

1. prepare “what’s next” kit as follows –

a. boxes ordered from uline – 1-800-958-5463 (s11221)

6 ½ x 9 ½ x 1 ¾ = 100 for \$45 (order # 46765070)

b. order New Testaments from Christian book.com 1-800-247-4784

2 cases of 50 for \$149.00 – NIV (isbn # 301758)

c. print info cards (3) on cardstock

d. make (2) copies of DVD – Craig 10 part, and 3 part “do you believe”

2. Stand at back of auditorium during closing prayer. Spot people raising hands and approach them discretely after the service. Introduce yourself and get their phone # to follow up. Give them your # number and a kit. Ask if they have any prayer requests.

3. Keep record in black book on ushers table and update excel spread sheet with info.

3. Follow up call that evening, or the next day to answer any questions.

Ask them to attend Bible study (new believer’s class *) or life group.

4. Schedule them to get baptized asap. Send info to Pastor.

5. After baptism, get pictures and make certificates for each person. Hand deliver asap.

* New believer’s class must include – (at least 2, one hour classes, 1 each week)

a. get to know each person (15 minutes of meet and greet)

b. 2 videos and discussion,

c. cover topics on prayer, how to study the Bible, communion, serving at church, tithing, our church (who are we, what we believe, etc)