

Leaders for Host Church

Below is a list of leaders for your church's Celebrate Jesus Mission. Feel free to add other coordinators and/or committees needed by your particular church.

Key Leader:

Name: _____

Home: (_____) _____ Cell: (_____) _____

E-mail: _____

Hospitality Coordinator:

Name: _____

Home: (_____) _____ Cell: (_____) _____

E-mail: _____

Prayer Coordinator:

Name: _____

Home: (_____) _____ Cell: (_____) _____

E-mail: _____

Follow-Through Coordinator:

Name: _____

Home: (_____) _____ Cell: (_____) _____

E-mail: _____

Visitation Coordinator:

Name: _____

Home: (_____) _____ Cell: (_____) _____

E-mail: _____

Block Party Coordinator:

Name: _____

Home: (_____) _____ Cell: (_____) _____

E-mail: _____

CELEBRATE JESUS MISSION**Visitation Coordinator Guidebook****INTRODUCTION**

Welcome! It's wonderful to have you as part of the Celebrate Jesus family! We look forward to working and praying with you for the success of your mission in the upcoming months. As you already know, prayer is essential to the effectiveness of your mission.

Your tasks as Visitation Coordinator are important to the flow of visitation during mission. We have put this booklet together to suggest some ways for you to organize and implement the visitation that will happen during mission week.

As you begin to look toward the Celebrate Jesus Mission, remember that prayer is extremely important as you and your church seek clarity and direction for geographic areas to visit and then for your preparation of specific neighborhood mapping and visitation.

WHAT DOES 'VISITATION' MEAN?

The term *visitation* can mean many things to different people. For the purpose of our Celebrate Jesus Mission, visitation describes a brief contact between a Celebrate Jesus Mission team, which includes your church members and your visiting team members, and one or more persons in the community. This takes place either at the door of someone's home or elsewhere in the community (a park, business, the beach, mall, etc.) with the purposes of offering a free gift and invitation to a free event, asking for prayer requests, and sharing the love of Jesus Christ joyfully to all we meet, regardless of their response.



JESUS LOVES YOU!

VISITATION COORDINATOR JOB DESCRIPTION

- Attend Celebrate Jesus workshop on Visitation.
- Recruit a committee to pre-plan, organize, provide mapping, strategies, vehicles and materials for visitation each day of mission.
- Along with your Key Leader and other Coordinators, pray about the areas God wants you to visit in your community; then you will map out the areas and organize the visitation plan.

Visitation Preparation is Vital to a Successful Mission!

The majority of your work as Visitation Coordinator will be accomplished in the months leading up to mission. More visitation can be accomplished and frustration is minimized when your work is in place and visitation assignments are ready to be handed out to the teams each day. Each team will need to know where they are going, who will be driving them there, and have enough supplies (flyers, free gifts, etc.) for the area they will be visiting. You will also need to have coolers of water available for each team to take with them (remember the summer heat!). Be sure all the drivers have your cell phone number and that you have theirs.

MAPS

Once God has shown you the targeted visitation area(s), you will need to acquire detailed maps of these areas and then make several copies. Several months before mission you will provide a map to your Prayer Coordinator and work together to map out prayer walking areas for your church members. The areas that have been prayer walked prior to mission always have friendlier reception of our visiting teams. In fact, research has shown that in most areas that are visited door-to-door about 40% of the residents give a positive response. In those areas that have been intentionally prayer walked at least once, there is a 90% positive response rate. Maps can be displayed for church members to choose areas to prayer walk and those areas can be marked off as they are completed.

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During Mission week you will want another copy of the visitation map displayed so you can highlight areas as visits are completed on each street. This is a great motivator for everyone to see how much can be accomplished in a short time when much prayer and preparation has been done!

STEP 1 - Pray



Along with your pastor, Key Leader, and other Coordinators, pray about the people you need to reach out to and the area(s) to be visited. We cannot emphasize enough the importance of prayer in every step of your preparations and the impact it has on the Mission.

STEP 2 – Obtain Maps

Once you have selected the area(s) for visitation, obtain maps and make several large copies. Use markers to outline the visitation areas. Possible sources for detailed maps include real estate agents, the county tax rolls, or a utility company. You may have someone in your congregation with access to this information—don't hesitate to ask for help! Our office can help you obtain a free demographic report from MissionInsite. Check out their website at www.missioninsite.org and then contact our office to receive your church's username and password if you are interested in receiving a report from them.

STEP 3 – Prayer/Contact Card

Work with the Prayer Coordinator to design a prayer/contact card to include name, address, prayer requests and other information you want to get. Some churches have included boxes that can be checked off for specific requests like *Requests a pastor call, Send information about children, youth or adult ministries, etc.* See samples on next page. You will also want to leave space for comments or immediate needs. For example,

Someone relates a need.....

- For groceries
- To have their grass cut
- To be taken to the doctor
- For child care during an appointment
- For a pastor to visit a family member in the hospital
- For a meal to be cooked as they have just come home from the hospital



These needs can be addressed immediately and should be directed to the Follow-Through Coordinator as soon as the team returns to the church.

SAMPLE PRAYER/CONTACT CARDS

PRAYER REQUEST CARD

Name: _____

Address: _____

City: _____

Phone: _____

Prayer Request: _____

Youth Single Family Senior

Name: _____

Address: _____

City/Zip: _____

Phone: _____

Prayer Request for self other _____ (name)

Regarding: _____

Requests information on the following:

<input type="radio"/> News of future events	<input type="radio"/> Music programs
<input type="radio"/> Children's activities	<input type="radio"/> Services for elderly
<input type="radio"/> Youth activities	<input type="radio"/> Baptism
<input type="radio"/> Counseling/Support groups	<input type="radio"/> Call from the pastor
<input type="radio"/> Bible study	

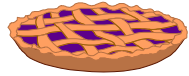
OPTIONAL: If you are able to acquire name and address labels for each residence in your area, these labels can be placed on the cards in advance and sorted by street. Please note that often the name on the label may not necessarily be the name of the person living in the home due to rentals, recent moves, etc.

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Other Visitation Areas

Your Celebrate Jesus Mission Leadership Team might also choose to do other types of intentional acts of kindness in your community. Some ideas are:

- Give baked goods to businesses
- Clean toilets in neighborhood businesses
- Give cold drinks at shopping centers, parks, beaches
- Offer free car washes
- Offer free lawn work in neighborhoods
- Give out free bus tokens
- Offer umbrella escort in the rain at shopping centers
- Put quarters in washers/dryers at the laundry mat
- Free dog biscuits at the dog park
- Free pizza to construction crews (“drive-by pizza”)



GATED COMMUNITIES: Churches have asked us what to do about Gated Communities. Our host churches have used creative ideas to reach the neighbors in a gated community. If the church has members who live in the community, they could plan an event (free ice cream social) in the clubhouse or common area of the community and invite the neighbors by putting a sign on the bulletin board. Some churches have mailed their block party invitations to the residents of the community. One of our churches had the community golf course give out free golf balls stamped with the church name and a flyer for the block party.



HELP-LINE: If at any time you have questions, please feel free to call the Celebrate Jesus office at 407-893-7305 or e-mail us at celebrate.jesus@cjmission.org.

STEP 4 – Divide into Routes

Divide up the visitation area into routes. Each route should consist of 30 to 50 homes. A team of 4-6 persons can usually call on that many units in a 2-3 hour time period. If you are using pre-addressed cards, divide those into odd and even numbered addresses and keep in ascending order. Use either rubber bands or Ziploc bags to keep the cards separated and include extra cards.

Put a packet of “even numbered address” cards with a corresponding packet of “odd number address” cards to form a GROUP of cards. A team of 4-6 persons will be given a GROUP of cards; then half the team will visit the even side of the street, the other half will visit the odd side. Mark this GROUP with street and numbers for easy reference (for example, Oak Street, 1800-1998).

STEP 5 - What’s In the Bag?

Several months before mission week your church’s Celebrate Jesus Mission Leadership Team will decide what the teams will be giving out at the door. The Visitation committee will help in stuffing the doorknob bags with flyers and gifts and counting out the correct number to go with each set of cards. Suggestions for what to include in the bags: information about your church – service times, small groups and classes and coming events (is VBS about to start? - tell your neighbors!), a small gift such as a refrigerator magnet with emergency information and the church name, chip clips, light bulbs, note pad with church name, calendar, pocket Bible. Some churches have given out prayer plants and baked goods which, of course, would not go into the bags. Make a decision as a leadership team whether or not you will leave the gift/packet if no one is at home.

STEP 6 - The Week Before Mission!

Your “Command Center” should look like this:

- Large map with visitation area is outlined and on display.
- All hand-outs (flyers) and giveaway items are ready, bagged and counted.
- A list has been prepared with names and phone numbers of the church members who will be driving the teams, along with their assigned day and time. This would be a good time to make reminder calls!
- Prayer/contact cards are in groups, marked with street addresses, and a map or written directions attached.

- Using bags or boxes, organize each group of cards with the supplies the team will need: extra cards, pens, flyers, gifts, etc. You may want to mark these in order of priority just in case you are unable to visit every street.
- Have extra cards, pens, etc. easily available to team members if they need them.
- Have markers and extra maps available.
- Have plenty of coolers, water bottles and ice for the teams. (Be sure church members have their names on their coolers!)
- All items needed for other “intentional acts of kindness” are ready.
- Team members have found that “nail aprons” or backpacks are handy to have available to hold their supplies while they are out.

EVERYTHING MUST BE READY!

Now you can take a few minutes to catch your breath and thank God for the work that has already been done. He will honor your efforts, your thorough preparations and continued prayers for this Mission.

STEP 7 – The Week of Mission

It is important that teams pick up their cards and supplies and get to their visitation areas as quickly as possible. Drivers, maps, cards and supplies, and coolers need to be ready to go at each visitation period. Pray before you leave!

A visitation group should be composed of at least two teams of two people visiting on a street and another person in the car/van. Ideally, you would have a team of three people doing the visits, but only two will go up to the door. The third should stay on the sidewalk silently praying for the visit. Team members can take turns doing this.

It is best for two teams to work together—one on each side of the same street. Working across the street from each other provides some added safety and companionship.

At each address the team should introduce themselves, offer the flyer and gift, and extend an invitation to the free block party. They will then ask if there’s something they can pray for. When asked, many people will be very willing to share a need and then give their names and phone numbers; others will not. Teams should be sensitive to this. If using pre-printed cards, discreetly confirm the contact information on the card.

It is helpful for one team member to do the talking while the other one makes brief notes on the card. Cards with prayer requests and any emergency needs should be marked and placed at the top of the packet when returning the cards. If no one is home, the card may be marked “No answer”. Inexpensive plastic doorknob bags can be purchased to hold information and then hung on the doors of those not at home (bags are available at www.uline.com).

STEP 8 - Returning the Cards

When the teams return to the church, you should instruct them about where to place their cards: Either return them directly to you or have baskets/boxes to separate “Completed visits” and “Not yet visited”. Cards for unvisited addresses may be combined later for further visitation.

Cards with special needs should be taken immediately to the appropriate person. Prayer requests should be given to the Prayer Coordinator and prayed for the same day.

As each route is completed, be sure to highlight it on your master map!

MISCELLANEOUS

WORKSHOP: A workshop will be provided by Celebrate Jesus for you and other Coordinators in your area so you’ll have the opportunity to share ideas, brainstorm together and ask questions. We will invite Visitation Coordinators from prior missions who can give additional information. You will be contacted when a date has been set in your area.

NO SOLICITATION: We have been asked many times about what to do about “no solicitation” signs. We don’t consider what we do “soliciting” since we are not selling anything, but different towns and community associations may take a different view (this is not a legal opinion of the definition of “soliciting”). We honor the signs by understanding that the reason for them may be that the person inside might work nights and sleep during the day or there may be a handicapped person inside who cannot get to the door. One of our churches didn’t knock, left the gift and a note outside which said “We respect your request not to knock at your door - but we would like to pray for you. Please call us at (church phone number) if you have a prayer request.”