The Traveling Minister's Handbook

by

Marvin Yoder

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The Traveling Minister's Handbook

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INTRODUCTION

I am excited to be able to present this resource material to the Body of Christ. Having both pastored and traveled in the Body of Christ, I have seen a tremendous need for resource material for those in the traveling ministry. Because of the diversity of the various traveling ministries that exist, I am aware that in areas of application one may do something completely different than another traveling minister would. But whatever method of application is used, many of the same principles and goals can be used by all traveling ministers.

This manual has been the joint effort of a number of individuals contributing from various areas of expertise. The following individuals have contributed to this work:

Rev. Richard Booker	- traveling ministry information
Rev. Nick White	- traveling ministry information
Rev. Tim Lambert	- traveling children's ministry information
Rev. Michael Egts	- information for the traveling music ministry
Rev. Kate McVeigh	- information for women in the traveling ministry
Rev. Joe Nay	- information for the traveling ministry
Pastor Tennyson Fitch	- information concerning traveling internationally
Pastor Stan Pratt	- pastoral perspective, advice, and encouragement
Pastor Tracy Harris	- pastoral perspective and information for the traveling ministry
Pastor Greg Roe	- pastoral perspective and advice
Pastor Gary Kruzan	- pastoral perspective and information for the traveling music ministry
Rev. Collette Dechy	- hotel information for the traveling ministry
Ms. Cheryl Howard	- graphic arts and cover design
Rick and Jann Braun	- proof reading the manuscripts
M. Jean Holmes	- from Winters, King, & Associates for contributing the chapter on "Legal Concerns For Traveling Ministries"

Also I have received invaluable information from my notes that I took in the Itinerant Minister's classes at Continuing Education Seminar at Rhema Bible Training Center, Broken Arrow, OK. As a result, many more individuals have contributed to this manual than those listed above.

Many companies and organizations are represented in this manual. Every effort has been made to verify each one to be reputable at the time of this writing. However, the author and all contributing individuals cannot be held liable for the future performance and actions of any of the individuals, companies, and organizations mentioned in this manual.

Every effort has been made to make sure all addresses and telephone numbers mentioned in this manual are correct. However, these do change from time to time. If so, please call information to get the current telephone number.

My prayer is that this manual will be a help and an encouragement to you as you pursue the call of God upon your life. God bless you as you endeavor to fulfill your God-given ministry.

Marvin Yoder

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SO YOU THINK YOU WANT TO TRAVEL?

Lesson 1

A CALLING OR A DESIRE ?

There are many people in the traveling ministry today functioning as evangelists, teachers, musicians, missionaries, exhorters, and prophets. Some pastors even travel, at times, to other churches and conferences.

The traveling ministry is a mystery to most people. Most often asked questions include:

How does one get started?
How did you know you're to do this?
How do you schedule your meetings?
What do I need to get started?

Many people would like to be in the traveling ministry. Some even feel called of God to do so, although they have no idea how to do it.

Write down the scripture upon which your call into the ministry is based.

_____
_____
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Whereupon, O king Agrippa, I was not disobedient unto the heavenly vision:

(Acts 26:19)

ESTABLISH WHETHER YOU ARE CALLED

C - Chosen by God
A - Available to minister
L - Loyal to the call
L - Loving to the people

EXAMPLE:	Paul established and remembered his call. ***Whereupon, O king Agrippa, I was not disobedient unto the heavenly vision. (Acts 26:19)***

The call of God is the beginning. Desire is not enough reason to have a traveling ministry.

The call of God will give you:
- Creativity
- Initiative
- Strength
- Fortitude
- Anointing
- Fruit

Without the call of God to the traveling ministry, you may experience:

1. Sowing much and reaping little.
2. Continual hard times with no fruit to show for it.
3. Much frustration.
4. Wearing yourself out physically and mentally.

THE TRAVELING MINISTRY IS SCRIPTURAL

It fulfills the Great Commission.

And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth.
Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world. Amen. (Matthew 28:18-20)

Jesus himself traveled from place to place during his ministry.

And Jesus went about all Galilee, teaching in their synagogues, and preaching the gospel of the kingdom, and

1. Write down what your experience has been in the traveling ministry.

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2. Evaluate your ministry on the following:

Yes	No	
❑	❑	Sowing much and reaping little?
❑	❑	Continual hard times with no fruit to show for it?
❑	❑	Much frustration?
❑	❑	Wearing out physically and mentally?

I have experienced:

Yes	No	
❑	❑	creativity
❑	❑	strength
❑	❑	initiative
❑	❑	fortitude
❑	❑	anointing
❑	❑	fruit

healing all manner of sickness and all manner of disease among the people. *(Matthew 4:23)*

And Jesus went about all the cities and villages, teaching in their synagogues, and preaching the gospel of the kingdom, and healing every sickness and every disease among the people. *(Matthew 9:35)*

And it came to pass, when Jesus had made an end of commanding his twelve disciples, he departed thence to teach and to preach in their cities. *(Matthew 11:1)*

And it came to pass, that when Jesus had finished these sayings, he departed from Galilee, and came into the coasts of Judaea beyond Jordan; *(Matthew 19:1)*

Jesus sent his disciples to travel to other places.

Then he called his twelve disciples together, and gave them power and authority over all devils, and to cure diseases. And he sent them to preach the kingdom of God, and to heal the sick. *(Luke 9:1,2)*

After these things the Lord appointed other seventy also, and sent them two and two before his face into every city and place, whither he himself would come. *(Luke 10:1)*

The early church apostles traveled to fulfill their ministry.

1. Peter: Traveled in various parts of the Middle East.
2. Philip: Traveled to Samaria.
3. Paul: Traveled the known world.
4. Barnabas: Traveled with Paul.
5. Luke: Traveled with Paul.
6. Timothy: Traveled with Paul.

CONCLUSION

The traveling ministry is certainly very scriptural, but you must have the call of God to do it. Otherwise it may just be "good works", and not fulfilling the will of God for your life.

PERSONAL NOTES

VISIONS OF GLAMOUR OR GLORY?

Lesson 2

WHAT MOST PEOPLE SEE IN THE TRAVELING MINISTRY

They see the glamour of being treated as a guest.

They see the honor given to the traveling ministry.

They see the anointing that traveling ministers have.

They see the privileges that traveling ministers have.

They see the offerings that traveling ministries receive.

NOTE: The visible part of the traveling ministry is very small compared to all that has to be done to have a good traveling ministry.

A REAL VISION FROM GOD FOR THE TRAVELING MINISTRY WILL PRODUCE

A mandate to go. Some traveling ministries I know did not have a desire to travel, but God said,"Go!"

A desire to serve the churches and the people. See how much you can give instead of how much you can receive.

An anointing to confirm the call, preach the Word, produce effective ministry, and get the work done.

Write down your image of the traveling ministry up until now.

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But the Lord said unto him, Go thy way: for he is a chosen vessel unto me, to bear my name before the Gentiles, and kings, and the children of Israel: For I will show him how great things he must suffer for my name's sake.

(Acts 9:16)

A grace to travel and be gone from home.

A guiding path on which to continue. Often when I wanted to quit, I remembered the words Jesus spoke in my call,"Go into all the world, and preach the Gospel".

An endurance and strength to "fight the good fight of faith" and to finish the work.

A love for the people to whom you are sent. Compassion will move you to go.

WHAT THE TRAVELING MINISTRY IS REALLY LIKE

Contacting and developing relationships with other ministers.

Traveling long hours to get where you're preaching.

Repeated packing and unpacking clothes, books, tapes, equipment, etc...

Meeting schedules and deadlines promptly.

Scheduling meetings with churches.

Lonely hours in a motel room.

Working more than 40 hours a week.

Coming home to office work that awaits you.

Trying to meet unrealistic expectations of the people.

Obeying both God and the pastor of the church where you are ministering.

Following a vision given by God.

Being willing to leave the glitter of recognition for the glory of God, which is found only at the place of obedience.

EXAMPLE: By the direction of the Holy Spirit, Philip left the revival in Samaria and went to the desert. There He experienced God's miraculous power in manifestation. (See *Acts 8:26*)

PERSONAL NOTES

And the Lord answered me, and said, Write the vision, and make it plain upon tables, that he may run that readeth it. For the vision is yet for an appointed time, but at the end it shall speak, and not lie: though it tarry, wait for it; because it will surely come, it will not tarry.

(Hab. 2:2,3)

FOR THIS PURPOSE...

Lesson 3

WHY ARE YOU IN THE TRAVELING MINISTRY?

Some are in the traveling ministry because of desire.
Some are in a traveling ministry for the money.
Some are in a traveling ministry to build a name for themselves, and are pursuing fame and recognition.
Some try the traveling ministry because they don't know what else to do.

Motives are more important than actions. WHY you do something is more important than WHAT you do. The value of WHAT you do is determined by WHY you're doing it.

Christ is preached for many reasons.

Some indeed preach Christ even of envy and strife; and some also of good will:
The one preach Christ of contention, not sincerely, supposing to add affliction to my bonds: (Phil.1:16,17)

THE ORIGINAL WORD FROM GOD OFTEN REVEALS OUR PURPOSE

Seasons in our lives and ministries may change, and the emphasis of your message may shift, but certain aspects of your original call will never be outgrown.

EXAMPLE: In Paul's life we can see that the seasons, the emphasis, and the ministry offices changed. But all of the changes were to enable Paul to fulfill his purpose revealed in the original word God spoke to him.

Often there is a natural assignment or method God wants us to use in fulfilling a spiritual purpose. For example, God may tell you to start singing Gospel music. But, what He really wants is the fruit that will come when people are exposed to the words and the anointing by which you sing.

Write down the original word you received from God. What purposes are revealed in it?___

But the Lord said unto him, Go thy way: for he is a chosen vessel unto me, to bear my name before the Gentiles, and kings, and the children of Israel:
(Acts 9:15)

Calling and purpose will determine the methods you are to use, and what kind of anointing God will give you.

GOD HAS VARIOUS PURPOSES FOR DIFFERENT INDIVIDUALS

Jesus had a purpose for manifesting in the flesh, and in going to Calvary.

For the Son of man is not come to destroy men's lives, but to save them... (Luke 9:56)

...For this purpose the Son of God was manifested, that he might destroy the works of the devil. (1 John 3:8)

Paul knew the purpose to which he was called.

But rise, and stand upon thy feet: for I have appeared unto thee for this purpose, to make thee a minister and a witness both of these things which thou hast seen, and of those things in the which I will appear unto thee;
Delivering thee from the people, and from the Gentiles, unto whom now I send thee,
To open their eyes, and to turn them from darkness to light, and from the power of Satan unto God, that they may receive forgiveness of sins, and inheritance among them which are sanctified by faith that is in me. (Acts 26:16-18)

CONCLUSION

Whatever your purpose, realize you are appointed to do it by God. Do not compare yourself with others, who may not have a traveling ministry for the same purpose.

For we dare not make ourselves of the number, or compare ourselves with some that commend themselves: but they measuring themselves by themselves, and comparing themselves among themselves, are not wise. (2 Cor.10:12)

PERSONAL NOTES

"God's vision for your ministry is like a fingerprint: there is no other one exactly like it."

(George Barna)

IDENTIFYING YOUR ANOINTING

Lesson 4

Anointing - *chrisma, Gr.;* an unguent, a smearing, a special endowment of the Holy Spirit, unction.

THE CALL DETERMINES THE KIND OF ANOINTING YOU HAVE

When you are where God sends you and you are doing what God has told you to do, the anointing will be present and functioning.

Peter was anointed to go to the Jews.
Paul was anointed to go to the Gentiles.

But contrariwise, when they saw that the gospel of the uncircumcision was committed unto me, as the gospel of the circumcision was unto Peter;
(For he that wrought effectually in Peter to the apostleship of the circumcision, the same was mighty in me toward the Gentiles:)
(Galatians 2:7,8)

Every person that is sent by God to do the work of the ministry will have a specific anointing upon them to fulfill that call. Certain anointings do not come because you want it or because you have someone lay hands upon you. The anointing comes with the call, and is manifested to accomplish God's purposes. That anointing will then increase as you labor in the call God has given you.

PERSONAL NOTES

The Spirit of the Lord is upon me, because he hath anointed me to preach the gospel to the poor; he hath sent me to heal the brokenhearted, to preach deliverance to the captives, and recovering of sight to the blind, to set at liberty them that are bruised,
(Luke 4:18)

LEARN TO "FINE TUNE" YOUR ANOINTING

Into which office of the five-fold ministry are you called?

And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; (Eph.4:11)

What type of ministry do you have?

EXAMPLE: If God called you to be a teacher, what type of teacher are you?

Yes	No	
❑	❑	Staff teacher in a local church
❑	❑	Bible School teacher
❑	❑	Itinerant teacher
❑	❑	Pastoral teacher
❑	❑	Prophetic teacher
❑	❑	Sunday School teacher
❑	❑	Children's ministry teacher

On what particular subjects has God anointed you to speak?

1. Kenneth Hagin is anointed to minister on faith and healing.
2. Oral Roberts is anointed to minister on healing.
3. Lester Sumrall is anointed to minister on deliverance.
4. Howard Carter was anointed to minister on the Baptism with the Holy Spirit and the gifts of the Spirit.

There are also peculiar anointings that are only seen in certain peoples' ministries. For example, blowing, chopping with their hand, putting their coat on someone, etc...

Some pastor's anointings are not necessarily limited to their local flock. Some pastors have a message and anointing for the Body of Christ at large, therefore they may also travel some.

CONCLUSION

"Fine tuning" the anointing God has given to you will cause you:

- to be more effective in the ministry.
- to be less frustrated.
- to see greater fruit from your labors.

1. List the ministry office to which God has called you, if any, from the list in *Eph.4:11*.

_____
_____
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2. List the type of ministry you have if you know it. For example, if God called you to be a teacher, what type of teacher are you?

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3. List the specific subjects God has especially anointed you to teach or preach in the Body of Christ.

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PERSONAL NOTES

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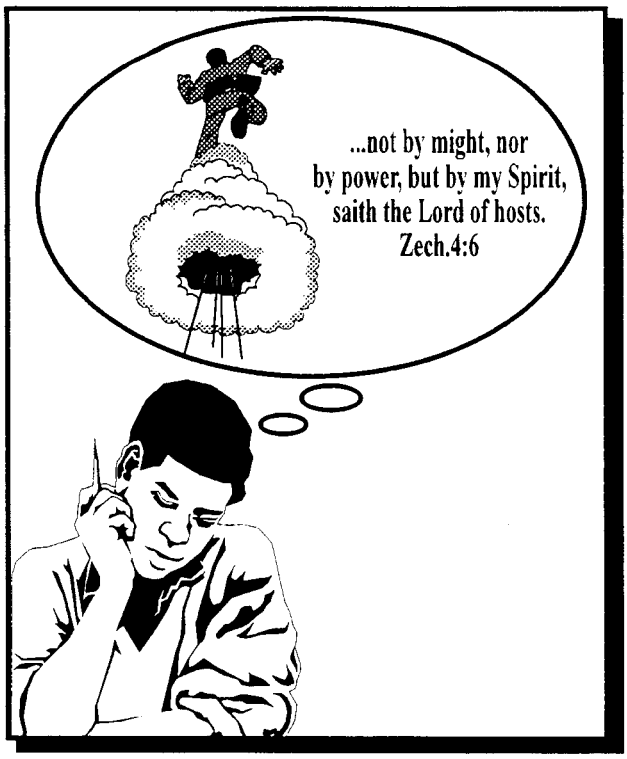
SUPERNATURAL BEGINNINGS



Lesson 5

How do you get started in the traveling ministry ?

THE CALL OF GOD WILL PRODUCE THE OPPORTUNITY

Trust in the Lord to bring about your ministry.

Trust in the Lord with all thine heart; and lean not unto thine own understanding.
In all thy ways acknowledge him, and he shall direct thy paths. ***(Proverbs 3:5,6)***

Your gift and call will make a place for you. You do not have to push yourself on others, or step on others to get started.

A man's gift maketh room for him, and bringeth him before great men. ***(Proverbs 18:16)***

PERSONAL NOTES

A man's gift maketh room for him, and bringeth him before great men.

(Proverbs 18:16)

Remember, there is a season for everything. Timing is very important in following God's instructions.

To every thing there is a season, and a time to every purpose under the heaven: ***(Ecclesiastes 3:1)***

He hath made every thing beautiful in his time: also he hath set the world in their heart, so that no man can find out the work that God maketh from the beginning to the end. ***(Ecclesiastes 3:11)***

Determine you will do nothing unless God is in it. Doing what God has instructed you to do, and refusing to be sidetracked, is a secret to being successful. Let God put you over. As He directs you, be obedient, knowing that He will confirm your labors.

I am the vine, ye are the branches: He that abideth in me, and I in him, the same bringeth forth much fruit: for without me ye can do nothing. ***(John 15:5)***

BELIEVE GOD FOR A SUPERNATURAL BREAKTHROUGH TO START YOUR MINISTRY

Be ready to take advantage of the opportunity when it comes. Many times we wait and believe God for something, and SUDDENLY God moves on our behalf.

EXAMPLE: The disciples were in the Upper Room praying, knowing that God had called them into the ministry, when SUDDENLY, on the Day of Pentecost, the Holy Spirit moved!

And when the day of Pentecost was fully come, they were all with one accord in one place.
And SUDDENLY there came a sound from heaven as of a rushing mighty wind, and it filled all the house where they were sitting. ***(Acts 2:1,2)***

Let God provide the breakthrough. You provide the willingness and obedience to the call.

If ye be willing and obedient, ye shall eat the good of the land: ***(Isaiah 1:19)***

PERSONAL NOTES

Everyone who is in the traveling ministry has a different story. In my case, I had resigned from pastoring a church, knowing that I was to start traveling in the Body of Christ. I waited for approximately six months, knowing WHAT to do but not knowing HOW to get started.

God gave me opportunity to be head usher in a crusade that a well known minister was conducting in my city. During the course of the crusade, I seated a number of ministers in a special section which had been provided for them. One of those ministers asked me to come and speak in his church. That started the traveling ministry for me. And I have built upon the opportunity that God provided.

Billy Graham's big opportunity came when a newspaper editor instructed his staff to "push Graham", giving him exposure to the nation.

CONCLUSION

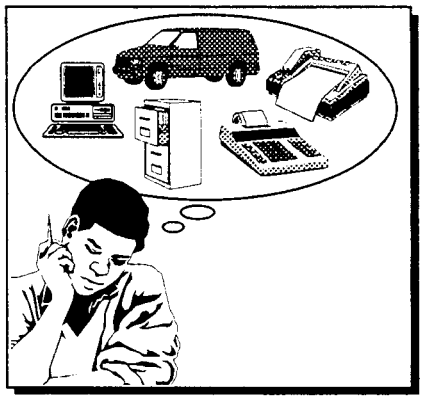
Some supernatural breakthroughs only seem supernatural in retrospect. At the time it may have seemed that a very ordinary course of events took place, but it created supernatural breakthroughs and opportunities for ministry.

PERSONAL NOTES

For promotion cometh neither from the east, nor from the west, nor from the south.
But God is the judge: he putteth down one, and setteth up another.

(Psa 75:7)

BASIC NEEDS OF THE TRAVELING MINISTRY



Lesson 1

Here are some basic items a person needs to get started in the traveling ministry.

OFFICE NEEDS

An answering machine. Be sure to check the features to ensure your needs are adequately met. For example, select a machine with remote access which allows you to retrieve your messages, by telephone, while traveling to another location.

A typewriter or computer. Choose the kind of equipment that allows you to do your correspondence promptly and properly.

An adding machine is necessary to help you make accurate financial plans and transactions.

A desk and chair are necessary to effectively study and do your administrative work, but, use whatever you have available.

CORRESPONDENCE NEEDS

Stationary with a ministry letterhead will give an impression of professionalism. Your stationary becomes your representative when you cannot be there personally.

HINT: Photocopying your letterhead on high quality paper like *Classic Linen* or *Classic Laid* is a cost effective way to start. As soon as possible you'll want to have a stationary package including letterhead, envelopes, and business cards.

Make an inventory list of items you have to use for your traveling ministry.

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Make a list of items you need to get for your traveling ministry.

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A letter of Introduction sent out to pastors can be very effective. This consists of a sheet of your letterhead telling about you, your ministry, and an address and telephone number you can be contacted. See the sample Letter of Introduction on page 16.

A letter of Recommendation from a pastor who is familiar with your ministry may accompany your letter of introduction. Pastors are concerned about having only reputable traveling ministers come to their church to speak. A letter of recommendation shows accountability and provides the pastor with a way of evaluating your ministry.

Small greeting cards with a scripture verse on the outside and a handwritten message on the inside can be used as a "Thank you" and "In appreciation of...". These card packets can be found in most Christian bookstores. You may also contact the address at the right for this type of greeting card.

TRANSPORTATION NEEDS

Using your faith is necessary for whatever transportation you use. Start your traveling ministry with what you have. However, faith is not a substitute for regular maintenance on your vehicle. Regular maintenance at home will cost less than emergency repairs on the road!

Tips concerning transportation in the traveling ministry:

1. Use what vehicle you have.
2. Always apply your faith toward it.
3. Anoint your vehicle and dedicate it to God's work.
4. Do regular maintenance on your vehicle.
5. Have prayer at the beginning of every trip, taking authority over the power of the devil and all evil forces, so they cannot come against you through the following: **(1)** Traffic **(2)** People **(3)** Traffic lights **(4)** Police **(5)** Wildlife.

CONCLUSION

This lesson has shown you some items needed to get started. Establish the call, establish the time, use what you've got, and expect God to bring the increase!

PERSONAL NOTES

Greeting Card Address:

DaySpring Greeting Cards
P.O. Box 1010
Siloam Springs, AR 72761
(800) 537-1726

HINT: Your approach to obtaining ministry equipment should be different than paying your expenses.

EQUIPMENT	EXPENSES
1.Borrow or lease if necessary	1.Do not borrow or lease to obtain
2.These help you accomplish your vision	2.What is necessary to maintain the daily operation
3.An investment	3.A liability

SAMPLE LETTER OF INTRODUCTION

Date

Dear Pastor _____(Name)_____ ;

I am writing this letter to introduce you to Marvin Yoder Ministries.

I grew up in the Old Order Amish Church, driving a horse and buggy, and having no radio or television in my home. It is an exciting story how God revealed himself to me when I was a ten year old Amish boy and started me on a path ordained by God.

As a teenager I ran away from home and became a pool hustler, living in bars and pool halls. But God revealed himself to me once again, saving me, delivering me, and healing me of many physical ailments.

My wife, Leah, who is also from the Old Order Amish Church, and I have three daughters, Christina Anne, Nichole Joy, and Audrey Danielle.

In obedience to God's call to the ministry I attended Rhema Bible Training Center in Tulsa, OK. Since graduating in 1984, I have pastored several churches in Kansas and Illinois.

Presently we are traveling in the Body of Christ teaching the Word of God with special emphasis on the Holy Spirit. Often God demonstrates his power, and the gifts of the Spirit manifest in our meetings. I have shared in many churches, including Assembly of God, Brethren, Baptist, Charismatic, Mennonite, Methodist, Nazarene, and Word of Faith Churches.

We believe you'll be blessed by the practical and often humorous preaching of the Word of God !

To schedule a meeting in your area with us, please contact:

Marvin Yoder Ministries
P.O. Box 168
Stonington, IL 62567
217-325-3637

I have also enclosed a brochure telling about our ministry. Thank you for taking time to read my material. I will look forward to speaking with you in the near future.

Sincerely,

Marvin Yoder

Enclosures

SAMPLE LETTER OF INTRODUCTION

NICK WHITE

Dear Pastor _____(Name)_____ ;

I am writing to introduce to you Nick White Ministries. I have enclosed a brochure concerning myself and ministry for your information and review. I will also be glad to send you a tape of one of my services or a list of references if you so desire. You are welcome and invited to contact the Rhema Ministerial Association International offices, (918) 258-1588 extension 312, or the references listed concerning myself and my ministry.

I am planning to be in your area (see dates below) and would welcome the opportunity of ministering for you and your congregation. I will contact you as soon as possible to discuss this possibility with you. If these dates do not fit your schedule at this time but you would be interested in another date we can discuss that when I call.

I want to thank you for your time and consideration and will be looking forward to speaking with you in the near future.

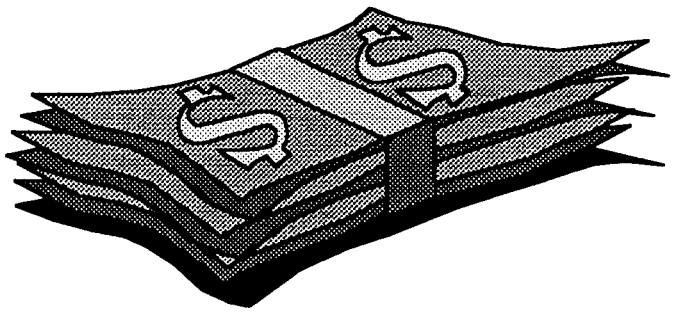
Sincerely in Christ's Service,

Nick White

Enclosures

DATES IN YOUR AREA: _____

BANKING DECISIONS



Lesson 2

Learning to work with your banker can literally save your day (and your ministry) !

CHOOSING A BANK

Different banks have different fees and policies. They are not the same. When choosing a bank for your ministry, contact at least six different banks in your city or community. Ask what they have to offer, and get the following information:

1. Types of checking accounts and their fees.
2. Types of savings accounts; their requirements, and interest rates paid.
3. Availability of Visa and MasterCard for your ministry.
4. Information to set up a credit card merchants account (to accept credit cards when selling books and tapes).
5. Types of loans and rates of interest available.

Usually there is one bank in the city or community that waives all fees for non-profit organizations. You may still have to pay for your checks and checkbook.

Note the friendliness and availability of bank personnel toward you. That may be an important factor at a later date.

Ask what kind of clientele the bank caters to. This helps you determine whether they will give you the service you need in your ministry.

PERSONAL NOTES

Thus saith the Lord, thy Redeemer, the Holy One of Israel; I am the Lord thy God which teacheth thee to profit, which leadeth thee by the way that thou shouldest go.
(Isa 48:17)

DOING BUSINESS WITH A BANK

You will need to set up a checking account so you can deposit your income, and also pay your expenses. Most banks have a variety of options available for checking accounts, such as regular checking, or interest bearing checking.

Use savings accounts for keeping designated funds and money for specific purposes separate from the general fund in your checking account. Some specific purposes for a savings account may be:

1. For a piece of equipment
2. For missions trips
3. For a benevolence fund

Develop a relationship with a loan officer at your bank before you need a loan. Generally loans are given only if you meet a certain criteria. However, if a loan officer knows you and your character, they may give you the loan anyway, based upon a combination of your character and partially meeting their criteria.

CONCLUSION

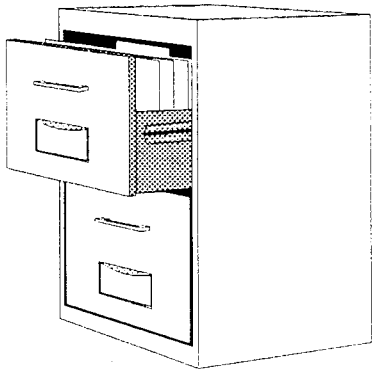
Financial decisions are a part of the ministry. Your ministry can rise or fall based upon how you handle your money.

PERSONAL NOTES

THOUGHT:
You need faith to flow with God. But you need wisdom in dealing with the world.

If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him.
(James 1:5)

KEEPING RECORDS - VITAL SIGNS FOR YOUR MINISTRY



Lesson 3

Keeping accurate records for your ministry is a must! Many ministries keep records on their computer. This enables them to summarize the information and produce accurate financial statements.

KEEP RECORDS FOR YOUR INFORMATION

Records provide a means of evaluating your ministry.
Records help you make sound and wise decisions.
Records enable you to plan for ministry in the future.

FINANCIAL RECORDS

A receipt book is necessary to record all income and keep track of individual donors. Office supply stores have them for sale.

A general ledger is necessary to record income and expenses. Ledgers and cash journal books are also available at your local office supply store. See the samples at the end of this lesson to see what to get.

Financial records such as these are necessary to satisfy the legal requirements of the IRS, and to show to bankers when applying for a loan.

PERSONAL NOTES

Any enterprise is built upon wise planning, becomes strong through common sense, and profits wonderfully by keeping abreast of the facts.
(Proverbs 24:3,4, LB)

A place to get a complete record keeping system for your ministry is:

Consulting Development Service, Inc.
3336-E Heathstead Pl.
Charlotte, NC 28210-4378
704-553-1370

IRS regulations demand non-profit organizations to provide individual donors with a receipt of their giving. For this reason you may need a form similar to the sample at the end of this lesson.

You may choose to do all of your financial record keeping on your computer. There are church management and financial software programs available to do this. Check with you local computer store, or Christian Bookstore. Following are some computer software programs to consider using for record keeping in your ministry:

Donors Plus
Justin Osteen & Associates, Inc.
3400 Montrose Ste. 900
Houston, TX 77006
713-522-4222

Power Church Plus
208 Ridgefield Drive.
Asheville, North Carolina 28806
800-486-1800

Membership Plus
Parsons Technology
One Parsons Drive
Hiawatha, IA 52233
800-223-6925

Automated Church Systems
P.O. Box 3990
Florence, SC 29502-3990
800-736-7425

MINISTRY EVENTS RECORDS

A time management system can be used to schedule your day, week, month, or year. It can also provide a record of what

PERSONAL NOTES

transpired on a certain day or ministry event. Some recommended time management systems are:

Day-Timers, Inc.
One Day-Timer Plaza
Allenton, PA 18195-1551
1-800-225-5005

Day Runner, Inc.
Available in most department stores.

Tempus **(A ministry oriented system.)**
8210 E. 71st St. Ste 139
Tulsa, OK 74133
1-800-728-6666

As your schedule becomes busier, a time management system is very important. It frees up your mind to think on other things, and enables you to keep your appointments.

Noting ministry events gives planning ability.

1. Include geographical location, type of ministry, and what kind of results were obtained.
2. This will help you with your goal setting for future ministry.

CONCLUSION

There are various kinds of record keeping systems. Choose a system that:

- Will work for you.
- Produces the information you need.
- Keeps you abreast of the facts.

Some points to remember in successful record keeping are:

- Be consistent - stick with the system you decide to use.
- Be disciplined - choose a regular time to get it done.

Remember the value of record keeping is that it may provide the proof you need at a later date to verify certain actions or events.

PERSONAL NOTES

"Life is like a taxi - whether you're going anywhere or not, the meter keeps running!"

(John C. Maxwell)

SAMPLE OF A GENERAL LEDGER

GENERAL LEDGER
SHEET #_____
ACCOUNT NAME_____ ACCOUNT #_____

DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE	
				DEBITS	CREDITS.

SAMPLE OF INDIVIDUAL'S CONTRIBUTION LEDGER

NAME ______________________________
ADDRESS ______________________________
CITY ____________________ **ST** __________
ZIP ________________ **FILE #** ____________

_____ QUARTER _____YEAR

DATE	GIFTS	MISSIONS	BUILDING FUND	OFFER-INGS	OTHER
TOTAL					

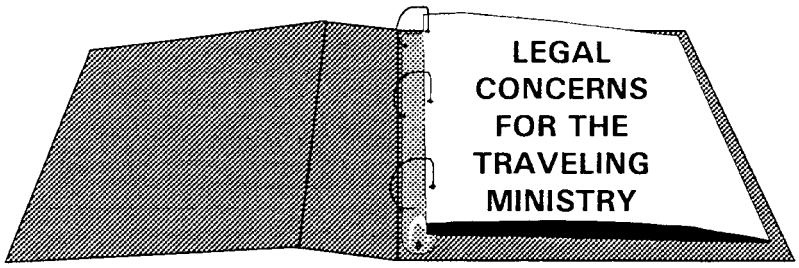
TOTAL CONTRIBUTIONS, ____ QTR __________

_____ QUARTER _____YEAR

DATE	GIFTS	MISSIONS	BUILDING FUND	OFFER-INGS	OTHER
TOTAL					

TOTAL CONTRIBUTIONS, ____ QTR __________

LEGAL CONCERNS FOR THE TRAVELING MINISTRY



Lesson 4

A traveling ministry must consider a number of things which affect it legally. For example, a traveling ministry should be prepared for the legal requirements of the following:

1. Incorporation
2. Tax-exempt status with the IRS and compliance issues
3. Tax requirements where not exempt in the states, such as sales and property taxes
4. Donor record keeping and reporting
5. Business operational issues
6. Minister's salary, housing allowances and ordination or licensing
7. Employment law issues, such as discrimination, labor/wage and hour issues, sexual harassment, hiring and firing issues, worker's compensation and unemployment taxes, and pension laws
8. Record keeping requirements of various state and federal agencies
9. Ministerial misconduct policies
10. Liability issues

There are also legal issues affecting each licensed or ordained minister who is part of the traveling ministry. These issues include, for example, various income tax regulations, Social Security taxes, legal liability, state requirements to perform marriages, visit penal institutions, report child abuse, and the

PERSONAL NOTES

They say unto him, Caesar's. Then saith he unto them, Render therefore unto Caesar the things which are Caesar's; and unto God the things that are God's.
(Matthew 22:21)

like. Here we will touch on general issues of incorporation and obtaining tax-exempt status.

OBTAINING NON-PROFIT STATUS

The first consideration is whether you wish for contributors to your ministry to be able to deduct their donations from their taxes. If so, your ministry must file an application for exemption with the Internal Revenue Service and be approved as a tax exempt organization. This exemption both qualifies your ministry as exempt from paying federal income taxes on income received by the ministry, and also qualifies donations received for charitable deductions by the donors. The IRS publishes a listing (Publication 78) of exempt organizations. Many donors are reluctant to donate to an organization not listed.

A traveling ministry will normally be treated differently under the Internal Revenue Code ("IRC") than a church. While both are exempt from paying taxes under IRC § 501(c)(3) and both may receive donations which are deductible to the donor under IRC § 170, the rules are different for a traveling ministry both for obtaining and keeping tax exempt status with the IRS.

IRC § 508 permits group exemption. This allows a church or ministry to closely affiliate with an exempt church and come under the "umbrella" of the exempt church. So a traveling ministry has the choice of affiliating with a church which has a group exemption by complying with IRS and that church's requirements, or of obtaining exempt status for itself. Several church organizations have IRS group exemptions and will accept traveling ministries. They should have a group exemption number from the IRS. Below is an organization which we understand has a group exemption and allows traveling ministers who meet their requirements to affiliate:

WORLD MINISTRY FELLOWSHIP
801 E. Plano Pky Ste. 150
Plano, TX 75074-6746
214-422-8622

Your other option is to seek tax exempt status for your ministry. In the last ten years, the process of obtaining exempt status has become more difficult. Abuses have caused a stricter scrutiny of ministries seeking tax exempt status. It has also become more expensive. It is more expensive to try to correct a problem than to do it right in the first place, however. You should

PERSONAL NOTES

contact an attorney who is knowledgeable in the area of non-profit religious organizations for assistance.

Tax laws are complex in this country. The laws governing non-profit exempt organizations and ministers can be especially frustrating. It is important to retain an attorney knowledgeable in obtaining tax exempt status to help you through the process of getting your exemption.

INCORPORATION

Usually a traveling ministry should incorporate in a state of its choice. Incorporation creates a legal entity which provides some protection should you be sued. This can be done very simply, however this is not always wise. The danger of the easy path is that often the incorporating documents do not comply with IRS requirements for exempt status.

Requirements vary from state to state as to the contents of articles and bylaws or other documents forming a non-profit or religious corporation. Several attorneys specialize in religious exempt organizations, and can incorporate you in any of the 50 states. For example, contact:

Winters, King, & Associates, Inc.
2448 E. 81st St., Ste. 5900
Tulsa, OK 74137-4259
918-494-6868 Fax: 918-491-6297

In choosing your Board of Trustees or Directors you will have to have the minimum number required by the state laws where you are incorporated. Be careful whom you choose to serve on your Board of Trustees or Directors. Investigate the person before you put them on your Board of Trustees of Directors. Make sure they:

1. Are honest and capable in business dealings.
2. Have a good report in their local church.
3. Know you and support your ministry.
4. Are in agreement with the vision and purpose of your ministry.

In addition to incorporation, the ministry should register any trade names, trade marks, copyrights, and register with state departments as well as obtain a federal employer identification number ("E.I.N.") - the corporate version of a personal social

PERSONAL NOTES

security number. If you own or purchase real estate property you may be able to obtain exemption from property taxes, if local law permits. Your attorney and/or CPA can help you with all this.

Once incorporated, your Board of Trustees or Directors should meet at least annually to take care of corporate business. The board must authorize the persons who sign contracts and commit the ministry to major purchases or sales of assets. You should be careful to keep corporate minutes on board approval for every major transaction or decision authorizing the corporation to act.

Record keeping, of both financial and legal documents, is critical. Records of donations, both money and property, must be kept. Contracts and deeds and other documents of title should be kept in an organized manner and in a safe place. Files on all employees should be maintained, like in any business. The ministry should not reimburse a traveling staff member without receipts and good records of mileage and other expenses. Otherwise the reimbursement will be treated as income.

TAXES: STATE AND FEDERAL

As mentioned above, there a plethora of state and federal tax laws relating to non-profit or religious organizations and to licensed or ordained ministers. It is also recommended that you retain a certified public accountant knowledgeable in tax exempt organizations to handle the accounting and tax filings for both your ministry and the personal taxes of ordained or licensed ministers in your organization. It is also wise to let your attorney and CPA work together where needed.

Here are some organizations that are available to help with tax returns:

Sandra Siegfried, CPA
Stanfield & O'Dell
3211 S. Lakewood
Tulsa, OK 74135
918-628-0500

Terry Mosley, CPA
8252 S. Harvard, #155
Tulsa, OK 74137
918-491-6063

PERSONAL NOTES

Other legal organizations include:

Christian Ministry Resources
P.O. Box 2301
Matthews, NC 28106
704-841-8066

CONCLUSION

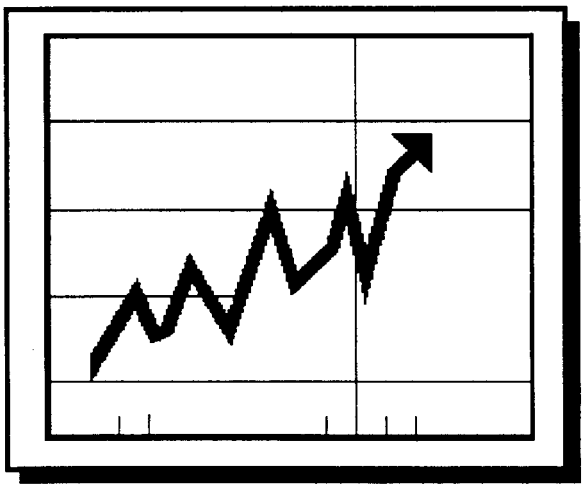
Remember these things:

1. Know the limits of your competency and get wise counsel beyond that.
2. Hire a professional knowledgeable in the areas you need help.
3. Don't be "pound foolish and penny wise." Pay a professional to start you out right and to keep you on track. The cost of not doing so can be very great.
4. God has appointed governing authorities for our good. The IRS and other agencies are not to be feared, when we are determined to act righteously. God promised to surround us with favor as a shield!

This chapter was contributed by M. Jean Holmes, attorney with Winters, King, and Associates, Inc. 2448 E. 81st St. #5900, Tulsa, OK 74137, telephone 918-494-6868. This firm represents numerous churches and ministries all over the United States, as well as Americans on the mission field.

PERSONAL NOTES

DEVELOPING YOUR PERSONAL ACTION PLAN



Lesson 5

Developing your own action plan involves several things:

1. Writing a Missions Statement.
2. Writing Goals to achieve your Missions Statement.
3. Evaluating both spiritual and natural conditions to meet the above two items.

DEVELOPING YOUR MISSION STATEMENT FOR YOUR TRAVELING MINISTRY

Make it specific. Avoid being too vague or trying to say too much.
Make it scriptural. God will not flow with anything else.
Make it brief - no more than three paragraphs long.
Make it in agreement with the call of God on your life.
Include the purpose for your traveling ministry.
Include the values you adhere to.

EXAMPLE: Paul's mission statement was in agreement with the call of God upon his life. Compare *Acts 26:16-19* with *Romans 1:14-17*.

But rise, and stand upon thy feet: for I have appeared unto thee for this purpose, to make thee a minister and a witness both of

PERSONAL NOTES

And the Lord answered me, and said, Write the vision, and make it plain upon tables, that he may run that readeth it. For the vision is yet for an appointed time, but at the end it shall speak, and not lie: though it tarry, wait for it; because it will surely come, it will not tarry.
(Habakkuk 2:2,3)

these things which thou hast seen, and of those things in the which I will appear unto thee;Delivering thee from the people, and from the Gentiles, unto whom now I send thee,
To open their eyes, and to turn them from darkness to light, and from the power of Satan unto God, that they may receive forgiveness of sins, and inheritance among them which are sanctified by faith that is in me.
Whereupon, O king Agrippa, I was not disobedient unto the heavenly vision: (Acts 26:16 - 19)

I am debtor both to the Greeks, and to the Barbarians; both to the wise, and to the unwise.
So, as much as in me is, I am ready to preach the gospel to you that are at Rome also.
For I am not ashamed of the gospel of Christ: for it is the power of God unto salvation to every one that believeth; to the Jew first, and also to the Greek.
For therein is the righteousness of God revealed from faith to faith: as it is written, The just shall live by faith.(Rom 1:14-17)

WRITE DOWN YOUR MISSION STATEMENT FOR YOUR TRAVELING MINISTRY

Consider your calling, purpose, values, or objectives when developing your mission statement. These all have to be in agreement.

Write down the purpose for your traveling ministry.

_____
_____
_____
_____
_____

Corresponding scriptures:_____

Write down the values that you adhere to, both personally and as a minister.

_____
_____
_____
_____
_____

Corresponding scriptures:_____

Write down the objective, or end result, you want to achieve through your traveling ministry.

PERSONAL NOTES

_____
_____
_____
_____
_____

Corresponding scriptures:_____

Now you have a broad statement of the mission God has given to you. Next you need to break this down into steps that you can negotiate easily. That is what **goals** are - steps to accomplishing your mission.

DEVELOPING YOUR GOALS. As you grow in the Lord, you will know the mind of God and the goals to set.

Goals should have three things:

1. They should be **written down.**
2. They should be **measurable.**
3. They should have a **time limit.**

Seven questions to ask when setting a goal. *

1. **What is** the goal?
2. **When is the goal to** be done?
3. **What obstacles need to be** removed to achieve the goal?
4. **Who are the people and** organizations you need to accomplish the goal?
5. **What skills do you** need to develop to complete your goal?
6. **What is your plan of action** to achieve the goal?
7. **What are the rewards** of this goal?

* Adapted from Zig Ziglar's 7 Steps In Goal Setting

WRITING DOWN YOUR GOALS.

Write down your <u>60 day</u> goals that will help you accomplish your mission statement. Ask yourself the seven questions above about each goal to make sure it is really what you want.

1._____
2._____
3._____
4._____
5._____
6._____
7._____

PERSONAL NOTES

For who hath known the mind of the Lord, that he may instruct him? But we have the mind of Christ.
(1 Corinthians 2:16)

Write down your <u>one year</u> goals that will help you accomplish your mission statement. Again, ask yourself the seven questions above to make sure it is really what you want.

1._____
2._____
3._____
4._____
5._____
6._____
7._____

Write down your five year goals that will help you accomplish your mission statement. Again, ask yourself the seven questions above to make sure it is really what you want.

1._____
2._____
3._____
4._____
5._____
6._____
7._____

Keep these goals in a place where you can review them at regular intervals to make sure you are on course. Remember, these goals should be steps in accomplishing your mission statement.

Your goals will probably have to be updated and "fine tuned" as you go along. Don't be concerned if you still don't know much about what God wants you to do. But do write down what you know and make sure you do that.

Once you have a plan, it is up to you to work it. Many are waiting for perfect circumstances, or something they don't have before they start. Get started with what you have - the world is waiting for you, and so is God.

CONCLUSION

Now we have written down our mission statement and set our goals. The next two pages are designed to help you evaluate your spiritual, material, and physical condition to determine what you have, and what you still need to get started in the traveling ministry.

PERSONAL NOTES

"The determined soul will do more with a rusty monkey wrench than a loafer will with all the tools in a mechanic's shop."
(Rupert Hughs)

Establishing Your Traveling Ministry Worksheet

Who would you seek counsel from before you start the traveling ministry?

❑ Your Pastor ❑ Your spouse ❑ Your close friends / associates
❑ Your banker ❑ Your employer ❑ Other (list) _____

Write down the first thing you need to do to get started in the traveling ministry.

Spiritually_____

_____

Materially_____

_____

List some other things that you need to do in the beginning.

Spiritually	Administrative/Promotion	Materially
1._____	1._____	1._____
2._____	2._____	2._____
3._____	3._____	3._____
4._____	4._____	4._____
5._____	5._____	5._____

List some practical day to day steps to implement the things listed above.

1._____
2._____
3._____
4._____
5._____

What kind of people or professional services do you need to help you with the traveling ministry?

❑ Administrator / bookkeeper ❑ Mechanical / utility person ❑ Secretary
❑ Music personnel ❑ Promotion person ❑ Other (list below)

1._____ 2._____ 3._____
4._____ 5._____ 6._____

List what kind of equipment you need to operate in the traveling ministry. Decide what you need to get started, and then what you need to accomplish your missions statement.

1._____ 2._____ 3._____
4._____ 5._____ 6._____

How much money do you need to get started in the traveling ministry? (Estimate for one year)

❑ $5,000 - $10,000 ❑ $10,000 - $20,000 ❑ $20,000 - $_____

Where do you plan to get the money to get started for the first year?

❑ Personal money ❑ Offerings / gifts ❑ Fund raising events
❑ Partners ❑ Loans ❑ Other (list below)

1._____ 2._____ 3._____

How much planning time will you need before your traveling ministry begins?

❑ 1 month ❑ 6 months ❑ 1 year ❑ Other (list) _____

What contacts, organizations, and support will you need to help you in the traveling ministry?

❑ Ministerial organizations (list below) ❑ Local church support ❑ Prayer group
❑ Local business support ❑ Pastoral contacts ❑ Other (list below)

1._____ 2._____ 3._____

List some things you hope to accomplish in 1 year.

1._____
2._____
3._____
4._____
5._____

List some things you hope to accomplish in 5 years.

1._____
2._____
3._____
4._____
5._____

Write a summary of the traveling ministry you are attempting to establish._____

_____
_____
_____
_____
_____
_____

CONCLUSION

Keep this chapter with you so you can refer to it periodically. You may have to make copies of this chapter so you can update it as you go along. This represents the vision for your ministry. It is up to you to accomplish the vision with God's wisdom, guidance, and power. God bless you - go for it!

HOW TO GET MEETINGS IN CHURCHES (Part One)

Lesson 1

How to get meetings in churches without being pushy and keeping your motives right is an art that has to be learned if we are going to be successful in the traveling ministry. This section is meant to give some general guidelines for traveling ministries.

> You must seek the Lord as to what specific plan of action He would have you to use. Ask God to reveal a strategy that will cause you to be successful. Next, be willing to live by the strategy that God has given you. Don't compare yourself with other traveling ministries.

WHERE DO I START?

QUESTION: Who do you know in the ministry?
ANSWER: **Who you know** can determine where you start in the traveling ministry.

Some traveling ministries do "cold calling", that is, contacting people they don't know. Personally I have not found this method

PERSONAL NOTES

_____
_____
_____
_____
_____
_____
_____
_____
_____

And we beseech you, brethren, to know them which labour among you, and are over you in the Lord, and admonish you;
(1 Thessalonians 5:12)

very successful. We live in a day when accountability is a concern. The scriptures tells us to know those who labor among us.

In my traveling ministry I have worked mostly through **relationships** and **referrals.**

Relationships with other ministers can be built by going to Minister's Conferences, regional minister's meetings, and getting acquainted with them. Some you will "click" with and others you won't. Build a relationship with whom God seems to have put you together with.

Don't be pushy at minister's meetings by presenting your brochure to every pastor there. They are there to relax, refire, and to learn. If a minister asks about your ministry be ready to give them a brochure. If they don't ask, talk about their ministry.

Go to a meeting with the idea of giving to others. That will make you stand out in the crowd and cause others to take notice of you. I have often taken other ministers out to lunch just to develop a relationship with them. Not once during the course of the meal did I ask for a meeting. Sometimes months later that pastor would call me and schedule a meeting.

When developing relationships with pastors, remember that the relationship is more important than getting a meeting. Even if a pastor never invites you to minister in their church, the relationship is valuable. Don't go have lunch with a pastor just to get a meeting. They will feel that, and you may get a meeting from them, but the relationship will never be what it could have been.

Referrals can work well to get meetings for you. If a pastor expresses that they were blessed by your ministry perhaps they would be willing to refer you to their pastoral friends and acquaintances. Approach the pastor gently about this. Some pastors do not want to do this even if they like your ministry.

CONCLUSION

Remember, if God called you into the traveling ministry, He will open the doors of opportunity for you. God will cause your gift to have a place to manifest. ***Prov.18:16*** will help you keep things in proper perspective.

PERSONAL NOTES

A man's gift maketh room for him, and bringeth him before great men.

(Proverbs 18:16)

HOW TO GET MEETINGS IN CHURCHES (Part Two)

Lesson 2

How you make initial contact with a pastor is very important. Initial contact creates "first impressions". Usually within the first five minutes of contact the pastor will decide whether they will invite you to their church or not.

INITIAL CONTACT IN PERSON

Dress well when contacting a pastor in person. Let your dress reflect the mission you want to accomplish. It is better to dress up a little more than necessary than not well enough.

Manners, etiquette, and protocol are very important. Taking the time to learn proper manners and etiquette can cause you to get meetings others don't get.

Pastors notice traveling ministers who show up at their church who are not dressed neatly, or who don't conduct themselves in an excellent manner.

Using good business sense is another way to make a good

PERSONAL NOTES

A man's gift maketh room for him, and bringeth him before great men.

(Proverbs 18:16)

impression upon a pastor. With traveling schedules it may often be difficult to conduct yourself in a business manner. Whenever you are around the pastor or the people, be sure to show good business sense.

Things to consider when making initial contact in person are:

1. **Be considerate** of the pastor's views and needs. Listen more than talk. Talk about their concerns.
2. **Be generous** to the pastor. Pay for the lunch, or give them a gift or a tape that will bless them. Most traveling ministers don't do this, but it's a great way to help the pastor remember you.
3. **Be appreciative** of what the pastor and the church do for you. Be sure to send a thank you note to them.
4. **Be honest** about your ministry. Honesty will get you further than big stories or big names.
5. **Be specific** about your ministry. Share the areas your ministry is effective in. Don't try to be everything.

INITIAL CONTACT BY MAIL

There is a lot of unsolicited direct mail sent out in America. All of it is vying for someone's attention. I have noticed that in the midst of all the unsolicited mail I get, only two kinds really catch my eye - the really bad material and the very good material. Of course we don't want our ministry associated with the really bad material.

Your advertising material about your traveling ministry represents you. The recipients form their opinion of your ministry by the material you send to them. Therefore you want your advertising material to be as excellent as possible.

How much should you spend for advertising material, such as a brochure, business cards, stationary, etc...?

In making this decision consider both **"price"** and **"cost".** "Price" is what you pay for the material, printing, etc... "Cost" occurs when your material creates a negative impact, and costs you a meeting. "Cost" can be a lifetime, while "price" is a one time fee. Saving on "price" may raise your "cost".

HINT: Figure your budget for advertising and contact material per year according to what you would

PERSONAL NOTES

expect your offering to be in one meeting. If your average offering for one meeting is $500.00, then spend approximately $500.00 for advertising material that year.

Contact material to send in the mail can include:

1. A Letter of Introduction letting the pastor know about you and when you are planning to be in their area.
2. A brochure telling about your ministry.
3. A business card.
4. A letter of recommendation from a pastor who knows you.

INITIAL CONTACT BY TELEPHONE

Contacting by telephone will cause an immediate good or bad impression. If your strong point is not talking on the telephone, perhaps you should consider some other way of contacting pastors. Another alternative is to have someone else make the telephone calls for you, although pastors are usually not impressed by this.

Using the telephone is possibly the least desirable or effective way to contact pastors initially. The pastor will know more about you, and be able to make a better judgment if you contact them in person or by mail.

The telephone can be used successfully if:

1. You are acquainted with the pastor, or have already established a relationship with the pastor.
2. You have already preached in this pastor's church before.

The telephone is a good follow-up tool, after having made initial contact by mail or in person. It is good business sense to follow up with a telephone call after mailing a brochure to the pastor, or after contacting them in person.

If talking on the telephone is not something you know how to do very well, reading a book on telemarketing techniques may help you. They are usually available at your local public library.

Bad telephone techniques can turn a person off, and create a negative image for your ministry. Get all the help you can in this area.

PERSONAL NOTES

1. Ask your friends or fellow ministers to evaluate you.
2. Ask your spouse if they have any helpful comments or suggestions that benefit you in the ministry.

CONCLUSION

Making initial contact with pastors is necessary in the traveling ministry. How we do it will be a great factor in how far we go in the traveling ministry.

PERSONAL NOTES

HOW TO GET MEETINGS IN CHURCHES (Part Three)

Lesson 3

SCHEDULING MEETINGS IN CHURCHES

Often in October or November pastors are planning for the upcoming year, and may be scheduling meetings. The traveling minister needs to be aware of a pastor's schedule so they can be available to help them. This is a good time to contact pastors to schedule meetings for the next year.

If possible work your schedule six months to a year ahead of time. That is, in November or December schedule meetings for April through December. Pastors are more flexible if you contact them far enough in advance.

Give them a date when you will be in their area. Also have an alternate date ready in case the first date doesn't work in the pastor's schedule. Once you have your first meetings in a particular area, other pastors may schedule you in their churches too. This allows various churches in the same area to share the expenses of having a traveling minister in.

PERSONAL NOTES

A man's gift maketh room for him, and bringeth him before great men.

(Proverbs 18:16)

Here is a list of things to talk about with the pastor when scheduling meetings in their churches:

- ❑ The dates you will be in their area.
- ❑ Ask the question: "Is there a possibility of ministering in your church on this particular date?"
- ❑ Give information and facts about your ministry and recent events.
- ❑ Ask about the pastor and their church. Find out if your ministry is compatible with what is happening in their church right now.
- ❑ Have a clear understanding of accommodations and financial arrangements.
- ❑ If you have books and tapes, ask the pastor if it is acceptable to set up a table for them.
- ❑ State how many people will be with you, if any.
- ❑ State the arrival and departure dates so the pastor knows how many nights accommodation you will need.
- ❑ State that you will send a letter of confirmation covering the details that were discussed.
- ❑ Discuss what promotional material you may need to send to the pastor to help promote the meetings in their church.

SEND A FOLLOW UP PACKAGE TO CHURCHES WHERE YOU HAVE SCHEDULED MEETINGS THAT MAY INCLUDE:

A letter of confirmation should be sent in a timely manner, usually within one to two weeks following initial contact with the pastor. In the letter you should cover the details that you discussed. This eliminates potential misunderstandings, and the pastor will know what to expect from you. See the sample Letter of Confirmation on page 45.

Any promotion material of your ministry you have available. Offering promotion material shows you really want to help the pastor with their church rather than just having another meeting. Some relatively inexpensive promotion materials you may offer:

1. **A black and white photo** (approximately 2" x 3")
2. **A sample press release.** See the sample included on page 46.
3. **5 1/2" x 8 1/2" handouts** that have ministry and meeting information for the church members. This size fits inside most church bulletins. See the sample on page 47.
4. **11" x 17" posters** work well to promote the meetings to the public. Using a glossy paper with reflex blue ink done in a "printer's run" is very cost effective.

PERSONAL NOTES

A telephone call to talk with the pastor aproximately one to three weeks ahead of the meeting dates is good to check if everything is still according to schedule.

KEEP A RECORD OF CHURCHES YOU CONTACT

Keeping records of when you contact pastors and churches is very important. This allows you to have the information of the church at hand when you make contact with them.

Create a file of your contacts. This allows you to be more personable with the pastor. See the sample contact record sheet on page 48.

NECESSARY FOLLOW UP AFTER CONDUCTING MEETINGS IN CHURCHES

What you do after having your meetings will greatly determine whether you get invited back.

Send a letter of thanks - mention any specific or special things they did for you while you were there, such as meals, accommodations, fruit baskets, gifts, etc... See the sample letter of thanks on page 49.

A follow up telephone call to let the pastor know you care about what happens in their church after you were there is good.

CONCLUSION

Do what you can to be a blessing to the pastors and their churches. Treat them like you want to be treated. God will honor it and open doors of utterance for you.

PERSONAL NOTES

Continue in prayer, and watch in the same with thanks-giving;
Withal praying also for us, that God would open unto us a door of utterance, to speak the mystery of Christ, for which I am also in bonds:
That I may make it manifest, as I ought to speak.
(Col. 4:2-4)

SAMPLE LETTER OF CONFIRMATION

Date

Pastor_____
Name of Church
Address
City, State & Zip

Dear Pastor _____;

Greetings in the Name of our Lord Jesus Christ !

To confirm the dates we had scheduled for me to be at your church, I have written down _____,19___ for both the A.M. and P.M. services. I will be arriving on Saturday, _____, 19___, at approximately 5 P.M. I will be traveling by myself. Please let me know if this is different than what we had discussed. I will contact you shortly before the dates that I am to be at your church.

I have also included 100 bulletin inserts, 6 posters, 1 press release sample, and 1 photo for you to use to promote the meetings in your church.

Thank you for allowing me to come to your church. If we can be of further assistance please contact me at 217-325-3637. God bless you richly as you minister in His anointing.

Times of refreshing,

Marvin Yoder

P.S. If possible we would like a table for books and tapes.

SAMPLE PRESS RELEASE

NOTE: **This is a sample press release for you to use. Please rewrite your press release using the information below, and supplying the information necessary between parenthesis. Make sure you use your stationary and double space all lines for better communication. Most of the time newspapers will print the press release free as their space in the newspaper permits.**

PRESS RELEASE

(Date written) Contact: **(Name of Person)**

For immediate release **(Phone Number)**

WORD OF LIFE SEMINAR

(Church Name) announces Word of Life Seminars will be conducted on **(date, time, and location)** with guest minister Marvin Yoder.

Marvin Yoder grew up in the Old Order Amish Church, driving a horse and buggy, having no car, radio, or television in his home. It is an exciting story how God revealed himself to a 10 year old Amish boy, and caused him to travel a path ordained by God.

Marvin is a graduate of Rhema Bible Training Center in Tulsa, OK with Kenneth Hagin Ministries. Since then Marvin has pastored several churches in Kansas and Illinois. Presently Marvin is the Dean of Christian Training Institute in Taylorville, IL, and also conducts Word of Life Seminars.

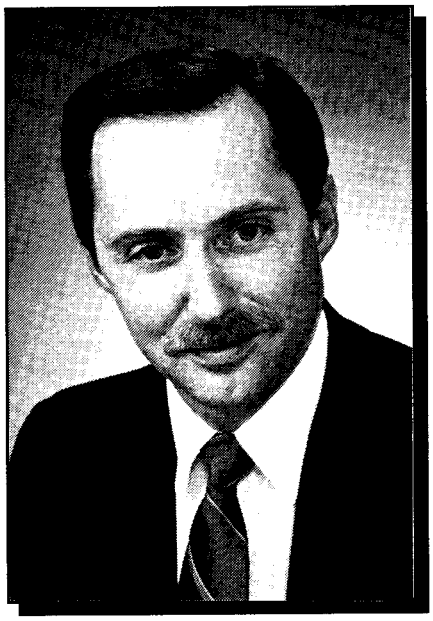
Word of Life Seminars are designed to build up and refresh the Body of Christ. In these meetings you will receive knowledge for successful Christian living, be equipped to accomplish your God-given assignment, and be refreshed and refired for effective ministry.

(Include all church information such as nursery, children's church, and any additional benefits for attending the church.)

- end -

SAMPLE OF A 5 1/2" x 8 1/2" HANDOUT

WORD OF LIFE SEMINARS



Marvin Yoder

Marvin Yoder grew up in the Old Order Amish Church, driving a horse and buggy, and having no radio or television in his home. It is an exciting story how God revealed himself to a ten year old Amish boy, and caused him to start traveling a path ordained by God.

Marvin is a graduate of Rhema Bible Training Center in Tulsa, Oklahoma. Since then Marvin has pastored several churches in Kansas and Illinois.

Presently Marvin is the Dean of Chistian Training Institute in Taylorville, Illinois and also conducts Word of Life Seminars, which are designed to build up and refresh the Body of Christ. Marvin's meetings will:

- **Impart knowledge to help you be successful**
- **Equip you to accomplish your God-given assignment**
- **Refresh and refire you for effective ministry**

WHAT:

WHERE:

WHEN:

SAMPLE OF A CONTACT RECORD SHEET

CHURCH_____
ADDRESS_____
CITY_____ ST_____ ZIP_____
PASTOR_____ WIFE_____
CHURCH PHONE_____ HOME PHONE_____
SECRETARY_____ CONGREGATION SIZE_____
INITIAL CONTACT DATE_____
SEND: ❑ Brochure ❑ Tape ❑ References ❑ Other_____
RESPONSE: ❑ Yes ❑ No ❑ Not now ❑ Other_____

RECORD OF COMMUNICATION

DATE				MEETING DATE(S)
	❑TELEPHONE #	❑MAIL	❑VISIT	
	❑TELEPHONE #	❑MAIL	❑VISIT	
	❑TELEPHONE #	❑MAIL	❑VISIT	
	❑TELEPHONE #	❑MAIL	❑VISIT	
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	❑TELEPHONE #	❑MAIL	❑VISIT	

SAMPLE OF A LETTER OF THANKS

Date

Pastor ___(Name)_____
Church Name
Address
City, State, & Zip

Dear Pastor ____(Name)_____;

I wanted to write and tell you how much we appreciated the opportunity to minister in your church on _____(Date)_____. Your people were eager to receive the Word of God and it was a pleasure to minister to them by the anointing of the Holy Spirit. I hope the ministry that took place will help accomplish the vision God has given you to do.

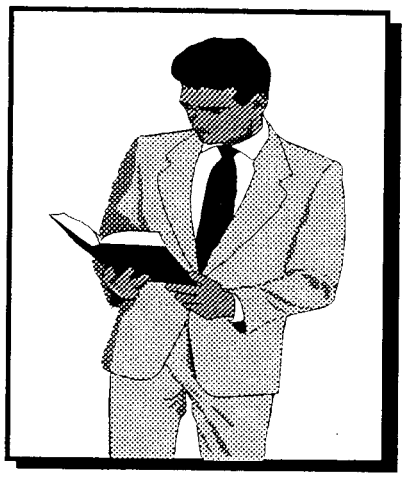
Thank you also for the offering you gave us, the motel room, and the meals you provided for us. A special thanks for the basket of fruit that you gave us. We were greatly blessed by it. The fellowship with you and your people was very special and edifying to me. May God's richest and best blessings be yours as you minister in His anointing.

I have enclosed a RMAI form for you to complete and mail in the stamped, pre-addressed envelope. Thank you for doing this for me.

Times of refreshing,

Marvin Yoder

BOOKS & TAPES: TO BE OR NOT TO BE



Lesson 1

Having your own books and tapes can cause you to enter into a new realm of the traveling ministry.

THINGS TO CONSIDER IN DEVELOPING YOUR AUDIO CASSETTE TAPE MINISTRY

Necessary equipment and supplies for your tape ministry.

1. Quality master tapes to record your message.
2. Blank cassette tapes (available from several sources).
3. Labels with your ministry name and logo on them.
4. Tape albums for your message series.
5. A quality dual cassette tape deck (for editing purposes).
6. A quality cassette tape duplicator to produce your cassette tapes.
7. A cassette tape eraser.

Some advantages in having an audio tape ministry include:

1. **It is another avenue** to reach people with the Gospel.
2. **It gives you the ability** to reach a part of the world you may not go to personally.
3. **It gives your ministry** a new dimension or image, and causes people to see your ministry in a different light.

PERSONAL NOTES

Some disadvantages in having an audio tape ministry include:

1. **It is a lot of work** to edit and present a good quality tape.
2. **It means carrying boxes** of books and tapes with you when traveling.
3. **It creates a need for larger cash flow** in your ministry.
4. **It is time consuming** to duplicate tapes, label them, and package them.

There are companies who specialize in putting together a tape package for ministries who don't have the necessary equipment to manufacture their own tapes. This includes tape editing, duplication, and album cover and label design. You need to supply them with a good quality master tape and tell them what you want. Here is a company that specializes in this service:

Cassette Outlet
714 W. Kenosha
Broken Arrow, OK 74012
918-251-0477 or 1-800-752-5346

Tape albums will sell better than individual cassettes most of the time. Also in an album you are selling more tapes, and this gives you greater net profit and income.

Do not use bad quality master tapes. Tapes are a representative of your ministry. Often you will have to instruct the sound person in the church where you're speaking how to adjust the sound equipment so it is best suited for your voice.

Tapes sell in direct proportion to the quality of your album cover. A quality album cover design creates eye appeal, and gets people to consider the message in the tapes. If you have no expertise in designing album covers get professional help. They are worth the fee you pay for their services. Remember, **"price"** is a one time fee, while **"cost** "can be a life time.

DEVELOPING YOUR BOOK MINISTRY

What kind of books do you want to print? There are several styles to choose from. Your purpose usually dictates your style.

1. **Study guides** - mostly how-to manuals, Bible study material, or Bible School syllabuses.
2. **Mini-books** - an inexpensive way to print your message.

PERSONAL NOTES

3. **Paperback books** - generally 5 1/2'' x 8 1/2'' is the size used for most books that are printed.

Printing your books yourself involves lots of time and equipment such as:

1. **Desktop publishing equipment,** including a computer with a good desktop publishing software, and an inkjet or laser printer to typeset your book.
2. **A saddle stapler or a GBC Binding Machine** to bind the books.
3. **A paper cutter** to trim the edges of your book.
4. **A printing company** to print your book pages.

An alternative to doing it yourself is to let a publishing company put your messages in print. They can do everything from transcribing your message from a cassette tape, typesetting, cover design, etc... Payment plans vary from company to company. Here are several companies who can help you with your books:

Sonshine Publishing
4690 S. 101 E. Ave.
Tulsa, OK 74146-4771
918-663-6655

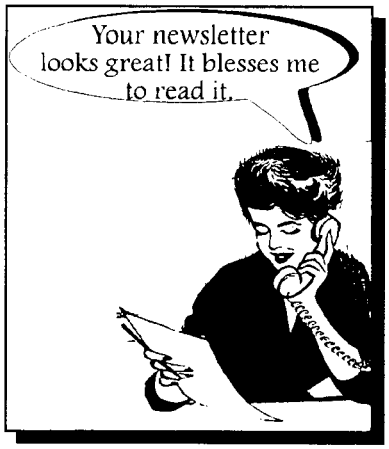
Morris Publishing
3212 E. Hwy. 30
P.O. Box 2110
Kearney, NE 68848
1-800-650-7888

CONCLUSION

Books and tapes may seem like a lot of work, but it also has rewards for you. You can have the satisfaction that you can effect the generations to follow with the Gospel of Jesus Christ your books and tapes, even after your lifetime.

PERSONAL NOTES

NEWSLETTERS: GOOD NEWS OR BAD NEWS?



Lesson 2

This lesson takes a look at the pro's and cons of producing a newsletter, evaluating the necessity of having a newsletter, and reveals some tips on putting a newsletter together.

IDENTIFY YOUR PURPOSE IN HAVING A NEWSLETTER

Is it to communicate your vision?
Is it for reporting the events and progress of your ministry?
Is it for fund raising purposes?
Is it for a one time purpose, or is it going to be periodical? If periodical, how often is the newsletter to be mailed out?
Can your ministry afford to print and mail a newsletter? Do you have a big enough group of supporters and interested people to justify doing this?

TO HAVE, OR NOT TO HAVE, A NEWSLETTER FOR YOUR MINISTRY?

Some advantages for having a newsletter include:

1. It can provide a vehicle to communicate your vision.
2. It can keep your people and supporters updated concerning your ministry.

PERSONAL NOTES

3. It can serve as an avenue to raise funds to meet the needs of the ministry.
4. It can be used to share a message even though you couldn't be there in person.

Some disadvantages in publishing a newsletter include:

1. Deadlines have to be met.
2. You have to be creative to produce a quality newsletter.
3. An outlay of cash is needed to print and mail the newsletter.
4. Additional staff or professional help may need to be hired.

TIPS, HINTS, AND ADVICE IN PRODUCING A NEWSLETTER

If this is not an area of your expertise, by all means get help from someone who knows what they're doing. Nothing is so obvious as when we put our ignorance into print. Know your limits, and beyond that get profssional help.

1. **Consult with a print shop** in your area. They can give you advice in how to lay out a newsletter and an idea of cost, as well as typesetting services.
2. **It may be beneficial to talk** to a graphic arts person who has expertise in logo design and newsletters.

Tips in design:

1. **Use a simple, bold, design** that allows the contents to be grasped at a glance.
2. **Use a Sans Serif type**, such as *Universal*, for headlines and the subheadings of your newsletter. **Use a Serif type,** such as *New Times Roman*, in the body of your newsletter to increase readability. Limit the number of fonts you use to no more than two, which makes your newsletter more readable, and avoids a cluttered look.
3. **Use lots of white space.** Have plenty of room around your headlines and around your articles. Do not clutter your page - it cuts down on readability.
4. **Use two or three columns** wherever you can instead of running your articles completely across the page. This makes it easier to read.
5. **Another way to attract attention to your newsletter** is to use two colors of ink. Make your headlines and main titles, lines, and boxes one color, and your text another color.

PERSONAL NOTES

6. **Use different color paper,** other than white, to help catch the reader's attention. Some companies offer paper with various colorful designs where you add your text in black ink, and still have a multi-colored newsletter. **See the list of companies who specialize in these kinds of products on page 57.**

SOME SUGGESTIONS FOR DEALING WITH A PRINT SHOP

Do a "printer's run" on various colors if you're using another color besides black. A "printer's run" is when you choose what colors you want, and the print shop will print it when they are using that color on another job. This helps your costs because it eliminates a washing charge to change ink colors in the presses.

For a cost effective two color newsletter, especially if your newsletter is being printed periodically, have it designed so some basic elements such as headline, boxes and lines, etc... will be the same. Have enough copies of this portion of your newsletter printed for a whole year with a color other than black. Use a "printer's run" to do this if possible. Then have your text and information for each issue printed in black. This will not cost you as much as having two colors printed each issue.

See the sample of a newsletter on the next page for more tips in design and lay out.

CONCLUSION

A newsletter can raise the awareness of your ministry to others, and at the same time be a great blessing to them as they read the contents.

PERSONAL NOTES

SAMPLE OF A NEWSLETTER

A few tips to make a better publication.

● *Newsletter Design*

TIPS

Creative Designs And Strategies For Your Newsletter *

READ ME FIRST!

Did you? If you started reading here, you're probably responding to visual tactics purposely designed to attract you to what would be the lead article in a real newspaper. Bold contrasts of scale, weight, and color make the head above and the drop cap left stand out from the rest of the page. The larger, wider introductory type is inviting because it looks easier to read. Placement, too, brought you here - readers of English are conditioned to start reading somewhere near the upper left-hand corner of the page, underneath the masthead. You probably looked there first to find a clue; the "Read Me First!" headline did the rest. By using simple design tactics you can cause your reader to respond in predetermined ways. Or in other words, you can guide the eyes of your reader to specific locations in your design. You can make your newsletter communicate quicker and more directly by using this sort of low-cost typographic and design strategy instead of expensive color and printing techniques.

Type: the first tactic

This page is made up of little more than *type*. Different sizes, weights, and shapes of type give the page it's texture and interest.
All the variations are accomplished through the use of only two type families. Times Roman, the lightweight serif text you are reading now, was chosen for its comfortable, familiar look, and Impact Bold was used for the headlines.

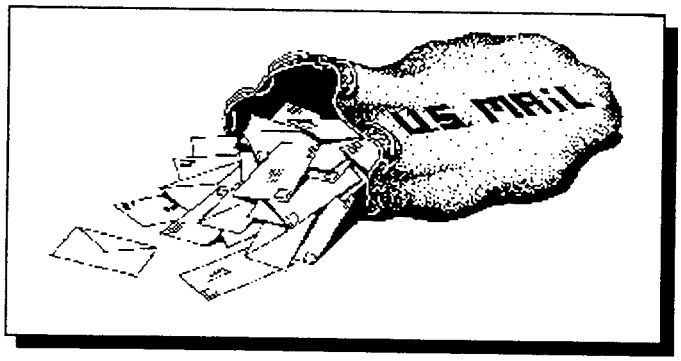
Boxing Me In

☞ When you want to call attention to something on the page, enclosing it in a box can really make it stand out. Use this technique to underline a major point, introduce a new idea, or add supplementary information. The hand in this box is another trick to convince you that this is important and to read it right away.

* This newsletter design and tips are adapted from a handout given by Brian Torvik during Continuing Education Seminar at Rhema Bible Training Center in Tulsa, Oklahoma.

Type of Service	Addresses	Telephone / Fax #
Paper Sources:	**QUILL COMPANY** 100 Schelter Rd. Lincolnshire, IL 60069-3621	1-800-789-1331 1-800-789-8955 (Fax)
	PAPER DIRECT 100 Plaza Drive Secaucus, NJ 07094-3606	1-800-272-7377 201-271-9601 (Fax)
	PREMIER PAPERS P.O. Box 64785 St. Paul, MN 55164	1-800-843-0414 1-800-526-3029 (Fax)
	IMAGE STREET Moore Business Products Division P.O. Box 5000 Vernon Hills, IL 60061	1-800-462-4378 1-800-329-6667 (Fax)
	BEAVER PRINTS 305 Main St. Bellwood, PA 16617	1-800-923-2837 1-800-232-8374 (Fax)
	VIKING OFFICE PRODUCTS 4782 Mulhauser Rd. P.O. Box 465644 Cincinnati, OH 45246-5644	1-800-421-1222 1-800-762-7329 (Fax)
Full Color Printing Sources:	**RAPIDOCOLOR** 705 E. Union St. West Chester, PA 19382	1-800-872-7436 610-344-0506 (Fax)
	FLASH PRINT 35 Bath St. Ballston Spa, NY 12020	1-800-374-6114 518-885-2576 (Fax)

MAILING LISTS & INFORMATION



Lesson 3

Mail goes where you can't go.
Mail represents you.
Mail ministers to people.
Mail is ministry.

Therefore, sending the Good News through the mail necessitates having a working knowledge of the postal system and their requirements. Developing and knowing how to take care of your mailing list is also important.

SOME MANUALS THAT ARE AVAILABLE FROM THE U.S. POSTAL SERVICE INCLUDE:

The Domestic Mail Manual (Annual fee w/ updates)
Obtain from: **Superintendent of Documents**
U.S. Printing Office
Washington D.C. 20402
202-783-3238

Postal Bulletins (Bi-weekly)
Obtain from: **Superintendent of Documents**
U.S. Printing Office
Washington D.C. 20402
202-783-3238

PERSONAL NOTES

Memo To Mailers (Monthly)
Obtain at: P.O. Box 1
Lynwood, N.J. 08221

Publication 201 **(Consumer's Guide To Postal Services & Products)**
Obtain at: Your local Post Office

Publication 417 **(Special Bulk Third-Class Rates)**
Obtain at: Your local Post Office

Publication 49 **(Third Class Mail Preparation)**
Obtain at: Your local Post Office

Publication 25 **(Designing Business Letter Mail)**
Obtain at: Your local Post Office

Ask your local Postmaster for additional mail publications that you may need.

DIFFERENT CLASSES OF MAIL AND THEIR REGULATIONS **(see Pub. 201 for more details)**

1st Class Mail

1. **For personal letters,** post cards, greeting cards, and for sending money orders or checks use first class mail.
2. **For prompt delivery** use first class mail. Usually this is the fastest mode of postal service except for special services like Express Mail or Priority Mail.

2nd Class Mail

1. **Only newspapers and magazines** can be mailed at second class rates.
2. **Only publishers and registered news agents** may use second class rates.

3rd Class Mail

1. **There are two types of third class bulk mail rates:**

   - **Regular third class bulk rates**
     (for retailers, catalogers, and advertisers, to promote their products and services).

PERSONAL NOTES

- **Non-profit third class bulk rate**
  (for Non-profit organizations meeting certain qualifications)

2. **An annual permit** must be purchased for 3rd class bulk rate. Currently the permit costs $85.
3. **An imprint permit** may also need to be purchased for a one time fee, currently $85.
4. **The minimum volume necessary** to use third class bulk rates is 200 pieces or 50 pounds per mailing, and the pieces must weigh less than 16 ounces.
5. **All pieces mailed third class bulk rate** must be identical in content and weight. No personalization is allowed, nor are you allowed to mail another organization's mail under your permit.
6. **Mailing frequency** to maintain a third class bulk mailing permit is:

   - Once a year for regular third class bulk rates.
   - Twice a year for non-profit third class bulk rates.

7. **Presorting is required for all third class bulk mail.** The more you sort the more you save. You can presort your mail according to state, 3/5 digit zip code, or carrier route.
8. **Your mail must be properly labeled** when mailing third class bulk rates to show what each package is sorted by, i.e. state, 3/5 digit zip code, or carrier route. These labels are available at your local post office.
9. **Current third class bulk rates** are:

   - **Regular** bulk rates (letter size)
     (1) Basic presort $.226 @ piece
     (2) 3/5 digit zip code presort $.180 @ piece

   - **Non-profit** bulk rates (letter size)
     (1) Basic presort $.120 @ piece
     (2) 3/5 digit zip code presort $.107 @ piece

4th Class Mail

1. **This is for packages** weighing 1 pound up to 70 pounds mailed in the continental United States.
2. **Library rate (for books and cassette or video tapes)** is also fourth class.
3. **Fourth class rates are cheaper** than first class.

PERSONAL NOTES

MAILING YOUR MINISTRY MAIL

Put "address correction" on all of your mail. This helps to cut down on costs of mailing to addresses that are no longer valid, and helps to find duplicate addresses in your mailing list.

Maintain and guard your mailing list. Your mailing list is a valuable asset of your ministry. Don't let other organizations have access to them. Don't let employees have access to your mailing lists without guidelines concerning the use of them. Here is a helpful little book in developing your mailing lists:

HOW TO COMPILE AND MAINTAIN A MAILING LIST $3.95 @

Obtain from: Quill Corporation
100 S. Schelter Rd.
Lincolnshire, IL 60069
312-634-4850

CONCLUSION

How you deal with your mail is important. It is a witness of what your ministry is like. Remember, mail is ministry. When you send your ministry material in the mail it contains the Gospel of Jesus Christ that will minister life and healing to those who receive it.

PERSONAL NOTES

METHODS OF TRAVEL

Lesson 1

FLYING TO YOUR MEETINGS

Airline tickets and related costs are up front, out of pocket expenses. Usually you are not reimbursed for traveling expenses until after the meetings are finished. This will require your ministry to have a greater cash flow.

The proper flying classification when traveling by air is coach, unless the church you're going to voluntarily purchased a first class ticket for you. The only other time you should fly first class is when you are paying for it, and do not require the church to reimburse you for it. Do your best to keep your costs as low as possible.

Make use of SuperSaver or Frequent Flyer programs that airlines offer so you can qualify for discounts. This usually takes some advanced planning time. Educate yourself on the different programs that airlines offer. The rates are constantly changing.

Some airlines offer credit cards that give you free mileage for every dollar that you charge on them. This can help you save flying costs.

PERSONAL NOTES

Try to take the next to the last flight out of town to your destination. This gives you a backup plan in case of emergency, traffic jams, bad weather, etc..., and allows you to take the last flight out of town in case you miss your original flight.

Should you fly commercial or get your own private airplane? George Otis, former President of Lear Jet Corporation, gives us this advice, "Commercial airplanes are required to pass regular safety inspections, while private planes are not as frequently inspected. Therefore, unless your time schedule demands a private airplane, and you have the money and personnel to give regular safety inspections, you should fly commercial." As a follow-up note, George Otis is now founder and President of High Adventure Ministries, and still flies commercial.

Here are some things to consider when flying to your meetings:

1. **Your time is valuable.** How much time will it take to drive the distance in your vehicle versus flying, and what could you be doing with that time?
2. **In addition to airline costs,** there are either taxi or rental car costs, unless the church where your ministering will provide you with transportation.
3. **Call at least three travel agencies** to price shop for the cheapest air fare to and from your destination.
4. **Flying certain days of the week** are often cheaper than others. Check with your travel agency or airline to see which days are best.
5. **In major cities with several airports,** check the price of flying into each airport. Some airports are cheaper than others to fly into, even though they are in the same city.

DRIVING TO YOUR MEETINGS

There are several computer software programs that have maps of the whole United States on them, plus close-ups of cities and their streets to help you map out the best route to your destination. Some of these programs also give travel advice, such as restaurants and hotels along your route. Most of these programs are under $100.

Your vehicle is a tool to help you fulfill God's call. Regular maintenance is a must to help avoid costly emergency repairs on the road. Regular maintenance will not cost you as much as emergency repairs on the road.

PERSONAL NOTES

Your image may be affected by what you drive. I'm not saying you should drive an expensive luxury car. However, you should have your vehicle looking the best it possibly can. Keep your vehicle clean and neat, inside and out. Nothing makes a negative image of a traveling minister like a dirty and untidy vehicle does.

Tips to better traveling in your vehicle:

1. **Give your vehicle** a last minute inspection before taking a trip.
2. **Properly inflate your tires** to get maximum performance from them.
3. **Keep some wrenches and other basic tools** in your vehicle to take care of minor repairs.
4. **Carry a roll of duct tape** with you to help repair leaks and hoses temporarily.
5. **Keep several rubber straps** in the vehicle. They can be used for a variety of duties.
6. **A set of jumper cables** may be a good thing to carry along.
7. **Check the fluid levels and** the condition of your belts in your vehicle.
8. **If your family is traveling with you,** remember that close quarters in a vehicle can cause tense relationships. Take some activities such as games, books, etc.. along for the children. Stop at a city park as you drive through and let the family run off some energy for a short time.

CONCLUSION

Knowing how to travel smart will enable you to arrive at your destinations on time, and also keep your costs at a minimum. This will bring glory to God in your traveling ministry.

PERSONAL NOTES

THE HOTEL GAME

Lesson 2

GETTING A HOTEL ROOM

Various organizations who give discount hotel rates when you get a membership with them are listed below. Usually they charge an annual fee to join them. They offer discounts on various things, such as hotel rates, rental car fees, long distance telephone service, air fares, etc...

CLERGY CARD
P.O. Box 8338
South Bend, IN 46660
1-800-8CLERGY

CLERGY TRAVEL, INC.
1443 Del Prado Blvd. Suite A & B
Cape Coral, FL 33990
1-800-458-8281or 813-574-7755

Certain days of the week at some hotels have cheaper rates than other days. Also discounts may be given if you stay at a hotel for a certain number of days. Ask the hotel where you're staying at about this.

Instead of calling the corporate headquarters call the local hotel directly where you'll be staying. This helps you to take advantage of any local specials at that particular hotel.

PERSONAL NOTES

Some major hotel chains give you free nights at their hotels after you stay with them for a certain number of nights. Check with the hotel you're staying at.

Contact the hotel sales office, and ask for corporate rates, econo rooms, super saver rooms, etc... Many hotels will give their corporate rate to ministries the same as they do to other business travellers. Do this especially if you are coming through several times a year.

Always get a confirmation number or the person's name with whom you made the reservation at the time you are making the reservations.

If you're arriving after 6:00 P.M. (4:00 P.M. at resorts) always confirm your room with a credit card. If you don't have a credit card, make arrangements with the hotel ahead of time so you can mail in a pre-payment on your room to confirm it. If you do not guarantee your room with a credit card or pre-payment, and you arrive late, the hotel may assume you aren't coming and sell your room to someone else.

Always verify your room rate when you check in to make sure it is the same as what was quoted to you when you made the reservations.

DEALING WITH YOUR HOTEL ROOM

There are a lot of lonely hours in your hotel room as a traveling minister. Being alone brings its own temptations. The challenge is to make those hours productive for the kingdom of God.

It is important to "cleanse" your room by taking authority over evil spirits in Jesus' Name that may have had permission to be there from previous tenants. Ask God to cover you with the blood of Jesus Christ for protection.

Be careful with the television in your room. Some ministers can trace their sexual problems back to times with television and movies in hotel rooms. There are several things you can do with your television to help avoid temptations:

1. **Ask them to take** the television out of your room.
2. **Ask the hotel to block out** the bad channels on television in your room.

PERSONAL NOTES

Here are some safety tips while staying at a hotel (courtesy of the American Hotel and Motel Association):

1. **When arriving or returning** to your hotel room late at night, use the main entrance to the hotel. Be observant and look around before entering parking lots.
2. **Don't answer the door of your hotel room** without verifying who it is. If it is an employee call the front desk and ask if an employee is supposed to have access to your room and for what purpose.
3. **Close your hotel room door securely** whenever you are in the room. Use all the locking devices provided.
4. **Don't needlessly display hotel room keys** in public, leave them in the restaurant, at the swimming pool, or other places where they can be easily stolen.
5. **Do not draw attention to yourself** by displaying large amounts of money or expensive jewelry.
6. **Place all valuables** in the hotel safe deposit box.
7. **Check to see that any sliding glass doors** or windows and any connecting room doors are locked.

DEALING WITH YOUR HOTEL BILL

Always ask for a copy of the hotel bill when you're checking out, even though the church may be paying for it. Make sure that the charges on the bill are correct. Sometimes hotels make mistakes. Incorrect charges on the bill can make your ministry look bad to the church where you are ministering at.

Never leave your telephone calls on the bill for the church to pay. Even if a pastor tells you to, it is usually not good to do so.

Don't leave laundry charges on your bill for the church to pay.

Do not charge food on your hotel bill and leave it for the church to pay, unless the church has made previous arrangements for you to do so.

CONCLUSION

Hotel bills can be a big ticket item with a traveling ministry. Price shopping and being aware of how hotels operate can help you decrease your hotel costs, and not be taken advantage of.

PERSONAL NOTES

GETTING ALONG WITH YOUR RELATIVE: THE LOCAL CHURCH

Lesson 1

There are ethics and protocol that go with the traveling ministry that should be recognized and adhered to.

BOTH TRAVELING MINISTERS AND PASTORS ARE INCLUDED IN THE LIST OF MINISTRIES GIVEN IN *EPHESIANS 4:11*

They are both leadership gifts given to the Body of Christ.
Both are called by God to function in the Body of Christ.
All the five-fold ministries serve a common cause - the cause of Christ in serving humanity.
Both types of ministry are necessary for the Church.

1. Both are to bring to **perfection** the Body of Christ.
2. Both are to **equip** the saints for the work of the ministry.

PASTORS AND TRAVELING MINISTERS ARE DISTINCT IN THEIR GIFTS AND ANOINTINGS

Each type of ministry looks at the same problem or situation

PERSONAL NOTES

And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers;

(Ephesians 4:11)

from a different viewpoint. Neither is necessarily wrong.

They should not be compared with each other. They are not the same, and do not have the same anointing for ministry.

Pastors cannot supply the TOTAL spiritual leadership needed by the Church. They should value traveling ministries, because they can produce in the Body of Christ what the pastor can't.

Traveling ministries do not have the ability nor the anointing to pastor a church. They should remember that the pastor has to stay with the people after they are gone. Traveling ministries should not leave a mess for the pastor to clean up afterward.

Traveling ministries should submit to pastoral authority while in the local church, even if they "heard God" and the pastor tells them differently.

Traveling ministries should remember that the local church is the "hand that feeds them". Therefore they should never talk bad of a church or a pastor. If you cannot stand being misused or abused, stay out of the traveling ministry, because it will happen to you sooner or later.

A QUESTION OF HONOR

We're to work together for the sake of the anointing so proper ministry can flow into the Body of Christ.

Honoring the gift of a pastor or traveling ministry will position you to:

1. Receive from God (blessings and revelation).
2. Become properly equipped (both yourself and your people).
3. Release the anointing in you and in the people.

CONCLUSION

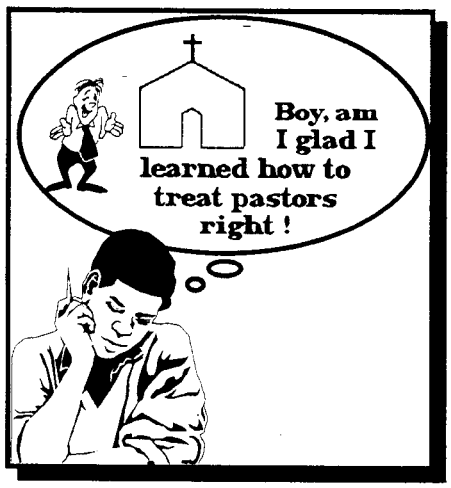
Traveling ministers are still members of the universal Body of Christ. Traveling ministers are not to be lone rangers. They are to value the local church and respect the different functions of the various members therein.

PERSONAL NOTES

And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; For the PERFECTING of the saints, for the work of the ministry, for the EDIFYING of the Body of Christ...wherefore receive ye one another, as Christ also received us to the glory of God.

(Eph.4:11,12, Rom.15:7)

PROPER ETHICS TOWARD THE PASTOR AND THE LOCAL CHURCH



Lesson 2

Ethics: *ethikos, Gr.;* refers to the general character and ideals of a person, also includes principles of right conduct.

KNOW THE PASTOR YOU'RE DEALING WITH

Find out basic information about their personality, family, and ministry. Take an interest in the pastor as a person.

Consider their style of pastoring in how you conduct your meetings.

1. Some are very laid back, and give you full liberty to do anything you want.
2. Others want to know what you will preach, give you time limits, and may want to help in the altar ministry.

CONDUCTING YOUR MEETINGS ETHICALLY

Do what you do for ministry and anointings' sake - not for the sake of money.

Never switch dates with a church where you have a meeting

PERSONAL NOTES

Wherefore receive ye one another, as Christ also received us to the glory of God.

(Romans 15:7)

scheduled, unless there is a clear understanding between you and the pastor. Switching dates should not even be considered if the meeting dates are coming up in the near future. Be a person of your word, and do what you promised.

Communicate your arrival and departure time in advance so the pastor can properly prepare for you. Contacting the pastor one to three weeks ahead of the meeting dates allows any last minute details to be worked out. If you are meeting the pastor at his house or the church, it is considerate to call once you're in town before you get there.

Pastors generally do not like for the traveling ministry to make a book and tape commercial when the atmosphere is set for ministry. Have someone do it during announcement times, or do it yourself after you are done ministering.

Don't receive your own offerings in a church! You and the pastor should have an understanding about the financial arrangements ahead of time. Flow with what you and the pastor agree on. Then believe God to meet your needs.

Limit the time that you preach. Consider the following when determining the length of your sermon:

1. **Have you said what God wants said?** (This is your most important goal, and should get done as soon as possible.)
2. **What time limits has** the pastor given you?
3. **What length of time can** the attention of the audience endure? Especially with meetings every night during the week keep your sermons shorter. You will wear out the people if you preach a long time every evening.
4. **Consider that children** have to go to school the next day.
5. **Consider the children's workers** that have increased burdens in taking care of children in long meetings.

Don't preach on controversial subjects unless you have talked with the pastor first. Most of the time it is better for the pastor to deal with these type of subjects because they know the heartbeat of the congregation.

1. **When preaching on money** talk to the pastor first. You might give them a general outline of your sermon.
2. **Stay away from the latest controversy** in the Body of Christ unless you have encouragement and a solution for that

PERSONAL NOTES

local Body. Even so, the best way to deal with this is to share what you have from the Lord with the pastor and let him bring it to the local church.

3. **Stay off the subject of sex,** especially oral sex, in a mixed audience where children are present. This subject is best addressed by the pastor who has a sensitive heart toward his people and knows them better than you do.

Be punctual in ending your meetings when the pastor has instructed you to.

In a series of meetings, traveling ministers should take the opportunity to give something to the pastor.

1. **Buy at least one of the meals** when the pastor takes you out to eat.
2. **Buy the pastor** a gift.
3. **Some of your books and tapes** may be appreciated by the pastor.

Don't add the names of the church people to your mailing list without asking the pastor first.

Always check your hotel bill before leaving to see that only the proper charges are on it, even if you aren't paying for it. Here are some "no-no's" when staying at a hotel:

1. **Do not leave any telephone calls** on the hotel bill.
2. **Do not put any laundry charges** on the hotel bill.
3. **Do not put any food** on the hotel bill unless previous arrangements have been made with the church.
4. **Do not put TV pay channel** or movie charges on your hotel bill.

If you use a member of the congregation as a book table attendant, pay them, or give them something from your table. Don't expect them to do it for nothing.

You may ask the pastor for names of friends in the ministry. It is acceptable to call those ministers and say, "Pastor _____ had me in for a meeting and they gave me your name to call and see if you might be interested in ministry information or scheduling a meeting." Some pastors don't want to do this, so be sensitive to their desires. Generally I only ask pastors with whom I have a good relationship.

PERSONAL NOTES

ETHICAL CONDUCT TOWARD CHURCH PEOPLE

See the people as God sees them. They are valuable and precious, and God loves them very dearly. Christ gave his life for each one of them.

Don't take the people for granted. Be appreciative and show gratitude for their attendance, attentiveness, and receptivity. They help determine how the Holy Spirit moves in the meetings.

Be personable and reachable to the people.

Do not single out "money people" for financial reasons. Do not meet privately with the people of the congregation without letting the pastor know.

See how much you can give to the people. Don't "use people" for your gain. Let God take care of you.

RECOMMENDATIONS FOR TRAVELING MINISTRIES IN THEIR HOME CHURCHES

Realize a pastor has to spend time with the rest of their church people. Don't insist on being the pastor's best friend, unless the relationship is mutual.

Cultivate proper relationships with the church people. If some of them give regularly into your ministry, let your pastor know they are doing so.

Keep the pastor updated on what is happening with your ministry. This allows the pastor and you to work together.

Don't ask the pastor about church details or people in their congregation that is none of your business. Ministers are not to break confidentiality concerning their church people and problems.

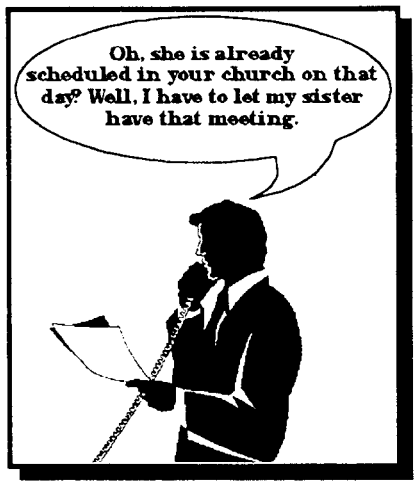
CONCLUSION

Remember the word *ethics* has to do with your character and ideals, and also includes principles of right conduct. Let us endeavor to conduct ourselves in a manner so as to reflect the character and glory of God.

PERSONAL NOTES

... but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.
(1 Timothy 4:12)

PROPER ETHICS TOWARD OTHER TRAVELING MINISTERS



Lesson 3

AVOID COMPETING WITH OTHER TRAVELING MINISTRIES!

There is a good kind of competition where you press on to complete what God has told you to do. However, one traveling ministry should never compete against another. Paul finished HIS course that God instructed him to run. He did not compare himself with others in the ministry.

I have fought a good fight, I have finished MY course, I have kept the faith: *(2 Tim.4:7)*

When you compare yourself with others, you measure yourself by a standard that God did not intend for you to. You will either judge yourself wrongly, or jusitfy yourself falsely if you do. This can keep you from fulfilling God's plan for your life.

For we dare not make ourselves of the number, or compare ourselves with some that commend themselves: but they measuring themselves by themselves, and comparing themselves among themselves, are not wise. *(2 Cor 10:12 KJV)*

PERSONAL NOTES

Wherefore receive ye one another, as Christ also received us to the glory of God.

(Romans 15:7)

There is no excuse for stepping on fellow traveling ministers. True faith will let the other minister have what they want while you believe God and take the rest.

And Abram said unto Lot, Let there be no strife, I pray thee, between me and thee, and between my herdmen and thy herdmen; for we be brethren.
Is not the whole land before thee? separate thyself, I pray thee, from me: if thou wilt take the left hand, then I will go to the right; or if thou depart to the right hand, then I will go to the left. ***(Genesis 13:8,9)***

PROPER ETHICS AMONG TRAVELING MINISTERS

Never take another traveling minister's meeting dates that have already been scheduled in a church. That is stealing from your fellow ministers.

Never bad mouth another traveling minister to anyone else. Sometimes a bad report or a warning has to be given about a fellow traveling minister, but that should be the exception, not the rule of conduct.

Never discuss your problems with other traveling ministers, unless a relationship has been developed so a constructive answer can be reached. They may have problems of their own!

Never discuss pastors with other traveling ministers. Unless a person is a pastor they may not understand the motive and reasons why pastors do what they do.

CONCLUSION

How you treat your fellow traveling ministers may not be apparent to others, but God watches over us all. God will promote you on the basis of what you have proven trustworthy and faithful with. Let us adhere to the principles of right conduct as outlined in the scripture.

PERSONAL NOTES

A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another.
By this shall all men know that ye are my disciples, if ye have love one to another.
(John 13:34,35)

THE TRAVELING MINISTRY FROM A PASTOR'S PERSPECTIVE

Lesson 4

SOME CONCERNS PASTORS HAVE WHEN TRAVELING MINISTERS ARE AT THEIR CHURCH

Developing friendships with traveling ministers may create a pressure to have them at their church. Traveling ministers should clearly communicate that this is not the reason for their friendship.

Don't act super spiritual - be yourself. Be friendly.

Don't come into a church demanding your own way. Flow with the pastor's vision.

Don't invite yourself back from the pulpit. Doing so is bypassing pastoral authority.

Don't try to book another meeting with the pastor right after you had a meeting with them.

Don't use the church's equipment as your own, or without permission.

Asking for traveling reimbursements is usually a "no-no".

PERSONAL NOTES

I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called, With all lowliness and meekness, with long-suffering, forbearing one another in love; Endeavouring to keep the unity of the Spirit in the bond of peace.
(Eph 4:1-3)

Don't push your mailing list. Get permission from the pastor before signing the church people on your mailing list.

Don't talk to the pastor about the way you were treated by another pastor.

Be accountable. A list of who to be accountable to includes:

1. Your pastor.
2. Your home church.
3. A Board of Directors.
4. A ministerial organization with whom you are licensed or ordained.
5. A CPA, or someone who knows business and finances.
6. Especially, be accountable to the pastor in whose church you are ministering.

Be grateful. Send "thank you" letters. A meeting without a thank you letter sent to the pastor communicates how much you valued that meeting.

Answer all correspondence. A letter unanswered over 10 days answers itself!

Communicate ahead of time what you desire to do in between meetings, especially if the pastor asks you.

1. Do you want to be entertained, or go sightseeing?
2. Do you want to play sports?
3. Do you want to be alone?

Don't bring all your buddies! This is an extra expense to the pastor and the church. If you bring someone with you, have the pastor's permission to do so, and pay for the extra expense.

Don't tell the pastor all the latest gossip that is going around.

If you have books and tapes communicate it in advance so the church can prepare a table for them. Some pastors do not want you to bring your books and tapes. Find out what they want and flow with it.

If you are going to different churches in the same city, communicate with the pastors in that city where you have already been. Try to avoid creating strife between pastors.

PERSONAL NOTES

Do fellowship with the pastor. Often you are sent there to minister to the pastor as much as to the people. Encourage and build up the pastor.

DEALING WITH THE WORD OF GOD

Realize that pastors give a lot of practical teaching. Be careful that you don't make them look unspiritual. If you're not careful, people think they're stuck with the pastor after you leave. You need to build the pastor up in the eyes of their people.

Preach the simple Gospel of Christ. Pastors don't want a mess to clean up afterward.

1. Stay away from heavy, complicated revelations.
2. Don't tell ethnic jokes.
3. Don't preach your opinions.
4. Don't try to correct everything you see wrong in the church.
5. Believe the Word you preach will confirm what the pastor has been saying.

DEALING WITH ACCOMMODATIONS

Complaining about your accommodations is a "no-no"!

Don't order the most expensive food on the menu. Follow the pastor's example.

When staying in someone's home:

1. Eat what is put in front of you.
2. Respect the other peoples' schedules.
3. Don't be in the house alone with the wife of the pastor or whoever you're staying with.
4. Always talk positively about the local church and the pastor to the people you're staying with.

DEALING WITH THE CHURCH PEOPLE

Don't counsel with church people, unless the pastor tells you to.

Don't get close to money people in the congregation.

Don't put successful businessmen on your ministry board without pastoral permission.

PERSONAL NOTES

Don't call church people to do business with them without pastoral permission.

Don't imply that your ministry will radically change people overnight. You will have to live up to your advertising and do what you said, otherwise you can be accused of false advertising.

Be courteous with all the church staff, especially the church secretary.

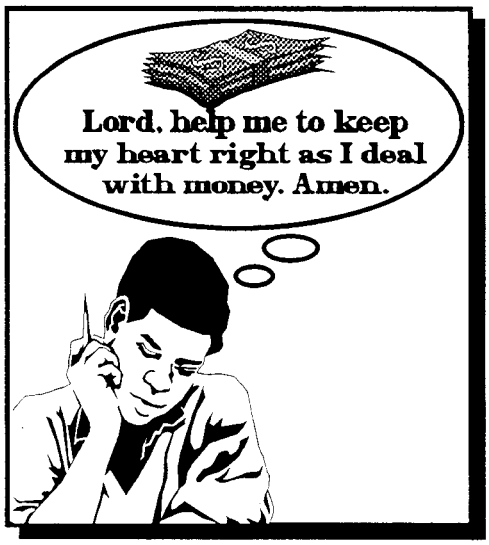
Be cautious of listening too much to the associate pastor. Watch out for strife between the associate and the senior pastor.

CONCLUSION

People will talk about how you treat pastors and the people in the congregation. Therefore let others talk about your goodness, and not anything bad. Endeavor to walk worthy of the calling of God upon your life.

PERSONAL NOTES

PROPER ETHICS IN FUND RAISING



Lesson 5

WHY DO YOU WANT TO RAISE MONEY?

Your attitude is the most important factor in fund raising. Attitudes determine whether God will help you get the money you need.

1. **Is your attitude to build the kingdom** of God, or is it to get as much as possible for yourself?
2. **Are you personally willing to give** first before you ask others to give?
3. **Can you trust God** while you're using a particular program to raise funds? If not, it may be wise to wait until you can.
4. **Does money have its proper place** in your life?

Your motive, or intent, is also very important.

1. **What are you going to** use the money for?
2. **Is this project God's direction for you, or** something you want to do?
3. **You cannot** expect God to answer your request if you ask with the wrong motive, or if it isn't the will of God for you.

Ye ask, and receive not, because ye ask amiss, that ye may consume it upon your lusts. *(James 4:3)*

PERSONAL NOTES

For the love of money is the root of all evil: which while some coveted after, they have erred from the faith, and pierced themselves through with many sorrows.
But thou, O man of God, flee these things; and follow after righteousness, godliness, faith, love, patience, meekness.
(1 Timothy 6:10)

The wisdom of God will give you a specific fund raising idea. Seek God until you receive it from Him. Trust in Him and work the idea - then you will see the success you desire.

THINGS TO CONSIDER IN FUND RAISING

Allow plenty of pre-campaign planning time. During the fund raising campaign is not the time to figure out answers to problems, or work through a crisis.

Be sure your method of fund raising will bring in enough funds for the project. Every fund raising method has limits on how much income it can bring in. Investigate a number of fund raising methods to see what is best for your specific project.

Use methods of fund raising that are honest. Always deliver what you promised. Be up front with people about what you are trying to do.

Avoid all appearance of evil in fund raising. Some methods, though not actually wrong, may not be a good choice for a ministry because the people perceive them as wrong, or it gives the wrong appearance about your ministry to the people.

THINGS TO AVOID IN FUND RAISING

Multi Level Marketing Plans (MLM's) may not be wrong in themselves, but many people cannot separate the good intentions you have in helping someone through MLM's from the fact that you are actually getting their money. Although there are legitimate MLM's out there, many prey upon a person's desire to get rich quick, or to get something without working for it.

Gimmicks are a "no-no". If God is really in something, you do not have to resort to some trickster methods or gimmicks to get peoples' money. Stay away from outlandish claims of special powers or benefits from objects, relics, or things from the Holy Land, or requiring people to do certain acts that are not scriptural when fund raising for your ministry.

Chain letters are not only a rip-off, but illegal to operate. Stay away from them.

Avoid companies with an undependable reputation in delivering merchandise. When they don't deliver your

PERSONAL NOTES

If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him.

(James 1:5)

merchandise as you had said, your reputation is at stake as much as the company. You are the one the people are going to ask for their merchandise.

Avoid prophesying to people about giving money. At best that is spiritual manipulation. The scripture instructs us to give willingly, not because someone prophesied to us.

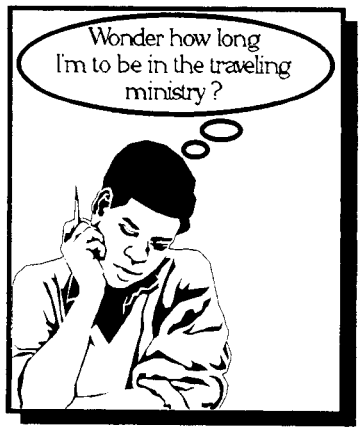
Always check with an attorney if you have questions about the legalities of using some method of fund raising.

CONCLUSION

People are sensitive about money issues. Be very clear when communicating about money. Stay with the facts, and be up front with people about what you are doing with the money. Make sure that your fund raising and accounting methods avoid all appearances of evil, and reflect the glory of God.

PERSONAL NOTES

TRAVELING FOR A SEASON OR A LIFETIME?



Lesson 1

WHAT IS YOUR REAL CALLING FROM GOD?

Your real calling from God is the ultimate plan and goal God has for you. That is what you're being prepared for.

Look at the original direction you received from God. Often the ultimate plan and purpose for your life is revealed there.

THE TRAVELING MINISTRY - FOR TRAINING, OR TO FULFILL THE CALL OF GOD?

God uses various things to train us. Every step is valuable. God does not waste anything.

Rev. Kenneth E. Hagin states that every traveling minister ought to pastor for awhile, and every pastor ought to be in the traveling ministry for awhile.

LONGEVITY REQUIRES YOU TO GET INVOLVED IN ACCOMPLISHING SOMETHING BIGGER THAN YOU - IT WILL GIVE YOU A PURPOSE IN BEING WHAT YOU ARE

Whether you are to be in the traveling ministry for a season, or for a lifetime, preparing for longevity is a must. You must think in terms of meeting goals in the future, rather than just live for the immediate present.

PERSONAL NOTES

To every thing there is a season, and a time to every purpose under the heaven:
Eccles.3:1)

The steps of a good man are ordered by the Lord: and he delighteth in his way.
(Psalms 37:23)

Look at the original direction that you received from the Lord. What purpose is revealed there? If your purpose is no larger than taking care of you and your family, my advice to you is to go seek God again.

Have a greater goal to accomplish than just having a full itinerary of meetings in which to preach.

Find a need in humanity, and fill it. If you have permission from God, do it. Paul always assumed God was going to let him preach the Gospel wherever he wanted to go. But the Spirit of God forbade him to go to certain places.

Now when they had gone throughout Phrygia and the region of Galatia, and were forbidden of the Holy Ghost to preach the word in Asia,
After they were come to Mysia, they assayed to go into Bithynia: but the Spirit suffered them not.
And they passing by Mysia came down to Troas.
And a vision appeared to Paul in the night; There stood a man of Macedonia, and prayed him, saying, Come over into Macedonia, and help us.
And after he had seen the vision, immediately we endeavoured to go into Macedonia, assuredly gathering that the Lord had called us for to preach the gospel unto them. (Acts 16:6-10 KJV)

Preparing for tomorrow includes:

1. **Long-term planning**.
2. **Allocating a portion** of your ministry income for future projects.
3. **Developing relationships** and friendships with other people. Friends will see you through in both hard times and good times, and encourage you in the Lord.

CONCLUSION

Keep pressing ahead unless God tells you otherwise. Assume you have a green light from God unless a red light appears in your spirit. Accomplish all that God will allow you to!

PERSONAL NOTES

"Expect great things from God; attempt great things for God."

William Carey

FROM GLORY TO GLORY

Lesson 2

DIFFERENT LEVELS OF THE TRAVELING MINISTRY

1. **The first level are those who are just beginning** in the traveling ministry.
2. **The second level are those who have been in** the traveling ministry for awhile, but are struggling to get established.
3. **The third level are those who are established** in the traveling ministry, and getting meetings is not a problem.
4. **The fourth level are those who are established and** known nationally and internationally in the traveling ministry.

IDENTIFY YOUR PRESENT LEVEL IN THE TRAVELING MINISTRY

Realize your present level in the traveling ministry is not a life sentence. It is not necessarily the will of God for you forever.

Promotion comes from God. He moves upon men to recognize your gifts when they're properly developed, and you are ready to function in them. Let God promote you and give you favor with others in the ministry.

INGREDIENTS TO INCREASE IN THE TRAVELING MINISTRY

PERSONAL NOTES

For promotion cometh neither from the east, nor from the west, nor from the south. But God is the judge: he putteth down one, and setteth up another.
(Ps. 75:6,7)

Put the Word of God in you. Keep feasting on the Word of God until it becomes a part of you. Then it will produce faith, give you revelation, and give you something to say.

Prayer time with God will give you specific direction. Never underestimate the value of spending time in prayer. Divine encounters give divine insight that bring supernatural results!

Value every experience in life. God never wastes anything. Every step of the journey is valuable. It will give you wisdom and credibility in what you say.

Believe for favor with every person you cross paths with. God will give you favor and cause you to increase even though everything looks like you weren't supposed to.

Increase comes when you change! Change what is on the inside of you by three things:

1. **What you eat** (Spiritually, and mentally, i.e. the Word of God on cassette and video tapes, books, etc...)
2. **Who you associate with** (Your friends and people who you hang around with constantly.)
3. **What your environment is** (Your place of living, hangouts, places to shop, etc...)

Become what God wants you to be, and your ministry will be neither a problem nor a struggle.

EXAMPLE: Jesus became the kind of person the Father wanted him to be, therefore ministry was not a problem for him. Jesus spent 30 years becoming the right kind of person, so that he could successfully do three years of ministry.

Many people don't recognize the value of becoming the right kind of person. Therefore, they struggle with their ministry, and stay far below the level where God wants them to be.

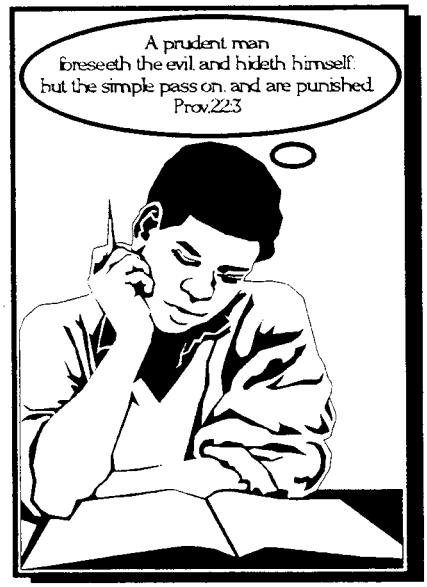
CONCLUSION

When you change, prepare, and walk through some things, you'll have a message, a ministry, opportunities, promotion, and increase!

PERSONAL NOTES

"You will not change until you are willing to spend money to change your mind. Most people spend more money on their cars than they do on their minds. That is why their cars run better than their minds do!"
Bob Harrison

PITFALLS TO AVOID IN THE TRAVELING MINISTRY



Lesson 3

This chapter is comprised of a list of things to be aware of which the devil will try to use against you as a traveling minister to derail you and keep you from doing what God said.

This list is by no means exhaustive, but it will help you not to be ignorant of Satan's devices.

COMPLACENCY, (OR NOT BEING EVERYTHING GOD DESIRES YOU TO BE)

...exhort you that ye should earnestly contend for the faith which was once delivered unto the saints. (Jude 1:3)

Nevertheless I have somewhat against thee, because thou hast left thy first love.
Remember therefore from whence thou art fallen, and repent, and do the first works; or else I will come unto thee quickly, and will remove thy candlestick out of his place, except thou repent. (Revelation 2:4,5)

PERSONAL NOTES

"Dreams crash daily on the rocks of temptation. Move the ship of your life away from those rocks. Ask Samson, and he will tell you, "One night of pleasure is not worth a lifetime of blindness."
(Mike Murdock)

THE LOVE OF MONEY

For the love of money is the root of all evil: which while some coveted after, they have erred from the faith, and pierced themselves through with many sorrows. (1 Timothy 6:10)

The elders which are among you I exhort, who am also an elder, and a witness of the sufferings of Christ, and also a partaker of the glory that shall be revealed:
Feed the flock of God which is among you, taking the oversight thereof, not by constraint, but willingly; not for filthy lucre, but of a ready mind; (1 Peter 5:1,2)

DEALING WITH THE OPPOSITE SEX

But whoso committeth adultery with a woman lacketh understanding: he that doeth it destroyeth his own soul.
A wound and dishonour shall he get; and his reproach shall not be wiped away. (Proverbs 6:32,33)

DISTRACTIONS

And these are they which are sown among thorns; such as hear the word,
And the cares of this world, and the deceitfulness of riches, and the lusts of other things entering in, choke the word, and it becometh unfruitful. (Mark 4:19)

THE GLITTER OF RECOGNITION

And the people with one accord gave heed unto those things which Philip spake, hearing and seeing the miracles which he did...And the angel of the Lord spake unto Philip, saying, Arise, and go toward the south unto the way that goeth down from Jerusalem unto Gaza, which is desert.(Acts 8:6,26)

AVOID "CANNED SERMONS"

Who also hath made us able ministers of the new testament; not of the letter, but of the spirit: for the letter killeth, but the spirit giveth life. (2 Cor.3:6)

THE PRESSURE TO PERFORM

As every man hath received the gift, even so minister the same

PERSONAL NOTES

one to another, as good stewards of the manifold grace of God.
If any man speak, let him speak as the oracles of God; if any man minister, let him do it as of the ability which God giveth: that God in all things may be glorified through Jesus Christ, to whom be praise and dominion for ever and ever. Amen.
(1 Peter 4:10,11)

ALLOWING TRAVELING SCHEDULES TO ROB YOU OF DEVOTION TIME WITH GOD.

But thou, when thou prayest, enter into thy closet, and when thou hast shut thy door, pray to thy Father which is in secret; and thy Father which seeth in secret shall reward thee openly.
(Matthew 6:6)

CONCLUSION

...Lest Satan should get an advantage of us: for we are not ignorant of his devices. *(1 Cor.2:11)*

Put on the whole armour of God, that ye may be able to stand against the wiles of the devil. *(Eph 6:11 KJV)*

Be sober, be vigilant; because your adversary the devil, as a roaring lion, walketh about, seeking whom he may devour:
(1 Pet 5:8 KJV)

PERSONAL NOTES

PERFECTING YOUR STYLE

Lesson 4

This chapter contains some suggestions to help you be who God called you to be, and help you to express that calling.

"FINE-TUNING" YOUR STYLE OF PREACHING AND TEACHING

You are an individual created in the image of God. God wants to express himself through you, using your personality and uniqueness. Do not be afraid to let your personality and abilities develop so that you are an expression of Christ in the earth.

You can't do everything. Aim at specific styles and methods. They should reflect the purpose for which you are called into the ministry.

Find both your ministry and your message to the Body of Christ. That is where you will find that the anointing flows the strongest through you.

BE YOUR OWN SELF - DEVELOP YOUR OWN STYLE

When you first start ministering you'll copy those who have influenced you greatly.

As time goes on, between spending time with God and becoming secure and able in the call of God upon your life, your own style of teaching and preaching will come forth.

PERSONAL NOTES

The Lord will perfect that which concerneth me: thy mercy, O Lord, endureth for ever: forsake not the works of thine own hands.

(Psa 138:8)

GET YOUR OWN REVELATION FROM GOD

Getting your own revelation from God allows the power of God to move through you. When you and truth become one, it is a place for the power of God to manifest through.

Brother Hagin's revelation is great - but you have to get your own revelation. Your revelation may be the same truth as Brother Hagin's revelation, but it must be revelation to you.

Revelation comes out of your spirit, given by the Holy Spirit. **Information** is from your head, or out of a book. Therefore it is not a part of you.

ELEMENTS NECESSARY TO PERFECT YOUR STYLE

Allow God to have time to work that revelation in your life. Brother Hagin advised the students at Rhema to prove their revelation in their own lives before sharing it from the pulpit. Let time be your ally.

To every thing there is a season, and a time to every purpose under the heaven: ***(Eccl 3:1 KJV)***

Don't compare yourself with others. Be yourself, in Christ.

For we dare not make ourselves of the number, or compare ourselves with some that commend themselves: but they measuring themselves by themselves, and comparing themselves among themselves, are not wise. ***(2 Cor 10:12 KJV)***

Believe in yourself and the gift God has given you. If you don't believe in yourself, neither will anyone else.

Cast not away therefore your confidence, which hath great recompense of reward.
For ye have need of patience, that, after ye have done the will of God, ye might receive the promise. ***(Heb 10:35,36 KJV)***

CONCLUSION

God expresses himself in the earth through His Word, His Spirit, and His people. God will manifest himself through you as you allow him to use your personality and abilities for His glory.

PERSONAL NOTES

All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness:
That the man of God may be perfect, thoroughly furnished unto all good works.

(2 Tim 3:16,17)

STAYING ON FIRE FOR GOD

Lesson 5

PERSONAL DEVOTION TIMES ARE A MUST

Give ear to my words, O Lord, consider my meditation.
Hearken unto the voice of my cry, my King, and my God: for unto thee will I pray.
My voice shalt thou hear in the morning, O Lord; in the morning will I direct my prayer unto thee, and will look up.
(Psalms 5:1-3)

You must seek the face of God for your own well-being, and because you love God, not for advancing your ministry.

This is how you will avoid "canned sermons" that have no life nor power in them. Prayer and seeking the face of God will bring life to a sermon, no matter how many times it is preached.

STUDY FOR YOURSELF, NOT FOR A MESSAGE

Study to show THYSELF approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.
(2 Timothy 2:15)

If the minister will study in this manner, they will become "the message" that is preached. The message will be written upon their heart. The minister must learn to first minister to themselves before ministering to others.

PERSONAL NOTES

Then I said, I will not make mention of him, nor speak any more in his name. But his word was in mine heart as a burning fire shut up in my bones, and I was weary with forbearing, and I could not stay.
(Jer 20:9)

Studying to get a sermon is work, which drains us of our strength, and wearies our flesh.

Studying for yourself is feeding your inner man, the human spirit, which gives energy and strength to you. Then your heart and your message will both be ready to minister to the people.

MINISTER TO THE PEOPLE OUT OF YOUR OVERFLOW

Out of the abundance of the heart is what you should minister from. Your message will have the spirit of faith with it, because you believe what you're saying.

We having the same spirit of faith, according as it is written, I believed, and therefore have I spoken; we also believe, and therefore speak; *(2 Cor.4:13)*

ALLOW YOURSELF TO BE MOVED WITH COMPASSION

And Jesus went forth, and saw a great multitude, and was moved with compassion toward them, and he healed their sick.
(Matthew 14:14)

For the love of Christ constraineth us; because we thus judge, that if one died for all, then were all dead:
(2 Cor.5:14)

KEEP THE GIFT OF GOD STIRRED UP IN YOU

Wherefore I put thee in remembrance that thou stir up the gift of God, which is in thee by the putting on of my hands.
(2 Timothy 1:6)

CONCLUSION

Our goal in ministry is to speak words of life, and be carriers of living water to the people we minister to. As we do, we will see peoples' lives changed by the power of God.

PERSONAL NOTES

It is the spirit that quickeneth; the flesh profiteth nothing: the words that I speak unto you, they are spirit, and they are life.

(John 6:63)

YOUR IMAGE (How Others See You)

Lesson 6

Your image consists of both your **attitude** and your **appearance**. The people around you can see both, and form their opinion of you by what they see. Your image will either hinder or help you as a traveling minister in doing what God wants done.

Some ministers have the things of God inside of them, but because their exterior doesn't match their interior, they are not successful. Pastor Stan Pratt has said,"You must catch the peoples' natural eye before they will hear the Word of God you share with them."

THE IMPORTANCE OF A GOOD ATTITUDE

"Sometimes we need a checkup from the neck up." Zig Ziglar

According to ***3 John 2,*** you will only be as successful as the condition of your soul. That is where your attitudes are. Attitudes that are bad or negative will limit you. On the other hand, attitudes that are good or positive will open doors for you.

(Prov 23:7)
For as he thinketh in his heart, so is he...

Develop an enthusiastic attitude. Enthusiasm is catching, and

PERSONAL NOTES

Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth.
(3 John 1:2)

will cause other people to hook up with what you're doing.

Be excited about God's work in your life and your ministry. Excitement generates energy. Decide to be excited, and then you will feel excited.

Be friendly. Show that you care about other people. People don't care how much you know until they know how much you care.

A man that hath friends must show himself friendly: and there is a friend that sticketh closer than a brother. (Prov 18:24)

Show appreciation to everyone who believes and participates in the will of God for your life.

Be considerate of others' feelings and values. You must be right in both principle and in the spirit by which you communicate.

He that hath knowledge spareth his words: and a man of understanding is of an excellent spirit. (Prov. 17:27)

Forasmuch as an excellent spirit, and knowledge, and understanding, interpreting of dreams, and showing of hard sentences, and dissolving of doubts, were found in the same Daniel, whom the king named Belteshazzar: now let Daniel be called, and he will show the interpretation. (Daniel 5:12)

Then this Daniel was preferred above the presidents and princes, because an excellent spirit was in him; and the king thought to set him over the whole realm. (Daniel 6:3)

DEALING WITH YOUR APPEARANCE

Appearance is just as important as quality. Upgrade both.

Appearance can determine how you are received. Make sure that your appearance compliments the qualities you have in you.

EXAMPLE: Joseph upgraded his appearance before he appeared before the Pharoah.

Then Pharaoh sent and called Joseph, and they brought him hastily out of the dungeon: and he shaved himself, and changed his raiment, and came in unto Pharaoh. (Gen 41:14)

PERSONAL NOTES

I will instruct you (says the Lord) and guide you along the best pathway of life; I will advise you and watch your progress."
(Ps.32:8, LB)

Ask a close confidante about necessary changes that will help you improve your appearance.

Things to consider and upgrade in your appearance.

1. **Your clothes** (the way you dress).
2. **Your manners.**
3. **Your communication skills.**
4. **Your literature** (brochures, business cards, etc...).
5. **Your tapes and books.**
6. **Your presentation** of God's Word.
7. **Your revelation and anointing** by which you minister.

PERSONAL COMMENT

I asked a Pastor friend of mine what I could do to bring increase to my traveling ministry. His comment to me was,"I think you have an image problem." Although that comment didn't exactly make my day, it did become the catalyst that caused me to take steps to bring increase to my traveling ministry.

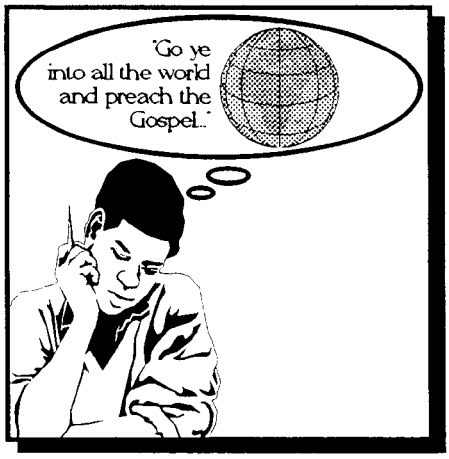
Next to having the anointing of God on me and getting the Word of God in me, paying attention to my image as a traveling minister helped me be more successful than anything else.

PERSONAL NOTES

"He that will not apply new remedies must expect new evils."

(Sir Francis Bacon)

TRAVELING INTERNATIONALLY



Lesson 1

Traveling internationally is a different realm all together than just traveling in America. It requires a different approach, different equipment, and dealing with different cultures, but you still preach the same Gospel of Jesus Christ.

GETTING READY TO TRAVEL ABROAD

Are you sent, or just going? When God sends you, you're going in God's timing. Then you know God will provide.

Allow plenty of planning time. Usually 30 days to six months is necessary. There are international traveling experts who can help you plan your trip, answer any questions you may have, and get your airline tickets for you. Here are some travel agencies that can help you with your needs for international travel:

Intercon Travel Service (ask for Tim Lindblom)
3023 N. Clark Ste 364
Chicago, IL 60657
312-525-8813 or 312-525-8814 (Fax)

Raptim Travel
1-800-777-9232 or 716-754-9232

PERSONAL NOTES

And he said unto them, Go ye into all the world, and preach the gospel to every creature.

(Mark 16:15)

Getting your passport is not difficult. You should allow plenty of time to apply for your passport before you want to travel. It takes several weeks to two months to get your passport, depending upon the time of year that you apply. Passports are valid for 10 years from the day it is issued if you are 18 years of age or older, and 5 years for those under 18 years of age.

1. **Applications for passports** can be obtained at the county courthouse or at some U.S. Post Offices. The application will have instructions on the back side.
2. **Proof of U.S. citizenship is necessary** along with your application, usually a certified copy of your birth certificate.
3. **You will need two pictures of yourself** to accompany the application. They may be obtained at various places, including some travel agencies.
4. **Those 18 years of age or older** must submit $65 with their application ($55 passport fee plus a $10 execution fee).
   Those under 18 years of age must submit $40 with their application ($30 passport fee plus $10 execution fee).

Visas are necessary when traveling to certain countries. A visa is an authorization stamped within the passport allowing you to travel in a country for specific purposes and during specific dates.

1. **To find out if you need a visa** to the country where you are going, contact your travel agency, or the country's embassy or consulate in the United States.
2. **If you are short on time** you may need to contact somebody who knows how to expedite the visa process. First, contact your travel agency to help you, however, if they can't help you, contact some of the companies listed below who help you. **These companies charge a fee for these services.**

   Travel Document Systems
   1-800-424-8472

   American Visa Service
   Chicago, IL
   312-922-8860

Ask your travel agent about the necessary insurance and details for your trip. Things you should ask questions about are:

1. **Insurance against trip cancellation**, interruptions, baggage loss, etc...

PERSONAL NOTES

"My duty is to tell the untold millions who are yet untold of the grace of God and mercy of Jesus Christ. That is the mandate of every Christian."
Dr. Lester Sumrall

2. **Insurance for medical expenses** abroad if you become ill or injured. Medicare does not pay for hospital and medical services outside the United States. You should have other provisions made instead.
4. **Insurance for automobile coverage** while driving in a foreign country.
5. **Additional life insurance.**
6. **An international driver's license** while abroad. An alternative is to hire a national to drive you wherever you need to go.
7. **Reimbursement for the flight tickets** in case you have to shorten your trip due to an emergency.

How will you raise the money to go to other countries? There are many ways to do this. Some send out a letter to all their supporters and friends asking for donations. Some traveling ministers, during the course of a week long meeting at a church, will designate one evening's offering toward the mission trip. Some sell items to get the money. Whatever method you choose, you must still:

1. **Trust God.**
2. **Have a plan** from God on how to get the money.
3. **Work the plan** until you have the money.

Get information about the countries to which you are travelling to. Good sources for information include National Geographic magazine, or your local library.

Learning some basic words of the language of the country you're traveling to is one way to show the nationals you really care about them. Being able to speak words like "Hello", "Thank you", "God bless you", or Good-bye" in the language of the people you're going to will give you a good report with them, and may open doors for you to share Christ with them.

The need for medical care, medicines, and immunizations should be checked out before you go abroad. Some countries require you to have a certificate of vaccination before they let you enter their country. Ask you local health department or travel agency what you may need. Or you may call:

Centers For Disease Control
Atlanta, Georgia
404-639-2572

PERSONAL NOTES

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.

(Luke 10:2)

1. **Don't pack all your medicine and prescription drugs** in your suitcase, which can get lost or stolen. Keep them in a carry on bag with you.
2. **Always keep your medicine** in the original containers to lessen the question of the contents.
3. **If you are allergic to** certain medications or insect bites, wear a medical bracelet, and also a note in your wallet warning of the above. Always be sure to carry a card stating your blood type.
4. **Check with your doctor or foreign embassies** to make sure the prescription drugs you're taking along do not violate the laws of the countries you're traveling to. Don't take a chance of being arrested or denied entrance into the country for having these prescription drugs on you. Have your doctor give you a certificate stating that you need these prescription drugs. However, even that may not be enough authorization to get them into certain countries.
5. **If you're wearing eyeglasses or contact lenses,** bring along an extra pair along with lens solution and cleaner. Another item to carry is a small eyeglass repair kit.
6. **If you become seriously injured or ill** a U.S. Consular officer can help you find the necessary medical help.

Travel items that you may find useful in traveling internationally can be found at various stores, such as Rand McNally stores, Sears, etc . . . One catalog that may be helpful to you because it is filled with travel items and advice is:

Magellan's
P.O. Box 5485
Santa Barbara, CA 93150-5485
1-800-962-4943

DEALING WITH OTHER COUNTRIES AND CULTURES

Inquire about the laws of foreign countries you're traveling to, especially local ordinances in the city or area where you want to minister in.

Getting your money exchanged for foreign currency is an immediate issue to deal with. Here are some suggestions.

1. **Deal only with authorized outlets such as** banks and hotels. Airports usually have higher exchange rates. Shop around for the best exchange rate.

PERSONAL NOTES

"God will use anybody who will make himself (or herself) available. He will use anyone who is willing..."
(Jerry Savelle)

2. **Exchange only the minimum amount** of money that you think you will use because some countries do not allow you to exchange it back into American dollars.

3. **Resist using the black market** to get your money exchanged at a lower rate.

Store your passports in the hotel in which you are staying, preferably in the hotel vault. This is especially important when staying in a larger city. Passports may be needed to exchange money; otherwise do not carry them. American passports are worth a lot of money on the black market. In some countries Americans may get mugged or killed because someone wants their passport.

If your passport, money, or traveler's checks are stolen or lost, immediately contact the local police. You should also apply for a replacement passport at the nearest U.S. Embassy or Consulate as soon as possible. If you lose your credit cards, immediately contact the companies who issued the cards to you.

Here are some tips when staying in a hotel while abroad:

1. **Request a room between the second and** seventh floors. This prevents easy access from outside, while still allowing access to fire escapes in case of a fire.
2. **Always meet your visitors** in the lobby of the hotel instead of your room.
3. **Never give out your room number** to others.
4. **Always keep your doors** and windows locked.
5. **Always leave and enter** by the front entrance. Be observant and on guard in the parking lot and nearby vicinity.

Do not go out alone, especially after dark. Always let someone know where you are going, and an approximate time that you expect to return. Crime is rampant in many countries, so do not make yourself a vulnerable target for attack. Avoid shortcuts, dark alleys, and poorly lit streets.

Avoid taxi's that pick up more than one client per cab. Use taxi service from the airport or hotel. If the cab has no meter, always agree to the fare in advance.

Choose food over extra clothes in packing for your trip. Tupperware containers that hold 10-15 lbs. of snacks, canned

PERSONAL NOTES

But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth.

(Acts 1:8)

meats, coffee, etc... are ideal to take along. When traveling in the tropics, be sure to take salt with you.

Drinking water may be a problem where you're traveling. Most water problems are bacteria related so take some pills along to kill the bacteria in the water. In some situations you can mix 1 teaspoon of bleach to 10 quarts of water to make it safe to drink. When possible drink coffee or soda pop.

Miscellaneous tips:

1. **Preparation H can be used** on insect bites to relieve soreness and swelling.
2. **Chigger Guard is a good thing** to take along, especially in warmer countries.
3. **Wear pants with tight pant legs** when traveling in the jungle, so nothing can get in under your pants.

When making purchases in foreign countries, keep in mind the customs and duties laws. You are allowed to bring $400.00 of goods into America before customs apply. Certain items may be illegal to take out of the foreign country you're in or illegal to bring into the states. So check before buying them.

For more information in traveling abroad you may write to:

Americans Abroad
Consumer Information Center
Pueblo, CO 81009

PREACHING THE GOSPEL IN OTHER COUNTRIES

Always be specific in setting up your ministry schedule with your contact abroad. Find out what ministry opportunities are available, and let your contact know what you can or are willing to do. Try to have an established ministry schedule set up for you before you leave home. It is easier to have a contact put together an itinerary for you in the country you are traveling to.

Last minute changes may happen, so be prepared to be flexible once you get there. You should go to serve and show the love of God to the people. Be a servant of Christ however possible.

Be sensitive to the people's culture. Breaking cultural rules and protocol may hinder the people from receiving the Gospel from

PERSONAL NOTES

"There is no fulfillment like being part of God's number one job, sharing the gospel and winning souls - out amidst a suffering world of human persons who need our witness, our touch, our ear, our attention."
T. L. Osborn

you. Ask your contact to instruct you on things concerning their culture that you need to know. When possible, flow with the church's wants, customs, and traditions.

Preach the Word of God. Declare the Gospel is the power of God to them. Do not compromise the Gospel with the people on the issue of salvation. That is why you are there. On matters other than salvation, try to be as flexible as possible. Realize those people will change as they receive understanding of the Word of God. You can't force change on people on a short term basis. It takes time for people to grow in the Lord.

1. **Avoid addressing** customs and traditions.
2. **Don't try to Americanize the people.** Lead the people to Christ, but also let them be who they are in their culture.
3. **Be prepared to minister healing** by the power of God, and deal with evil spirits if necessary.

CONCLUSION

We must adopt the same attitude Paul stated that he had so we may be effective ministers worldwide.

What is my reward then? Verily that, when I preach the gospel, I may make the gospel of Christ without charge, that I abuse not my power in the gospel.
For though I be free from all men, yet have I made myself servant unto all, that I might gain the more.
And unto the Jews I became as a Jew, that I might gain the Jews; to them that are under the law, as under the law, that I might gain them that are under the law;
To them that are without law, as without law, (being not without law to God, but under the law to Christ,) that I might gain them that are without law.
To the weak became I as weak, that I might gain the weak: I am made all things to all men, that I might by all means save some.
(1 Cor 9:18-22 KJV)

PERSONAL NOTES

So, as much as in me is, I am ready to preach the gospel to you that are at Rome also.
For I am not ashamed of the gospel of Christ: for it is the power of God unto salvation to every one that believeth; to the Jew first, and also to the Greek.
For therein is the righteousness of God revealed from faith to faith: as it is written, The just shall live by faith.

(Rom 1:15-17)

TRAVELING CHILDREN'S MINISTRIES

Lesson 2

PREPARING FOR YOUR CHILDREN'S MEETINGS

Introductory information about your ministry can include:

1. **Plenty of pictures** of ministering to children.
2. **Have references and credentials** clearly stated.
3. **Information stating your track record and how long** you've been in the traveling children's ministry.
4. **Doing the above helps build a security factor** in the minds of those who want to bring you into their church to minister to their children.

Find out what the Pastor's objective is in having an outside children's minister come into the church. It could include providing relief for the local church children's workers so they can be included in special meetings, boost their image in the community, or to train the local church children's workers.

Questions to ask when booking a meeting in a local church:

1. **What kind of meetings** do they want?
2. **Find out how many meetings** they want you to do?
3. **What is their normal procedure** in children's ministry?
4. **How long are the meeting times?**

PERSONAL NOTES

Train up a child in the way he should go: and when he is old, he will not depart from it.
(Prov 22:6)

Get a doctrinal statement from the church if you're not familiar with them. You may rarely be asked what the content of the Word of God is that you minister. However, you should make every effort to be in agreement and avoid controversial issues.

Ask about their children's ministry equipment they have available in the church. Finding out the age of their existing equipment will give you an idea as to the quality of the equipment and whether or not you can use it for your programs.

Financial needs should be discussed ahead of time. You may need to communicate clearly what your expenses are, including travel, lodging, meals, etc..., and get an agreement with the church to cover those expenses. As a traveling children's minister, you will normally have more equipment and supplies to take along than most other traveling ministers, so asking for your expenses to be reimbursed is not unreasonable.

Decide whether or not you will be bringing your own equipment, costumes, puppets and puppet stage, object lessons, supplies, and prizes, etc . . . Communicate to the church what you will need them to provide for children's ministry.

Develop your options so you can be as versatile as possible. Sometimes churches want more than just a children's church minister. Be open to what the pastor may want. Sometimes they also want you to train their children's church staff, or to minister in an adult meeting.

CONDUCTING YOUR CHILDREN'S MEETINGS

Bringing your own equipment will be necessary at times. In fact, you may find that is what you prefer to do all the time. Here is a partial list of equipment you might consider:

1. **Costumes** - your choices can include biblical, animal, or cartoon character, etc...
2. **Various puppets and** a portable puppet stage.
3. **Music & puppet** accompaniment tapes.
4. **Object lessons and** supplies.
5. **Prizes -** candy, inexpensive items, etc...
6. **Construction equipment -** construction and art supplies, light hand tools, etc...
7. **Special lighting - an overhead projector** may be used to show song transparencies and for spot lighting as necessary.
8. **A van or trailer to** haul your equipment when you travel.

PERSONAL NOTES

"Those who educate children well are more to be honored than they who produce them; for these only gave them life, those the art of living well."
Aristotle

Your ministry emphasis is to change peoples' lives for the glory of God!

1. **It should not be just entertainment,** although what you do may include entertaining.
2. **Seeing God move and minister to** the children should be your goal. Whatever happens to adults can happen to children. Manifestations of the Holy Ghost can happen in children also, usually in a more pure form than in adults. Often children are not as inhibited as adults are, and their intellect does not hinder them as much.
3. **It is not the method, but the** message that is important.

The question of indoors or outdoors depends on various things, such as condition of the tent, weather, security for your equipment, etc... Each situation is different, so you have to judge each one on its own positives and negatives. Make sure your equipment is secure. You may have to communicate this ahead of time so the church can make the necessary accommodations for you.

Dealing with children and their parents can be a very touchy matter. Parents are concerned about their children, and want to be assured of their well-being and safety. As a children's minister, you have the opportunity to minister God's love to people through taking good care of their children.

1. **Use positive incentives with the children to encourage** good behavior and participation in the services. For example, announce at the beginning of your meeting that there will be a "quiet seat" prize for the child who behaved the best during the service.
2. **Another good technique is to have prize drawings during** times when the children are behaving well. This motivates and rewards the children at the right time. Connect the reward with the performance if at all possible.
3. **Be aware that various things can cause** a child to become a problem, or behave badly. Here are some things to look for:

   - **The room condition**, i.e. crowded, hot, etc...
   - **Conflict with a worker** - some personalities just don't get along. You may have to let the worker do something else.
   - **The child may be on medication** that makes them behave a certain way.
   - **The child may have ALDS** - Acquired Learning Disability Syndrome
   - **The child may come from** a dysfunctional family.

PERSONAL NOTES

"Every child born into the world is a new thought of God, an ever-fresh and radiant possibility."
Kate Douglas Wiggin

- **Check the length of your session time.** Be sure to move from one activity to the next fairly rapidly.

4. **The time length, methods, and teaching concepts of each activity** in your meetings should be adjusted to the attention span of the age group you're ministering to. You can figure approximately one minute per year of the child's age in determining the attention span of children. For smaller children, use faster and more simple presentations.
5. **Don't allow one child to take over your class** or take all your time. You may have to deal with a problem child openly if their behavior is severe enough. Removal from the children's ministry area should be the most extreme discipline to use.
6. **Honest communication with the children's parents** is a must. Tell the parents about the children's conduct and solicit their help and ideas in ministering to the children.

Security is an issue with parents when you're ministering to their children. Because of the concern and the things that have happened to children in various places you may consider getting liability insurance. Here are some guidelines in conducting your children's meetings that may help you from being held liable.

1. **Don't conduct children's meetings by yourself.** Request a helper so you have a witness that can verify what actually takes place in your meetings.
2. **Always have two workers in the prayer room,** or do your ministering openly where it can be seen by everyone.
3. **Know those who labor among you.** Don't allow every volunteer to help. If you don't know anyone personally where you're ministering, use only those recommended by the local church leadership.

Following up with the children who receive Christ and are filled with the Spirit in your meetings is necessary. Get their names and addresses and give them to the local church so they can be visited and encouraged to come back to church. Remember, if you follow a child home you'll find a family there. So reaching the whole family is very possible through children's ministry.

Keeping records of what happened in each place you ministered is a good idea. Here are some things to keep records of.

1. **What you taught**.
2. **The number of children** in attendance.
3. **The number of salvations**, Baptism with the Holy Spirit, etc...

PERSONAL NOTES

"If we paid no more attention to our plants than we have to our children, we would now be living in a jungle of weeds"
(Unknown)

4. **Outstanding special events** that occurred in the meetings.
5. **Income** received.
6. **Book table sales** (if you have one).
7. **Pastor's name** and their children.

ETHICAL ISSUES IN MINISTERING TO CHILDREN

It may be a wise to get experience in children's ministry in a local church before entering into a traveling children's ministry. This will help you know what children's ministers are facing and how to minister to them. Also this will give you credibility in the minds of other church leaders when they want someone to come in and minister to their children.

As a traveling children's minister you will find it beneficial to have a confidant. It may be wise to have a pastor for this if possible. They can share many things from a local church viewpoint that others couldn't.

Never allow yourself to become isolated. Avoid getting into the Elijah syndrome of thinking you're all alone. That is the trap of the enemy to snare you and cause you to fail in your ministry. Put forth the effort to search out new friends.

Make sure you're ministering for the glory of God. Make up your mind that you want God to commend you, and you are not going to depend upon man for your approval.

Don't get upset if you don't receive the respect of the pastor in the churches you go to. Many times as a children's minister you will not be received as an equal in ministry by those who minister to the adults. At times you may not be included in fellowship times with other ministers, and you may become very lonely. This is not right, but to stay effective in ministry, you have to learn to overlook it.

1. **You can't concentrate on what is fair** or unfair. Remember your call is from God, not man.
2. **Decide to become better**, not bitter. Remember God is doing the counting that matters in the end.
3. **Determine to walk in love.** In doing so you are expressing the character of God to those around you. This can convict the other ministers, and may cause them to include you in their fellowship.

Remember that even though you're traveling, you still need a home church base, and be submitted to a pastor. This is scriptural,

PERSONAL NOTES

...Whosoever shall receive this child in my name receiveth me: and whosoever shall receive me receiveth him that sent me: for he that is least among you all, the same shall be great.

(Luke 9:48 KJV)

and will also give you credibility with other churches who you go to minister to. It will certainly contribute to your spiritual well-being.

Make sure you communicate openly with the pastor so no misunderstandings will develop between you while you are there. Sometimes pastors get busy, so it is up to you to put forth the effort to communicate with them.

CONCLUSION

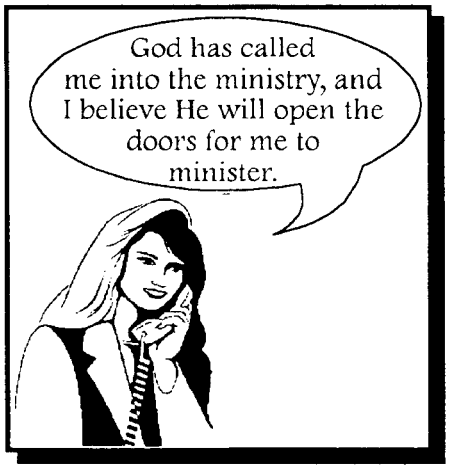
As a children's minister you have the opportunity to minister to many who have the potential of becoming great people in their lifetime. When you're looking at the children in front of you remember what they could become.

PERSONAL NOTES

...Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God.

(Mark 10:14)

WOMEN IN THE TRAVELING MINISTRY



Lesson 3

WHO PUT YOU INTO THE MINISTRY?

Yes	No	
❑	❑	**Did God call you** into the ministry?
❑	❑	**Did man put you** into the ministry?
❑	❑	**Are you in the ministry** just because you desire it?

The ministry is a male dominated profession. There is prejudice against women ministries. Although that isn't right, as a woman you should prepare for it.

1. **Don't make a big deal** about prejudice or start a crusade against it. Let God vindicate you.
2. **When God calls you into the ministry,** He deposits gifts inside you. Those gifts make room for you, and create opportunities for you to minister the Gospel. No matter what man, the devil, or circumstances say, God will use your gifts to cause you to prosper in your ministry.
3. **Don't make a big deal** about being a woman. Instead, rely upon the call of God.
4. **Believe God for favor** with those you deal with.
5. **Walk in love.** Don't let another person's actions determine the quality of your Christian walk and ministry.
6. **Rely upon the scriptures that** tell you God has called you.

PERSONAL NOTES

A man's gift maketh room for him, and bringeth him before great men...A gift is as a precious stone in the eyes of him that hath it: whithersoever it turneth, it prospereth.

(Prov 18:16; 17:8)

SAFEGUARDING YOURSELF IN THE MINISTRY

Never travel alone if possible. Have either your husband or another traveling companion travel with you.

Always try to do your traveling in the daytime when driving to your meetings.

Try to stay in hotel rooms that are in the front part of the hotel. Avoid the back areas of the hotel where prowlers may access the hotel unnoticed. Sometimes it is better to spend a few more dollars on a better hotel room.

Never be alone with a minister or person of the opposite sex. Here are some tips to help you.

1. **Avoid all appearances** of evil. Some situations may not be wrong in themselves but to other people it may not look good. This gives room for gossip and rumors to start.
2. **Avoid temptation at all costs,** both toward you and those around you.
3. **Avoid situations that** make you uncomfortable.
4. **If being alone with a minister of** the opposite sex is unavoidable, meet in an open, public area around other people. Avoid meeting behind closed doors.
5. **Avoid going to lunch with the pastor alone.** Make sure the pastor's wife or at least another person, such as the associate pastor, is also going along.
6. **If a pastor is driving you to another meeting** somewhere else, make sure his wife is also going along. If not, ask if their children can go along. Don't be afraid to communicate with the pastor if something is not right and you cannot go along with it.
7. **Include the pastor's wife in planning events** while at a church. This creates good will and helps to avoid having your intentions misread.

POSITIVE, SCRIPTURAL STEPS FOR SUCCESSFUL WOMEN MINISTRIES

Realize you are a gift to the Church. Don't let anyone convince you otherwise.

Preach the Gospel of Christ. Whether we realize it or not, a woman's perspective is needed in the Church.

Be bold, but gentle and sensitive.

PERSONAL NOTES

1. **Don't say anything at the expense of** the Pastor, especially in the pulpit.
2. **Don't attack men, or their prejudices**. It would take a definite word from God and a very strong anointing to address this successfully.

Use common sense in dealing with the natural things of the ministry, such as accounting, booking meetings, and financial matters. Don't try to spiritualize everything, or receive a word from the Lord on every detail.

Be patient. Your well doing will stop the mouth of your critics. They cannot argue with your fruit. Let God defend you - you be faithful to the call of God.

CONCLUSION

God will set you in the Body of Christ as it pleases Him. Function in your place and calling, and you will please God.

PERSONAL NOTES

CONDUCTING YOUR OWN CRUSADE MEETINGS

Lesson 4

WHY SHOULD YOU WANT TO HAVE YOUR OWN CRUSADE MEETINGS?

To reach people that need salvation, healing, Baptism with the Spirit, etc...
To fulfill the commission of Jesus Christ.
To fulfill your personal call from God.
To unite and support local churches.

PREPARING TO PUT ON YOUR OWN CRUSADE MEETINGS

Your goal is to reach as many people as possible. You should make every effort to remove all hindrances possible. Consider the following things in selecting dates and places to hold your meetings:

1. **A rule of thumb:**"North in the summer, and south in the winter, unless God tells you otherwise." (Roy Cragg)
2. **Consider the weather conditions** and the climate. Attendance will be better during suitable weather.
3. **Consider the seasonal activities** in the area you want to hold meetings. Avoid conflicting dates with city or community events.
4. **Consider other Christian events** in the area. Avoid creating a conflict of interest, which will effect the attendance to your meetings.

PERSONAL NOTES

...All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations...

(Mat 28:18)

5. **Consider holidays.** Don't schedule your meetings around holidays.
6. **Consider having your meetings in** the geographical areas where you are known, especially when you're just starting to conduct your own meetings.

Getting a meeting facility is up to you. Here are some things to consider in getting a facility for your meetings.

1. **The type of meeting you want will determine** the type of facility you need to get.
2. **Get a local contact if possible.** They can do things and check things out locally that you can't do from your office.
3. **Attendance will determine the size of the facility** you need. Be conservative in your estimates of what you will need. Remember that a full room creates a better atmosphere than a room that is only half full.
4. **If you have a certain facility in mind,** you may have to be flexible on your dates.
5. **Consider the reputation and condition** of the facility.

   - **Is it in an area of high crime,** or in an area of relative safety?
   - **Is it attractive, clean, and have** modern facilities in it?
   - **Is ample parking** available?
   - **Is it easy for people to find?** This is very important.
   - **Is it easy to get to,** or is it in an area of congested traffic?

6. **Consider the financial cost** of the facility. Someway or other you will have to pay for it. Be conservative in spending God's money.

   - **The most economical facility to get is** a church building, however, be sure to treat the pastor properly and ethically. Get your agreement with the church in writing so misunderstandings don't develop, and you don't lose a friend. Be willing to pay for the use of the building, and flow with what the pastor asks for.
   - **Public facilities are cheaper than hotel ballrooms,** because they are funded by taxes. Check to see if they have different size rooms available. Schools and university facilities are usually fairly reasonable in cost but they may also be more difficult to get.
   - **Hotel ballrooms are the most expensive** facilities to get. The hotels don't make their money on the meeting rooms, but in the food and lodging rooms they sell.

PERSONAL NOTES

- **Make sure that all contracts with hotels, and** organizations you're dealing with spell out the specific details and arrangements you have agreed to verbally. Be sure to read the whole contract.

Advertising has to be created and paid for by you. This an up front expense. Different places to advertise include:

1. **Your own newsletter** / magazine.
2. **Direct mail letters to** individuals and churches in the area.
3. **Local television and radio** advertising.
4. **Posters and information to** local Christian bookstores.
5. **Local newspapers** (You may want to consider advertising in the entertainment section where the world looks).

Necessary equipment for your crusade includes:

1. **PA systems and audio recording** equipment.
2. **Cassette tapes and** tape duplicator.
3. **Usher badges, offering buckets and envelopes,** and modesty clothes.
4. **Podium and** possibly your own platform.
5. **Book tables and** cover clothes.
6. **Adding machine and** deposit stamp.
7. **Salvation packets and** address cards.

You have to provide your own music or have those with you who can.

1. **Who is going to provide instruments** to play music?
2. **Local churches are a good source for** musicians to help in your crusades. Use your local contact to find them.

Ushers, greeters, helpers, counselors, etc... are some of the help you will need to successfully minister to the people.

1. **Get these people through** area local churches.
2. **Have some form of recommendation** from local contacts in getting your volunteer help. Don't just accept all volunteers.

PROPER ETHICS TOWARD LOCAL PASTORS AND CHURCHES

Communicate clearly, and as much as possible with pastors.

Let the pastors know that your meeting is not intended to start

PERSONAL NOTES

another church. If you are holding your own meetings in a neutral place to start a church, communicate clearly that this is what you are intending to do.

Be ethical in receiving finances. Don't resort to gimmicks, prophetic manipulation, etc...

Give the names of those who receive salvation to local pastors so they can follow up on them.

Don't major on controversial doctrine. Preach the Word of God.

CONCLUSION

The next page contains a work sheet that may help you in organizing your own crusade meetings.

Doing your own crusade meetings takes a lot of planning and organization. If these are not some of your strong points, you may need to hire someone who is an administrator and well organized.

Doing your own meetings is another realm of the traveling ministry. Your approach has to be different, and the responsibility is greater than just traveling from church to church. Be encouraged to do all you can do in reaching the world for Jesus Christ!

PERSONAL NOTES

MEETING FACILITY WORKSHEET

GENERAL DATA

City / State _____

Facility Name / Address _____

Facility Phone # _____ Fax # _____

Agent _____ Date contacted _____

Dates requested _____ Alternate Dates _____

Contract Date _____ Accepted ❑ Rejected ❑

FACILITY DATA

Room Name _____

Seating capacity _____ Parking capacity _____

Sound equipment	Y	N	Union worker facility	Y	N
Book Table Area	Y	N	Prayer / Counselor Area	Y	N
Security provided	Y	N	Insurance required	Y	N

MEETING COSTS

Facility costs: $_____ @ day x _____ days = $_____

Insurance costs $_____

Labor costs: ____# people x $_____ @ hr. x ____ hrs. @ day x ____ # days = $_____

Union labor: ____# people x $_____ @ hr. x ____ hrs. @ day x ____ # days = $_____

Security: $_____ @ hr. x _____ # hrs. @ day x _____ # days = $_____

Parking $_____ @ day x _____ # days x _____ # vehicles= $_____

Advertising Costs: (add the following for this total) $_____

Radio	$_____	Newspaper	$_____
Television	$_____	Direct Mail	$_____
Posters, etc...	$_____	Other	$_____

Travel Costs:

Airlines: $_____ @ ticket x _____ # people = $_____

$_____ @ ticket x _____ # people = $_____

Fuel for vehicle #1 $_____

Fuel for vehicle #2 $_____

Fuel for vehicle #3 $_____

Food Costs: $_____ @ person x ___ # people x _____ # days = $_____

Hotel Costs: $_____ @ room x ____ # people x _____ # days = $_____

Misc. Costs: $_____

Other _____ $_____

Other _____ $_____

TOTAL MEETING COST $_____

TRAVELING MUSIC MINISTRIES

Lesson 5

SETTING UP YOUR MEETINGS IN CHURCHES

Flowing with the pastor is a must. Be flexible in your ministry requirements and desires. Every situation is different.

Promotion resources can include posters and demo tapes sent to churches as needed. Be sure your demo tape is up to date with what you're currently doing. A demo tape of up to date music is better even though it may not have been done in a professional studio, than a professional music tape you did ten years ago.

Ask about the PA equipment in the church you're going to and evaluate your needs. Do you need to bring more of your own equipment to do what you want to do?

1. **Most musicians are very particular about** what comes through their monitors. However, be careful you hear what the audience is hearing also, so proper adjustments can be made.

2. **An option you may consider to establish consistency** in the sound of your music from place to place is to have your own small mixing board, monitors, and speakers on the platform with you and run the sound through a line into the church PA

PERSONAL NOTES

But now bring me a minstrel. And it came to pass, when the minstrel played, that the hand of the Lord came upon him.

(2 Ki 3:15)

system. The church sound person can set their PA levels and not worry about your sound. You can make the necessary adjustments you need from the platform.

Security is a concern when you have valuable equipment set up to play, especially in hotels. Check to see if the meeting rooms or sanctuary is locked when no one is there. Take the valuable items that can easily be detached and carry them with you to your room, or wherever you're staying.

Working with sound personnel is a must. They are working with a fixed set of variables, and usually know how they want to have the sound in the church. If you need to give them some instructions pertaining to your music, do so tactfully. Ask them to help you face this challenge.

The physical act of unloading and loading your equipment, sound checks, etc... can wear you out.

1. **If you have a lot of equipment, you may ask** the pastor if several people from the congregation could be there to help you unload it. Be sure to be at the church promptly at the time that was agreed upon if you're going to do this.
2. **Evaluate what you really need to be doing so you will** minister to the people, and not just entertain them. Protect your anointing by prioritizing what you do.

USE WISDOM IN THE CHURCH SERVICES WHERE YOU MINISTER

Communicate with the pastor ahead of time that you desire:

1. **Not to be offensive** in any way.
2. **To be subject to the pastor** while you're there.
3. **Your willingness to flow with** the pastor so the audience will be ministered to.

Avoid a "professional musician" attitude. Be friendly to the pastor, and the people. Forget the pressure of schedules and performances. People are what is important.

Here are some things to realize in attempting to minister to the people:

1. **Be willing to adjust the volume levels** of your music if the pastor asks you to.

PERSONAL NOTES

God is a Spirit: and they that worship him must worship him in spirit and in truth.

(John 4:24)

2. **As musicians, music seems more dynamic** at certain audio levels, and to lower the volume will take away from the performance. Yet if the audience is turned off by the noise level, you're message and ministry will be ineffective. Try to reach a good medium that is not offensive, yet is effective.
3. **Your music needs to have some punch.** The people should be able to feel and experience your music. At some point in the service your music should reach a crescendo, bringing the people into a high level of worship.
4. **Your music should minister to the peoples' souls and emotions**, as well as to their spirits.
5. **Your music should minister to God, but** it should also minister to one another in exhorting them to minister to God.
6. **Avoid extremes in the volume level of** your music. Too loud may be offensive, and too soft may be ineffective in ministry.

If you're music is contemporary and somewhat loud, you might suggest to the pastor to warn his people and ask those who don't like their music very loud to sit in the back of the auditorium.

Be sensitive to the needs of the audience. Avoid being inflexible and try to fit into different situations. Having a variety of music will provide more opportunities for you to minister to the people.

ASPIRE TO EXCELLENCE IN YOUR MINISTRY

Be disciplined in your personal life, time, and ministry. Traveling causes nothing to seem the same, and has a tendency to get you undisciplined.

Make sure your music is quality. Produce the best that you can. It is better to do little well than to do much at a mediocre level. You equipment needs to be a good quality, so it can withstand the strain and stress of traveling, and produce the quality of excellence you want.

Make sure you music has a strong Gospel message so people will be ministered to.

Writing all of your own music may seem to be a good idea at first, but it will limit you both in viewpoint, and in what you can do.

1. **If you are concerned about "performance rights", the key** is to communicate with the artist ahead of time. Unless you are reproducing the songs for resale on cassette or CD, most artists will allow you to use their songs if you ask them.

PERSONAL NOTES

Praise ye the Lord. Praise God in his sanctuary: praise him in the firmament of his power. Praise him for his mighty acts: praise him according to his excellent greatness. Praise him with the sound of the trumpet: praise him with the psaltery and harp. Praise him with the timbrel and dance: praise him with stringed instruments and organs. Praise him upon the loud cymbals: praise him upon the high sounding cymbals.

(Psa 150:1-5)