
- 4. As the Local Jurisdictional Missionary Representative, always be prepared for change. That means arranging extra hotel rooms and leaving a house or two open for drop in guests, that's if time will allow you.*
- 5. Always have a transportation committee just in case you have individuals that need to be picked up from the airport.*

NOTE: IF DISTINGUISHED GUEST ARE STAYING IN A HOTEL ENSURE FRUIT BASKETS, FLOWERS, ETC ARE IN THEIR ROOMS PRIOR TO THEIR ARRIVAL!!!!

*"Distributing to the necessity of saints; given to hospitality."
Romans 12:13*

SEMINARS

1. *Seminars that are normally given by the Local Missions Department are attached. These seminars have been collected from various meeting (Missionary, General Assemblies, etc.) and are brought back to the region. Of course, you should always be on the look out for new seminars that you feel will help spiritual growth in your missions department. So this section should always be growing and added to.*
2. *Seminars should be given upon request of your Pastor, when you have a wave of new converts come in, when we have a Jurisdictional Missions Day, and just as a refresher for the missionaries that have been in this a while.*
3. *Seminars encourage spiritual growth, development, and unity among the missionaries in the church.*
4. *Leaders - Your seminar leaders should be experienced and approved by your Pastor.*

*"That they may teach the young women to be sober, to love their husbands, to love their children. To be discrete, chaste, keepers at home, good, obedient to their own husbands, that the word of God be not blasphemed."
1 Titus 2:4 &5*

SICK AND SHUT IN DUTIES

The requirements for the sick and shut in cover a vast amount of information, therefore, we will touch on some of the major things that should be attended to when caring for the sick, such as new mothers, and immediate family members who become ill in the church.

- Sending cards - to encourage and up build; have entire church sign if possible; always keep these on hand*
- Sending Flowers - take flowers to the hospital/home of individual upon initial notification of member going into the hospital; use discretion if individual is in the hospital continuously; trustees will provide you with a check for the flowers*
- Running Errands - in case individual has doctor appointments, needs shopping done, etc.*
- Cleaning House - help sick if they are unable to get around and assign missionaries to clean in needed*
- Caring for small children - be considerate if individuals a parents/single or married and there is no one else to help the individual(s) take care of small children; see if you can relieve them for a few days until they are ready to get back on their feet*
- Preparing meals - unable to get around; then prepare meals and bring to the home or cook for them in their home*
- Miscellaneous - Giving baths, sitting with/or spending the night with one in need, or even cleaning wounds or incisions*

Lastly, pray or lay hands on the individual and pray the prayer of faith that the Lord heals them and brings them out.

"Is any sick among you? let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord: and the prayer of faith shall save the sick, and the Lord shall raise him up; and if he have committed sins, they shall be forgiven him."

James 5:15

BIRTHDAY RECOGNITION

A token of kindness and appreciation we like to recognize individuals on their birthdays.

- Keep a current list on file of everyone's birthday*
- When someone new joins the church ask them and their family members when their birthday is and update your list*
- At the end of every month get a cake for that month (Per your Pastor's approval) and recognize everyone in that birthday month*
- Give individual cards when each persons birthday approaches; try to have everyone in the church sign*
- See current birthday listing; update accordingly*

MISSIONS - DEFINITION

Religious mission; a ministry commissioned by a religious organization to propagate its faith or carry on humanitarian work; a local church or parish dependent on a larger religious organization for direction or financial support; organized missionary work; a course of sermons and services given to convert the unchurched or quicken Christian faith; a body of persons sent to perform a service or carry on an activity; a specific task with which a person or a group is charged; calling or vocation

"Therefore said he unto them, The harvest truly is great, but the labourers are few: pray ye therefore the Lord of the harvest, that he would send forth labourers into his harvest."

St Luke 10:2

FAMILY & FRIENDS DAY

1. HAVE A CALENDAR AT LEAST A YEAR IN ADVANCE THAT SCHEDULES ALL OF YOUR FAMILY & FRIEND DAY EVENTS.
2. ASSING A MISSIONARY TO EACH FAMILY & FRIENDS DAY.
3. JUST PRIOR TO FAMILY AND FRIENDS GO THROUGH YOUR VISITORS CARDS AND GIVE THEM A CALL AND INVITE THEM OUT TO THE EVENT AND ALSO START INVITING PEOPLE, IN GENERAL, TO THE CHURCH FOR THE OCCASION.
4. ALLOW THE MISSIONARY ASSIGNED TO CHAIR THE ENTIRE DAY. THEY ARE IN CHARGE OF THE FOLLOWING:
 - PICKING A THEME FOR THE DAY....I.E., INTERNATIONAL DAY, MEXICAN SUNDAY, SOUL FOOD SUNDAY, SEAFOOD SUNDAY, ETC.
 - MEET WITH THE SAINTS AND LET THEM KNOW HOW MANY MEATS, VEGETABLE, DRINKS, DESSERTS, ETC....ARE NEEDED. WE DON'T WANT TO HAVE TOO MUCH OF ONE THING AND WE DEFINITELY WANT TO HAVE ENOUGH TO FEED THE PEOPLE.
 - WHEN MEETING WITH THE CONGREGATION ENSURE YOU HAVE DIFFERENT PEOPLE BRING DIFFERENT ITEMS....YOU DON'T WANT ONE PERSON TO ALWAYS PROVIDE A HAM AND ONE TO BRING ROLLS ALL THE TIME.....ONE REASON YOU MAY ENCOUNTER THIS IS BECAUSE THEY MAY NOT BE ABLE TO COOK A LOT OF DIFFERENT MEALS. WELL, FAMILY AND FRIENDS GIVE EVERYONE AN OPPORTUNITY TO LEARN HOW TO PREPARE DIFFERENT DISHES. ALSO YOU DON'T WANT TO ELEVATE ONE PERSON BRINGING A MEAT DISH ALL THE TIME.....OK?????
 - MAKE SURE ALL THE MATERIALS FOR THE DAY ARE ALREADY BOUGHT & SET UP ON THAT SUNDAY I.E., BURNERS, PANS, PAPER PLATES, NAPKINS, FOLKS, CUPS,ETC. IF YOU ARE USING THE PANS USED FOR THE BURNERS THAN YOU MUST PROVIDE THE PANS TO SAINTS PRIOR TO THAT SUNDAY
 -
 - ENSURE YOU TELL THE SAINTS TO WARM THEIR DISH BEFORE THEY ARRIVE TO CHURCH....
 -
 - REMEMBER TO TRY AND PREPARE DISHES THAT YOU CAN DO IN ADVANCE
 -
5. ON SUNDAY MORNING THE CHAIRPERSON MUST CHECK TO MAKE SURE ALL THE DISHES ARE IN AND THE BURNERS ARE READY TO GO.....DEPENDING ON WHEN YOU SERVICE ENDS IS WHEN YOU MAY GO AND START YOUR BURNERS. IF SERVES ARE NEEDED THEN THEY MAY BE USED, BUT WE USUALLY HAVE ENOUGH FOR EVERYONE TO HELP THEMSELVES.

ENJOY THE DAY....AND REMEMBER YOUR LABOUR IS NOT IN VAIN IN THE LORD....YOU MAY THINK PEOPLE ARE COMING TO EAT, BUT THIS IS AN OPPORTUNITY FOR A PERSON TO COME AND HEAR THE WORD AND SEED TO BE PLANTED.

NURSING HOME MINISTRY

1. PREPARE A LISTING OF LOCAL NURSING HOMES IN YOUR AREA—ACTIVITIES DIRECTOR
2. CALL THE NURSING HOMES AND SET UP TIME AND DATES TO VISIT THE HOMES MONTHLY OR WHICHEVER IS CONVENIENT FOR YOUR DEPARTMENT.
3. ROTATE THE NURSING HOMES...ONE MONTH VISIT ONE NURSING HOME THE NEXT MONTH VISIT THE NEXT AND SO ON. ACCORDING TO THE NUMBER OF MISSIONARIES IN YOUR DEPARTMENT WILL DECIDE HOW MANY TIMES A MONTH YOU MAKE YOUR VISIT TO THE NURSING HOME FOR THAT MONTH.
4. PREPARE A CALENDAR TO HELP YOU SET UP DATES & TIMES THROUGHOUT THE YEAR.
5. DUE TO THE FACT THAT SOME PATIENTS DO NOT PREFER VISITORS CONTACT THE ACTIVITIES DIRECTOR IN THE NURSING HOME TO GIVE YOU A LIST WITH NAMES OF THE PATIENTS. OBTAIN A LISTING ANYWAY SO YOU WILL KNOW THEIR NAMES.
6. HAVE SOME TYPE OF NAME TAG ON YOUR CLOTHING PRIOR TO GOING ON YOUR VISIT.
7. CLOTHING- SKIRT AND SHIRT IS APPROPRIATE, NICE SLACKS AND BLOUSE IS ALSO APPROPRIATE.
8. BRING A SMALL BIBLE AND/OR THE CHRISTIAN EDUCATION OUTLINE. GO TO EACH ROOM IN 2'S- EXPERIENCE W/ INEXPERIENCE
9. IF THE PEOPLE WOULD LIKE PRAYER, PRAY FOR THEM
10. IF POSSIBLE BRING THEM TO CHURCH

FOREIGN MISSIONS SUPPORT

ONE OF THE FUNCTIONS OF THE MISSIONS DEPARTMENT IS TO HELP SUPPORT THE FOREIGN MISSIONS. ON AN ANNUAL BASIS WE ARE TASKED WITH A MONETARY AMOUNT THAT SUPPORTS OUR FOREIGN MISSIONS, BUT THERE ARE OTHER MEANS TO HELP PROVIDE SUPPORT TO OUR FOREIGN MISSIONS FROM YOUR LOCAL CHURCH. ONE OF WHICH IS CARE PACKAGES. SENDING CARE PACKAGES WITH CLOTHES, SOAPS, LOTIONS, ETC. , ARE A MEANS OF SUPPORT.

- 1. ASSIGN A MISSIONARY TO CHAIR THE CARE PACKAGES/THIS IS A GOOD JOB FOR A JR MISSIONARY*
- 2. ANNOUNCE WHEN THE PACKAGE WILL BE MAILED....SPRING TIME IS GOOD TIME FOR THE SAINTS BECAUSE WE ARE RELIEVING OURSELVES OF SOME CLOTHING THAT IS NO LONGER NEEDED.*
- 3. MAIL A PKG AT LEAST TWICE A YEAR*
- 4. KEEP RECORD OF THE COST OF THE SHIPPING FOR THE PKG AND EMAIL THAT INFORMATION TO THE ELDER META CHUBE/ELDER ALSTON (INFO)...THEY KEEP A RECORD OF THE MONETARY SUPPORT TO THE FOREIGN MISSIONS*

CANVASSING

1. *FIND AN AREA THAT YOU WOULD LIKE TO CANVASS AND CANVASS IN THE DAY TIME*
2. *MAKE ANNOUNCEMENTS EARLY ENOUGH IN CHURCH SO THAT YOU WILL HAVE A GOOD TURN OUT*
3. *PREPARE FLYERS WITH INFORMATION SUCH AS PICTURE OF CHURCH, LISTING OF SERVICES AND TIMES, AND A COPY OF THE CHRISTIAN EDUCATION OUTLINE ON THE REVERSE*
4. *HAVE A DESIGNATED MEETING PLACE I.E., CHURCH, NEIGHBORHOOD, ETC.*
5. *MISSIONARIES SHOULD BE DRESSED AS FOLLOWS:*

Women- skirt and blouse with comfortable shoes

Men- slacks and a nice shirt

6. *CARRY A KING JAMES VERSION POCKET BIBLE & A SMALL NOTEBOOK- THE NOTEBOOK IS TO TAKE NOTES AND NAMES OF THE STREETS THAT YOU COVERED AND THE NAMES OF THE PEOPLE YOU CONTACTED*
7. *SEND MISSIONARIES OUT TWO BY TWO- ALWAYS SEND AN EXPERIENCED MISSIONARY OUT WHEN YOU HAVE NEW MISSIONARIES GOING OUT FOR THE FIRST TIME. ALSO YOU DO NOT KNOW WHAT YOU WILL ENCOUNTER SO BE CAREFUL ABOUT ENTERING INDIVIDUALS HOMES, ETC. SOME PEOPLE ARE MORE RECEPTIVE THAN OTHERS.*
8. *HAVE DESIGNATED PLACE TO MEET AFTER YOU HAVE CANVASSED TO DISCUSS WHAT YOU ENCOUNTERED, HOW MANY PEOPLE SAID THEY WOULD COME OUT, ETC.*

BIBLE STUDY SUPPORT

1. *Prepare a listing of all bible studies.*
2. *Prepare a listing in advance and ensure that it does not conflict with other events. Prepare copies for each missionary and post on bulletin board.*
3. *Assign missionaries to the bible studies- Depending on the size of the bible studies and how many missionaries you have will depend on how many missionaries you assign per bible study. If missionaries have a long distance to travel you may want to send two to the bible studies.*
4. *Rotate the missionaries amongst the bible studies.*
5. *Dress for the bible study would be the same as the dress for canvassing.*
6. *Support the bible study leader in any way shape or form.*

******PLEASE NOTE THE ITEMS IN THIS CONTINUITY BOOK WILL NEED TO BE TAILORED TO MEET THE NEEDS OF YOUR CHURCH.**