

C. A. R. E.



INTRODUCTION: Christians Always Reaching Everyone

“ Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit”

Matthew 28:19

“Casting all your care upon Him, for He cares for you” 1 Peter 5:7

The C. A. R. E. Program

The C A R E Program is designed as a tool to assist your church in reaching others for Christ and at the same time **CARE** for the people of your congregation.

It is our desire to see God's people understand the Great Commission and for them to use their spiritual gifts to **CARE** for those around them.

We simply want to see:

C— CHRISTIANS

A— ALWAYS

R— REACHING

E— EVERYONE

This manual contains the details of a journey that your church can embark upon together in fulfilling the Great Commission.

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WHAT IS C. A. R. E. ?

C— Christians:

We believe the “...ye...” of the Great Commission means each member of a church family is commanded to **CARE!**

A— ALWAYS:

We believe the “...Go...” in the Great Commission means that we are to be always attempting to **CARE** for others.

R— REACHING:

We believe the “...baptizing...” & “...teaching...” in the Great Commission means we must **CARE** by both reaching out to the unchurched as well as reaching in to disciples those already in church.

E— EVERYONE:

We believe the “...all nations...” of the Great Commission means we must find a way to **CARE** for everyone.

**CARING MAKES
A DIFFERENCE!**

C. A. R. E.

THE C. A. R. E. MINISTRY IS BUILT UPON THREE PRE-SUPPOSITIONS OR THREE BASIC CONCEPTS.

1. GOD CARES FOR PEOPLE!

We serve a personal God that Is Involved in the hearts and lives Of people. He hears the cries of This world and desires to CARE.

PEOPLE DON'T
CARE HOW
MUCH YOU
KNOW UNTIL
THEY KNOW
HOW MUCH
YOU CARE!

2. GOD CARES THROUGH HIS PEOPLE!

When God's people cry out to Him, God cries out to His people. This is the pattern set up in the Bible. God calls His people to CARE!

3. GOD'S PEOPLE ARE THE CHURCH; THEREFORE, GOD CARES THROUGH THE LOCAL CHURCH.

God wants to work through the local church to CARE for those around us. These presuppositions should lead us to establish a ministry that works through the total church to C. A. R. E.. The local church is painting a picture of Jesus for the entire world to see. When the church corporately express genuine CARE; It will present a beautiful portrait of Jesus...

{ TURN TO AND READ JOHN 17:20-23 }

Did you grasp the timeless principle of 'oneness' seen here. Jesus prays for our churches to be 'ONE' for the purpose of revealing to the world The 'GOOD NEWS'. Too many times we have depended on programs and personalities to accomplish the spreading of the Gospel. While this concept has good intentions; We usually come up somewhat short and a failure in fulfilling the Great Commission through this process.

Jesus chose to use people for the spreading of the Gospel and to CARE for each other. People still need to know that someone does truly CARE for them, and we are the instruments that He has chosen to use in conveying His message of CARE.

God has bestowed 'spiritual' gifts upon His people in order for them to express His CARE. This picture is like a jigsaw puzzle. Every piece has protrusions and indentions representing our strengths and weaknesses.



THE C. A. R. E. Ministry exists to
Allow Christians to ALWAYS
Reach Everyone.



THE C. A. R. E. MANUAL

This manual is intended to convey the principles of **CARE** on the hearts and minds of church members.

Imprinting principles and not models is important because every congregation and each culture is different and distinctive. Each individual church will need to determine which, if any, of the principles apply to their own individual church and its particular needs. You will have to form and mold these principles into a ministry that will assist you in accomplishing the purpose of **CARE**. After all the **CARE** manual is simply "A" guide, not "THE" guide.

The layout for each of the seven goals is basically the same. They are titled as follows....

** **GOAL OBJECTIVES:** List what you will do and learn in the individual goal.

** **GOAL QUESTIONS:** Allow the learner to hang on one central, priority and focused question.

** **TASKS:** Steps that will help accomplish the goal objectives as easily and quickly as possible.

** **GAINING CONFIDENCE:** Helps you review each goal in order to answer common questions people may ask about the ministry.

** **SIDE BARS:** Placed to allow you room to write your own notes and insights.

** **CARE QUICK:** Lists and illustrations that will help in review and recall.

** **CARE CAUTIONS:** Warnings to heed concerning important principles.

C. A. R. E.

GOAL # 1:



**Encouraging The Church Family to
Implement The C A R E Ministry**

TASK # 1: Grasping The Potential of C A R E.

TASK # 2: Creating A New Mindset about Ministry.

**TASK # 3: Getting Leaders Informed and
Involved.**

TASK # 4: Introducing The Vision To The People.

{ Where there is no vision / people perish }

GOAL # 2:

Placing The Foundations of The C A R E Ministry

TASK # 1: Sharing the Six Cornerstones of C A R E

TASK # 2: Laying the Five Avenues of C A R E

**TASK # 3: Understanding the six ways to affirm
C A R E**

TASK # 4: Deciding which night to C A R E

TASK # 5: Anchoring the Four Nights of C A R E

GOAL # 3:

Establishing The Functions of C A R E

TASK # 1: Recruiting Leadership for C A R E

TASK # 2: Planning An Agenda For C A R E

TASK # 3: Collecting Needs For C A R E

TASK # 4: Processing Needs For C A R E

TASK # 5: Planning An Environment To C A R E

C. A. R. E.



GOAL # 4:

Training People For The C A R E Ministry

TASK # 1: Teaching Two Sessions

TASK # 2: Preaching From The Pulpit

TASK # 3: Enrolling Members

GOAL # 5:

Maintaining The Motivation Of C A R E

TASK # 1: Helping Team Member be R E A L

TASK # 2: Creating Opportunities to Celebrate

TASK # 3: Keeping Team Members Encouraged

GOAL # 6:

**ANSWERING FREQUENTLY ASKED QUESTIONS
ABOUT THE C A R E MINISTRY**

GOAL # 7:

IMPLEMENTING THE C A R E MINISTRY

PROVIDED ARE

Reproducible Training Handouts

Kid C A R E Information

Student C A R E Information

Weekly C A R E Information

Administrative Procedures

Arena Resources

Enrollment Card

Prayer Request Forms

ENCOURAGING THE CHURCH FAMILY TO IMPLEMENT THE C A R E MINISTRY

{ Refer to the four TASKS in Goal # 1 }

TASK # 1: Grasping The Potential of C A R E

ACTS 2:40-47

The potential of the New Testament Church was incredible. They lived up to their God given potential. This first church was a model for us to follow today. God intends for the church to reach its potential by allowing members to discover their gifts and actively use those gifts to meet the needs of those around them.

MATTHEW 9:36-38 SOME BENEFITS OF C A R E..

- C** Church Health
- O** Opportunities to Minister
- M** Multiple Ministries
- P** Potential Unleashed
- A** Awareness of Needs
- S** Shared Leadership
- S** Singular Focus
- I** In-reach to Church
- O** Out-reach to Community
- N** Numerical Growth

**C A R E
CAUTION**

Be cautioned by the temptation of thinking this Ministry is all about outreach and numerical Growth. The purpose of this manual is to challenge you to look beyond numbers to the church's greatest need which is Church Health

TASK # 2: CREATING A NEW MINDSET ABOUT MINISTRY

What the C A R E ministry is not.....

C A R E is not another **program**. Probably the last thing your church needs is another program that takes up space in the bulletin and does not accomplish the purpose of the New Testament church. An in-reach and out-reach ministry is the answer; C A R E is designed as that ministry.

DEFINITION OF A PROGRAM: An ordered list of events to take place or procedures to be followed; a schedule.

C A R E is not dependent upon a **personality**. The C A R E ministry is not imprisoned inside the traditional idea that only the pastor and staff can 'minister'. This ministry is bigger than any one person or church staff.

What the C A R E ministry is..... IT IS A "MINISTRY"

DEFINITION OF MINISTRY: The act of serving; ministrations. One that serves as a means; an instrumentality. Servant.

C A R E is a unique ministry opportunity. It is adaptable and effective in any size church. It is flexible and adjustable.

C A R E is a ministry with integrity. It is not a ministry to 'grow' your church but simply to C A R E for people in your church and community. This will then produce numbers.

C A R E is a heartbeat of the church. It carries out the Great Commission. It strengthens the church body and it 'works'.

C A R E is a holistic ministry. It allows the entire church to minister together in diverse manners to meet a wide variety of needs. It promotes unity and cooperation.

**TASK # 3: GETTING LEADERS INFORMED
AND INVOLVED**

C A R E is dependent upon informed and involved leaders and workers. Involving the entire congregation is the best method of getting them to buy into it. It is essential that people be enlisted individually and personally. Also conducting a 'spiritual gifts' inventory will allow you to understand your church as to its "gifts".

C A R E CAUTION: Do not communicate **C A R E** as another program. Never use the word 'program' in reference to The **C A R E** ministry. Pay careful attention to the fact that everyone will be involved in **CARE**.

**TASK# 4: INTRODUCING THE VISION
TO THE PEOPLE**

It is imperative that the pastor shares information in the church services concerning the **C A R E** ministry. Teaching and preaching about genuine **CARE** for the people in the church and those in the community is a vital ingredient for this ministry. A connection must be made between the needs in the church and community and the abilities of God's people. The **C A R E** ministry can be that connection.

C A R E CAUTION: When beginning to **CAST** the C. A. R. E. Vision, people will usually fall into one of two categories.

THOSE WHO CATCH THE VISION ARE EXCITED!

**THOSE WHO NEVER REALLY GRASP THE CONCEPT
UNTIL THEY ACTUALLY SEE **C A R E** IN ACTION**

PROMOTION IS VITAL!



**GAINING CONFIDENCE IN C A R E
ANSWERING THE QUESTIONS
YOUR PEOPLE MAY ASK!**

POSSIBLE QUESTIONS:

- 1. Pastor, Why should we start another program?**
- 2. Pastor, In layman's terms, What is this ministry all about?**
- 3. Pastor, Where is this ministry going to take us as a church?**
- 4. Pastor, How is this ministry going to benefit me and my family?**
- 5. Pastor, At this point, What is expected out of me as a leader?**

At this point you should have begun applying and implementing the following tasks.....

- 1. Grasping the full potential of C A R E**
- 2. Begin creating a new mindset about ministry**
- 3. Informing and involving key leaders in your church**
- 4. Introducing the C A R E ministry to the church**

IN GOAL 2 YOU WILL GAIN INSIGHTS THAT WILL HELP YOU TO UNDERSTAND THE FUNCTIONS OF THE C A R E MINISTRY. THIS INFORMATION WILL HELP YOU BUILD A STRONG FOUNDATION.

Also you may wish to refer to Goal # 7 which will help you maintain and move forward through the C A R E ministry process.

**FIRMING UP THE FOUNDATIONS
OF C A R E**

Understand This Goal will help you in:

1. Constructing the six cornerstones of C A R E
2. Laying the five avenues of C A R E
3. Understanding the six ways to C A R E
4. Planning a typical night of C A R E
5. Anchoring the four nights of C A R E

What are the foundations of C A R E ?

There are several key ideas that are critical to an understanding of how an effective C A R E ministry works. Each church is unique; yet the following five tasks are applicable to most churches.

TASK # 1: Constructing the 6 Cornerstones of C A R E

1. The Cornerstone of Excitement

Probably you are asking—How do we create this Excitement? Ministry should be both enjoyable and also exciting! We need to develop a revived excitement and hunger for ministry. Excitement will have to begin with You—{The Pastor} - the church staff and leadership. How enthusiastically you present the C A R E ministry will directly impact how excited they are in receiving and being involved with it. Be sure the congregation senses your excitement. Next is the idea that we sow by faith. { Mark 4:26-29 } Sowing seeds—believing that God will reap the harvest! We can sow seed by simply Caring for others. When people's needs are met as the result of your people, an infectious enthusiasm will begin to grow. Your people can and will make a difference for the Kingdom of God. However it all must begin with your leadership and motivation.



2. The Cornerstone of Gifts.

The powerhouse of the C A R E ministry lies dormant in the pews of the church. The story of the church involved in a building program.. { Pastor states "We have good news and bad news" - Good News is we have plenty of money for the building program—Bad News is—Its still in your pockets! }

Inactivity among the congregation is a major problem in most churches today. The fact is that God has gifted every believer to serve for His glory. We must help the people in discovering their gifts and then encourage them in the use of those gifts. We are to use our gifts in ministering to those around us. The C A R E ministry is designed to serve this purpose.

3. The Cornerstone of Equipping

There is an overwhelming need to involve members in the ministries of the church today. A very small percentage of our church members are actually active in ministry. There are many diverse ministry opportunities within the C A R E ministry. Members can find the ministry opportunity that best fits their gifts. The ministry is not about forcing members into service, however it is about giving them avenues by which they can discover and use their God given gifts. There is an avenue for everyone to be involved.

4. The Cornerstone of Time

Time can be a large obstacle in implementing any visitation program. The C A R E ministry is designed to relieve some of this problem. The fact of the matter is people are very busy today. Time is one thing there just doesn't seem to be enough of. Time cannot be replaced nor can it be stopped; therefore it is one of our most precious elements. With the C A R E ministry you will be asking your people for only two [2] hours once each month. That is only 24 hours per year. {ONE [1] DAY PER YEAR}

Effective C A R E will require a total commitment to this amount of time. The C A R E ministry must become a priority if it is to be effective. Earthy things and human schedules will pass away but the souls of people will last forever. Someone might say "I just can't afford the time of being involved—TRUTH IS We can't afford not being involved.



5. The Cornerstone of Providence

PROVIDENCE: noun—Often Capitalized; divine Guidance Or Care

It is important to understand the idea of God's guidance. God is actively at work in the hearts and lives of people all over the world. Unless we are involved in His plan and devote ourselves to caring and meeting people at their point of need; God's **providence** may never be realized. [Read Acts 8:26-31]

What resulted was incredible. Philip experienced God's providence through obedience to God. Our people must be actively going and reaching others as they become instruments for God's providential connections. Not all C A R E assignments will be conversion experiences. But, remember each need is worthy of our CARE

6. The Cornerstone of The Harvest

This foundational cornerstone lies at the very heart of what the C A R E ministry is about. We all know that 'NEEDS' are all around us! It is no secret that people need love and concern. [Read Gal 6:7]

We are accountable as the body of Christ to SOW C A R E. We cannot expect a harvest unless we establish an active lifestyle of sowing. If no seeds are planted there will be no harvest. It is simply a 'Love for God' and a 'Love for others'.

7. The Cornerstone of Communication

There must be a system of communication. We must allow our people to be informed and we must share the information of forgiveness and C A R E [Col 4:3] Opened doors of opportunity are special invitations to become involved for Christ. We must be able to communicate the Gospel to the lost.

**TASK # 2: Laying The 5 Avenues of C A R E**

Once the cornerstones are firmed up, your attention should turn to laying the avenues through which the church can exercise and express its gifts. These avenues simply establish “where people can C A R E”. As needs are recognized they must be addressed and assigned so as to be cared for.

1. Church In-Reach

We have listed this as the first avenue of C A R E. We will defeat our own purpose if we neglect the people which are all ready in our church. The congregation will be aware of the giant push to impact the community and their needs cannot be sacrificed if the church is to be healthy. Problems from within are usually the major causes of downfall.

**** Birthday Assignments**

Recognition of birthdays means something to people. This simply involves someone sending birthday cards.

**** Call Church Assignments**

A simple phone call to everyone in the church and asking if there are any prayer requests or areas of need. Also to share an appreciation for their faithfulness to the church.

**** Elderly Assignments**

Visits, phone calls, and or cards are excellent ways to minister to the elderly members. Especially shut-ins. It is essential that the elderly are made to feel included and important to the church work.

**** Encouragement Assignments**

Everyone, at some point or other needs a word of encouragement. Reminders that someone C A R E `s about them and their individual—personal needs. Discouragement is one of the major influences of Satan against God’s people.

**** Hospital Assignments**

Hospital visits, cards etc are vital within the membership. People in the hospital need to know that someone CARE's and is praying for their recovery and for their families.

**** Promotion Assignments**

These assignments focus on church members that are not active in Sunday School and or other specific church ministries and opportunities. This is for the promotion of the church and its ministries.

**** Re-Commitment Assignments**

For those who have responded to a call to recommit to Christ and His Kingdom. God is a God of second chances and these people need to know that the church is also. They need to be affirmed and CARED for.

**** Touch Assignments**

This is a miscellaneous category for all other areas of need. From the loss of a job to preparing food, to providing transportation, to sharing in any way possible the personal touch of C A R E.

2. Community Out-Reach

This is probably the most recognizable avenue of C A R E ministry We must carry the good news and our avenues of caring beyond the walls of the church [We must impact the community] You will need a list of prospects and also lists of needs within your local community. This ministry should cover a vast range of ministering to people's needs.

**** Call Community Assignments**

This involves random calling throughout the church field to gather general information. Phone surveys are made in many churches.

However we believe personal contact is always the best method. Specified streets, roads and or sections may be assigned in this category. Information can be gathered through this system pertaining to community wide needs. This will give the church an excellent opportunity to become involved in the community and become visible among the un-churched.

**** Community Encouragement**

This would involve encouraging community leaders, school teachers, law enforcement and etc through letter writing and or phone calls. Also could include special days of recognition for those serving in these positions.

**** Evangelistic Assignments**

This covers those people whom you know are in need of the Gospel Their names may have been provided to you from a variety of sources such as surveys, personal information from friends or family members of the person. These should always be personal visits. These assignments must be given to church members who know some soul winning method.

**** Prospect Assignments**

These are un-churched people who may or may not be saved. Never take their salvation for granted. These names can come from people who have visited the church or names that have been shared.

**** Nursing Home Assignments**

These would be nursing home patients; church connections and non church connections.

**** Hands-on Assignments**

This avenue will allow people to use their hands to C A R E for others. This area can cover carpentry projects and etc.

**** Administrative Assignments**

This would involve the sharing of information concerning the church and its ministries [Publicity] throughout the community. The better communication between the church and community the better the relationship that will develop.

4. Heart Reach

Hospitality is an exciting, and vital avenue of the C A R E ministry. Hospitality can be a springboard to encourage team members to exercise their spiritual gifts. There are no positions or responsibilities in the CARE ministry that are not important. Those who take part in the avenue of hospitality have just as much a part in the salvation of an evangelistic prospect as the person who makes the actual visit. Following are the general assignments for the avenue of hospitality...

**** Meal Assignments**

This avenue provides for the physical needs of a C A R E Team. It eliminates their need to prepare dinner for their family and removes their excuse in not being able to participate.

**** Childcare Assignments**

This creates freedom for younger couples being able to participate without the worry and expense of provision in childcare. This gives them peace and comfort that their children are being cared for.



5. Up Reach

The next and most vital avenue in this ministry is prayer. Many times our best laid plans and our most heart given efforts have failed somewhat due to our not taking time to 'pray'. Prayer will empower the team as nothing else can ever do. Prayer is our power source. Without this source of power the ministry is little more than any other 'program'. [Philippians 4:6] God desires our prayers—not for His benefit nor that He needs us to provide Him with information; But that we need to ask and this in turn allows us to understand that it was God who did the work. It has been said "Little Prayer—Little Power" "Much Prayer— Much Power"

**** Church Prayer Assignments**

This avenue deals with those needs within the church family. These needs cover a wide area from health to areas of spiritual and sometimes financial or physical needs. These needs become known from various ways. The needs within the church are of utmost importance. We must develop systems of C A R E for those within the congregation. The prayer ministry within the church will help to build strength and will cultivate a healthy and loving congregation. As people pray together and pray for each other, The C A R E and concern for one another will promote unity and fellowship which will lead to reaching beyond ourselves and touching others.

**** Community Prayer Assignments**

This avenue deals with those needs expressed outside of the church, in the community. These needs are communicated through contacts made through various forms of outreach. Caring for people in the community begins with praying for the community. Probably failure in praying has resulted in failure in reaching many times. The greatest thing we can do for our community is stand in the gap on their behalf in prayer.



**C. A. R. E. QUICK
CHURCH ASSIGNMENT
"People Choose One Of Five Avenues"
That Answers The Question;
Where Do I C A R E ?**

- | | |
|--------------------|------------------------|
| 1. Church In reach | 2. Community Out Reach |
| 3. Hand Reach | 4. Heart Reach |
| 5. Up Reach | |

TASK # 3: Understand The 7 Ways To Affirm CARE

The Word of God says that we are not only to be hearers of the Word but doers. We must move beyond an understanding of C A R E to an application of C A R E. This ministry is designed and intended to be a hands on process, by which people will apply their unique gifts to C A R E for the needs in and around your church. We must cast and catch a vision for each facet of the CARE ministry. These 7 ways to C A R E deal with exposing how each avenue of ministry can cultivate C A R E and answers the question " How do I CARE?" Following that we will explore the next goal { Establishing the Functions of CARE }

1. Affirming CARE by Calling

This process involves making phone calls. Many needs may be effectively ministered to through this process. From communicating information to the discovery of prayer needs. Discovery of everyday problems and concerns to sharing the Gospel can be incorporated into this calling process. Specific assignments can be given to those involved in this ministry.

A call to every church member as well as a call to the entire community can be incorporated in this area of CARE ministry.



2. Affirming C A R E By Using Hands

Laying out goals that meet the needs of the Church and community affirm C A R E. People will Affirm CA R E by using their hands to complete goals That will be used in various CARE assignments. A C A R E member will choose the avenue of hand reach, then be given a specific assignment that will be completed. These projects include such things as building wheel chair ramps, minor house repairs, auto servicing, transportation, and etc.

3. Affirming C A R E By Escorting [Ushering]

Guest Parking spaces at a designated location of the church parking lot is very important. Also escorts for guest will be vital. These escorts will meet and greet guests at the parking lot; sharing information and obtaining information. The escorts should make sure that guests know the location of classes, facilities and etc.

4. Affirming C A R E By Praying

Praying is a way to affirm C A R E. For people to know that their prayer requests are taken seriously and prayed for in a timely manner shows that your church cares. Specific prayer assignments will be given to be prayed for.

5. Affirming C A R E Through Writing

Writing letters and even brief notes are ways to express C A R E. Postcards written to shut-ins; Cards to those experiencing grief; absentees; and even cards to the most faithful church members with words of appreciation are tremendous encouragement to them; notes to those on the prayer list lets them know that you CARE.

6. Affirming C A R E By Hosting

Hosting a "Bible Study" in the home; hosting a visiting preacher; preparing meals for C A R E teams; for families and several other areas of service fit in this category.



7. Affirming C A R E Through Visiting

Without any doubt, this will be one of The major areas of emphasis. There is no Substitute for the process of face to face.

Not every member will feel comfortable ministering in this area and that is ok. Those who do participate in this 'visitation' process will need training if they are not comfortable with 'leading' someone to Christ. There are several great tools and training programs available [contact your associational missionary] and he will be able to assist in this need. You will need to establish an organized and structured system of keeping records and etc. Do not insist on one particular method of evangelism. Some will feel comfortable with the "Roman Road" - some might prefer "Faith" - while others may prefer another method. Offering more than one evangelism training workshop will be important. This area of C A R E will involve 'sharing Christ' But will also include simply sharing information concerning the "Church" ; therefore those participating in this process of C A R E will need to be familiar with the church and all of its ministries, missions, and activities.

TASK # 4: Decide Which Night to C A R E

Determine which night will best fit into your church programs. Do not pick one night for one team and another night for another team. The same night each week is very important. Make sure that all of the Staff, Department Directors, Organizational Leaders and etc know and understand that C A R E night is strictly for C A R E and that no other church activities or programs will be scheduled on those nights. Be sure that the selected night will allow time for processing information and etc. For instance Monday night might not be the best due to allowing time to prepare C A R E assignments and etc.

**TASK # 5: Anchor The Four Night Of C A R E**

The last task that will establish the Foundation of C A R E is to anchor the four nights of C A R E. The cornerstone of time allows for team members to choose two hours a month to C A R E. This concept divides members into four teams that meet together once a month on a week night that has been decided as C A R E night. The Teams gather according to the following schedule:

C TEAM The C Team meets the first week of each month
On the designated C A R E night

A TEAM The A Team meets the second week each month
On the designated C A R E night

R TEAM The R Team meets the third week each month
On the designated C A R E night

E TEAM The E Team meets the fourth week each month
On the designated C A R E night

The Goal is to make sure you have a balanced number of C A R E members on each team. This balance needs to include age groups also. There are several ways to accomplish this goal. It is not wise to simply ask for volunteers for each team. You might choose to ask Sunday School Classes to serve on specified teams. Be careful to place diverse classes on each team. This can benefit the church fellowship by allowing them to become more familiar with each other also. Just make sure that you evaluate your options and have a plan developed in advance.

**** GENERAL DIRECTOR—**You will need a General Director for each CARE TEAM. Someone to coordinate, make assignments and keep accurate records in all areas. You may need to enlist assistants for this important area also.

**Gaining Confidence in C A R E
Answering The Questions Your People Ask****BE PREPARED IN ADVANCE TO ANSWER QUESTIONS**

Questions which you may encounter are.....

1. Isn't my family already too busy to get involve with another ministry?
2. What if I don't know what my gifts are?
3. What are the avenues that I have to choose from?
Is there another avenue?
4. What is a C A R E assignment?
5. What are the ways that I can Affirm CARE again?
Are there other ways?

You will have begun the process by this time. You should have begun developing an understanding of the C A R E and applying and implementing the following tasks.

1. Placing the cornerstones of C A R E
2. Started laying out the avenues of C A R E
3. Promoting the 7 ways to affirm C A R E
4. Decided on a C A R E night
5. Begun to anchor the four nights of C A R E

In Goal # 3 you will gain valuable insights into how the C A R E process actually functions. This information will help you focus on getting C A R E up and running.

Goal # 7 is designed to help you maintain and progress through the C A R E ministry process. The steps there will help you get ahead of schedule; or at least give some valuable information that can help you stay on track with the CARE ministry.



Establishing The Function Of C A R E

In this Goal, You Will Learn How To:

- 1. Recruit Leaders for C A R E**
- 2. Plan an agenda for a typical night of C A R E**
- 3. Collect needs for C A R E**
- 4. Create assignments for C A R E**
- 5. Plan an environment to C A R E**
- 6. Budget for C A R E or plan for expenses**

How Does C A R E function?

Your C A R E ministry will operate to CARE for needs inside and outside of your church through the gifts of your people. Although this is the overall focus of this ministry, there are various elements within C A R E that are vital to be understood if you want C A R E to function properly and effectively. These functions are the hands on mechanisms that will make your C A R E ministry run smoothly and efficiently. It is very important that you grasp these functions with clarity in order that you may achieve the major purpose of C A R E.

TASK # 1: Recruiting Leadership for C A R E

As you know everything rises and falls on leadership. If you want this ministry to succeed; You must—First lead in it personally; Then you must enlist the right people as your key leadership. Leading effectively and decisively is vital in the CARE ministry. CARE will not function apart from strong, personal and proper leadership.

This leadership must begin with you -[The pastor] and the staff must be on board along side you. There are four major characteristics to consider in those you choose to serve as the Team Leaders or General Directors.



FIVE VITAL CHARACTERISTICS

**** FAITHFULNESS**

The decision to CARE must be consistent
And taken seriously by the members

**** AVAILABILITY**

Ideally the Team Leaders are not currently
Serving in a leadership position in another area.

**** TEACHABLE**

They must be willing to learn and be open to the
C A R E Ministry

**** LASTING**

This is not a fly by night commitment. These
Leaders must be dependable and in it for the
Long haul.

**** ADAPTABLE**

They must be able to handle various situations.
Not all assignments will be the same.
They must be capable of making good decisions.

These characteristics should be shared by the entire leadership team; from captain to whatever other positions of leadership the team develops.

LEADERSHIP STRUCTURE

The leadership structure may vary according to the size of your church and in accordance to your own personal church structure etc. The ideal structure is:...

- 1. A C A R E team captain or General Director**
- 2. At least one Co-Captain or assistant director**
- 3. Assignment Captains—one for each category of assignments that will be made**

You will need to consider your leadership structure in advance. Enlist leadership according to the availability. It is better to have fewer leaders and have faithful, capable leadership than the alternative....!!

LEADERSHIP IS VITAL!

**Overarching Leadership Responsibilities****** Maintain an ongoing personal relationship
With Jesus Christ**

Our relationship with Christ is our source of power and strength. As He leads you, you will be able to lead those committed into your C A R E.

**** Model the Great Commission**

We must have a Biblical focus. It should be your desire to lead your C A R E Team in accordance with God's Commands.

**** Remain Consistent**

Consistency among leadership is crucial. If your Team doesn't see you being consistent, why should they be? Set an example in word and deed. Also each Team must maintain examples of being consistent!

**** Have a thorough understanding of the C A R E ministry**

An understanding of C A R E is a complete MUST for at least two major reasons. One, to operate effectively. Two, to show your team that you are serious and committed to the task.

**** Encourage team members to use their gifts to C A R E**

The key is to empower your team to minister. God has gifted each of them to serve.

**** Constantly recruit new team members**

Let the C A R E ministry continue growing. Over time some of the original members may drop out or have to at least pause for a time out period. The ministry will depend on new members being enlisted.

**** Keep "Casting" The Vision**

Where there is no vision—People perish

**** Arrive at least 15 minutes early and stay 15 minutes late**

As leaders be there when the team members arrive and stay until all of them have returned and checked in. And always be prepared for whatever situations may arise. Let your Team Know that you CARE for them!

C A R E CAPTAIN

Just as any Team with a captain, your C A R E ministry's success is dependent upon your CARE Captain. The main objective of the C A R E Captain will be to allow God to work through them to effectively lead their Team. Assisting them [if you have these] will be Co-Captains, assignment leaders and of course their team members, in effectively caring for the needs of the church and the community.

Team captains will have to maintain a close relationship and constant contact with the pastor and staff.
Follow the Pastor's leadership and be flexible.
Recruit and train co-captains and other leaders.
Offer encouragement to leaders and members.
Keep the team well informed and updated.
Promote the C A R E night through various methods.
Allow team members to share their experiences.
Lead in Celebration times with the team and the church.
Develop additional guidelines and suggestions that would improve the C A R E ministry as you progress.
Build relationships with the Team leaders and members
Encourage the development of relationships between members.
Consider enlisting as soon as possible two co-captains
 One for In Reach and one for Out Reach
Additional leaders may be enlisted as the church grows.
Team leaders for all areas of assignments and etc.

SUGGESTIONS FOR ASSIGNMENT LEADERS ARE LISTED ON THE FOLLOWING PAGE.....

HOWEVER REMEMBER—This is the ideal situation and structure. Remain flexible and adjust the CARE ministry to fit the size of your church.

**ASSIGNMENT LEADERS**

Following the enlistment of Co-Captains - Consider the following leaders for your C A R E ministry. This could be a short or long term goal depending upon the size of the church and availability of people

IN-REACH Assignments

- Touch Assignment Leader
- Elderly Assignment Leader
- Hospital Assignment Leader
- Calling Assignment Leader
- Absentee Assignment Leader
- Re- Commitment Assignment Leaders
- Birthday Assignment Leader
- Encouragement Assignment Leader
- Grief or Sympathy Assignment Leader

OUT-REACH Assignments

- Prospects Assignment Leader
- Evangelistic Assignment leader
- Community Calling Assignment Leader
- Community Survey Assignment Leader

UP REACH Assignments

- Church Prayer Assignments
- Community Prayer Assignments

HAND REACH Assignments

- Project Assignments
- Information Assignments

HOSPITALITY Assignments

- Meal Assignments
- Child Care assignments

ESCORT Or USHERING Assignments

- Guest Parking Lot Assignments
- Welcome Center Assignments

The objectives of these leaders would probably be obvious. To work in their particular area of ministry and allow the Lord to use them effectively in reaching others.

TASK # 2: Planning An Agenda for C A R E

An agenda gives us a plan. It is well known that failure in planning is planning to fail. To ensure success we must make definite plans.



The agenda could be as follows

5:30 Preparation of food begins**6:30 Set Up & Supper**

This would probably be optional as some members might not desire to participate.

6:45 Sign in & Sign Up

Sign in and Sign up according to their area

7:00 Welcome and Work

Assignments have been made—It is “GO TIME”
Members begin their assignments.

8:00 Celebration and Clean Up

Celebrate what took place—Share responses
Pray and Thank God for His blessings
Turn in assignments and evaluations
This would be the assignment cards with the Responses and etc recorded by members

This information will be available for follow up by the next Team and or Your Team at their next CARE night

SAMPLES OF CARE CARDS ARE AVAILABLE WITH THIS PACKAGE—However you may choose to change these to fit your own individual church.

Make sure the cards contain proper information for the members of your team and also for other teams.

Be sure to turn in needs that may have been discovered to the proper person, group or etc

Keep the pastor well informed of follow up needs and decisions that may have been made such as acceptance of Christ etc

**TASK # 3: Collecting Needs For C A R E**

For C A R E To function properly there must Be a system of collecting church and community needs. You will need to develop this system well in advance of beginning the C A R E ministry. Make sure that any time a team meets there will be adequate assignments for everyone. Never be placed in the position of having more Team Members present than the assignment cards available. Take every opportunity to gather needs. Registration of everyone present in every service can help with this. Registration cards that have a space for listing known needs can help. Some churches use registration forms placed on each church pew with someone enlisted to see that these are passed down and filled out. Index cards—to which people are asked to simply write needs on the card and place in the offering or a designated place.

Placing C A R E Cards in the Sunday School Classes can be a way to collect needs. Wednesday nights are ideal for asking the people to share needs verbally and by writing them on cards. Many times people will write needs more quickly than sharing those needs openly. Needs include the following

- Personal and Family Information**
- Decisions— These can be varied from salvation to ??**
- Information Requests—people may need information**
- Prayer Requests—Spiritual—Physical—Financial etc**

Team Members can be asked to fill out C A R E cards each C A R E night at the conclusion of the evening.

Make sure you have a system of keeping records in place before you begin collecting needs.

Develop an effective system for each area—especially for keeping accurate records etc. for follow up.

TASK # 4: Processing Needs for C A R E

The Congregation should be encouraged To share their needs and the needs of others Which they may be familiar with. The goal in Processing these needs is to produce an assignment form that a team member can use to C A R E.

**CARE CAUTION**

A COMPUTER IS THE MOST EFFECTIVE METHOD BY WHICH C A R E CARDS CAN BE PROCESSED.
However you may choose to use some other means.

**** PROCESSING PILES**

At some point you will have a pile of needs. This pile should be divided into five hunks or groups.

**** PROCESSING HUNKS**

This would be: In- Reach / Out- Reach / Prayer / Hands on / and Hospitality Next They should be broken down to Chunks Or sub-groups.

**** PROCESSING CHUNKS**

The chunks are the different assignment groups Color coded cards or assignment forms work well in this area. These cards represent a person. Now The Team Leaders need to go through these And determine how they will be assigned This will involve breaking down into Bites..

**** PROCESSING BITES**

Once the needs are broken down to specific and individual areas for assignments, they are placed on assignment forms for the Team members.

The needs are now ready to be cared for. They are in accordance to Calling—Writing—Visiting—Projects—and etc.. On C A R E night these will be ready for team assignments. At the end of the night most needs should have been dealt with; but follow up will be imperative.

**TASK # 5: Planning an Environment to C A R E**

The C A R E Arena should be set up and ready Well in advance. Ideally an area that can be left in Place; however this may not be possible. Information should be in place along with assignments and etc. Organization is the key ingredient here. Make the area look professional. The C A R E Arena is made up of three components. Each component serves an important role. The components consist of the welcome center, assignment tables and C A R E Areas.

1. WELCOME CENTER

Some tools for consideration at the welcome center.

**** Name Tags**

You may or may not choose to use name tags—
Name tags with proper identification should be worn by those going “visiting”

**** Sign In Form**

This will keep a record of those present and absent
This also promotes accountability

**** Sticky Notes**

Sticky Notes can be used to pair up members
Names and one of six ways to care enable pairing
{ Escorts is not a way to CARE on CARE night }

2. ASSIGNMENT STATIONS

This is the spot where members receive their specific assignments. Keep these apart. Do not use the same table for more than one category. Here people will be matched with assignments.

**** Signs**

A designation that identifies each category

**** Assignment Boxes**

Boxes for various assignment sheets to be placed

**** Assignment Folders**

Folders organize specific assignments into a system
This will be—Assignments—Writing—Calling—Visiting

**** Affirmed Tray**

The affirmed tray is where completed assignments are placed after a C A R E contact is made.

**** Paper Clips**

Used to hold assignments together etc

**** Tape Dispenser**

Tape may be used for various needs

**** Stapler**

To staple items together

3. CARE AREAS

This is the areas where C A R E assignments are Conducted. This consists of...

**** Phone Area**

Where phone calls are made / Items or tools...

* Phone

* Ministry Tracts

* Sow Box and Reap Box

Used for completed and not completed

* Cheat Sheet

This will be a sample to be used for calling

* C A R E Request Form

A Form to be used in recording Information

**** Writing Area**

Tools or Items needed

* Good writing pens

* Stationary—Note cards—Post cards—Various types of greeting cards

* Note pads for notes

* Sow Box and Reap Box

Used for completed and not completed

* Sample letters and notes

Areas should be far enough apart so as not to cause interference—Separate class rooms may be ideal....

**** Prayer Area**

Special care should be given to this area.

Quiet and without interruption is ideal.

Tools or Items needed might include.

*** Prayer Resources**

Scriptural references pertaining to prayer.

Postcards to write confirmation of prayer

Every prayer request should be followed up by writing a note confirming the prayer

This area can also include prayer for the Team

Members and for those contacts that will be made

Prayer forms may be made for evangelistic visits

These would include the names etc—prayer would then

Be made during the time of visits being made

**** Visit Area**

Tools necessary to make an effective visit

* Maps in locating the prospects—map quest etc

* Christian tracts—Gospel tracts are important

* Church Information on all areas of church ministry

* Door Hangers in case no one is home

* Post cards— After the visit is made—write a card

Immediately and thank them for allowing you time to visit etc / share your desire to return..

Cards also should be sent to those not home

* Clip Boards

This will assist in keeping up with pages etc

* Flash Lights

Especially during the winter months

**** Hands on Area**

Tools and information for the assigned project

**** Hospitality Area**

One area will be for food preparation

One area for Child Care

Advance preparation is essential in all of the Above Areas.

Make sure to keep areas clean and orderly.

TASK # 6: Budgeting For C A R E

Budgeting for C A R E will depend upon
Your individual church and the method
You choose to finance several areas such as food
Supplies and etc. Just take into consideration all
of the expenses involved before you begin.

**Gaining Confidence in C A R E****Answering Questions that may be asked**

1. Can I Be A Leader?
2. Do I have what it takes to be a leader?
3. When does C A R E Start and when does it end?
4. What are my options to C A R E?
5. Where do I go to get contacts and or locate needs?

Recruiting leadership should have taken place by now.

Planning the C A R E night agenda should be done.

Developing your own C A R E card and its process
should be completed.

Planning the environment for C A R E should be done.

Selection of C A R E Arena and Areas completed.

Next we will move into Goal # 4. In this goal you will
gain valuable insights into how to train and equip your
people to actually conduct C A R E.

Remember Goal # 7 helps you maintain and progress
through the C A R E ministry process.

Refer to it as needed or helpful.

Also remember you can contact your facilitator and or
The Associational Missionary at any time to enlist help
or simply to answer your questions...`

**GOAL # 4: Training People To C A R E**

In This Goal You Will Learn How To ...

1. Train Through Small Groups
2. Train From The Pulpit
3. Enroll Members
4. Set up a 'mock' C A R E night

How do I equip and train my people?

As you might expect, you cannot do the C A R E ministry by yourself. Lots of time and preparation will need to be invested in training. This task is one of the most crucial elements of C A R E. No one knows your people like you so if you train them do so according to their needs. You may decide to enlist your associational missionary to assist you or even to do most of the training. Also he will be able to steer you in the direction of associational or state training events that might be helpful.

TASK # 1: Session training through small groups

One of the most effective methods of training is in small groups. Hopefully information has been shared through Sunday School and etc concerning C A R E and the training events. You are best qualified in determining the procedure to be used in training your people.

SESSION # 1—COMMIT TO C A R E**C A R E NOTE**

As you introduce C A R E share from your heart why you are sold on the C A R E ministry and what led you to this point. All of your praying and hard work should pour forth with passion for God's plan for the church. Your first segment of training will establish what the C A R E ministry is not. This will destroy ant presuppositions and misconceptions and get everybody ready to learn. You may decide to ask your associational missionary to be present and or assist you with this session.



What C A R E Is Not..... It Is Not

**** A PROGRAM—**

Programs have beginnings
And Endings

C A R E is an ongoing ministry that adapts to the gifts and needs of people.

**** A PERSONALITY—**

It is not a one man show!

C A R E mobilizes all church members.

**** A PROBLEM—**

It doesn't communicate we've been doing it wrong.

C A R E supports the church's current ministries. It is not a substitute!

**** A PRINT—**

We are not copying a model, we are transferring solid biblical principles

C A R E molds to your church's individuality and Uniqueness...

1. It Meets Your Church's GREATEST NEED

C A R E NOTE

You will encounter several opinions as to your church's greatest needs. Evangelism—Discipleship— Fellowship—Ministry—Worship along with others.

C A R E stresses that our obedience and involvement to the great commission is the greatest need

**** OUT REACH & IN REACH**

**** OBEDIENCE & INVOLVEMENT**

The C A R E ministry is an opportunity to stop thinking and feeling and to begin acting and doing.

2. It Molds Into Your Church's UNIQUENESS

C A R E NOTE

The people need to be reassured that you are not trying to fit them into some other church mold. They need to know that this is for their church and it is not some preformed mold to be poured into. They will retain their individuality!

**REFER TO THE DEFINITION OF C A R E
Christians Always Reaching Everyone! AND ITS
Relationship with The Great Commission!**

**THE CORNERSTONES OF C A R E****C A R E NOTE**

**Emphasize the importance of laying cornerstones. And
that the C A R E ministry rests upon seven principles**

REFER TO GOAL # 2 TASK # 1

- ** THE CORNERSTONE OF EXCITEMENT
Matthew 17:4 Caring is Exciting!**
- ** THE CORNERSTONE OF GIFTS
1 Corinthians 7:7 1 Peter 4:10**
- ** THE CORNERSTONE OF EQUIPPING
Ephesians 4:12 C A R E is not just visitation**
- ** THE CORNERSTONE OF TIME
This principle promotes obedience & involvement**
- ** THE CORNERSTONE OF PROVIDENCE
Mark 12:26 We need to hear and heed God's Call**
- ** THE CORNERSTONE OF THE HARVEST
Matthew 13:54-58 Galatians 6:7
Our job is sowing the seed [God's Word]
God's does the Reaping of The Harvest**
- ** THE CORNERSTONE OF COMMUNICATION
Colossians 4:3
Simply making sure that people know "WE CARE"**

**Every Christian should be committed to sharing Jesus with
others. The C A R E ministry allows every person in the
church to be involved in some way in spreading the Word.**

We must get back to the basics of sowing the seed.

**This ministry will allow your church to impact your communi-
ty as well as care for your congregation.**

**REMEMBER OUR MOTTO:
People don't care how much you know until
They know how much you C A R E!**

SESSION # 2—COMMIT TO C A R E**The Function Of C A R E**

**NOTE; As you share the function of C A R E
Share the multiple tasks that go on to
Processing needs**

THE C A R E PROCESS.....

- ** ARENA** **An environment of expectancy and
Productivity**
- Team members walk into the Arena and check in*
- ** AVENUE** **Hand reach Host Reach**
In Reach Out Reach Up Reach
- Team members choose an avenue.*
- ** ASSIGNMENT**
- | | |
|-------------------|---|
| Hand Reach | <i>Administrative or Project</i> |
| Host Reach | <i>Meal or Child Care</i> |
| In Reach | <i>Church Calling / Birthdays
Elderly / Encouragement
Hospital / Re-Commitments
Sunday School promotion
Touch Ministry</i> |
| Out Reach | <i>Community Calling /
Community Encouragement /
Evangelistic / Prospects</i> |
| Up Reach | <i>Church Prayer / Community
Prayer / Prayer for visits etc</i> |
| Area | <i>Kitchen / Kids Area / Prayer
Phone / Visit / Work / Writing</i> |
| Affirm | <i>Decisions as to methods, mean,
Tools, Items needed</i> |

Review the C A R E process before moving forward to the next step. Lead them in walking through the process in their minds. Make sure any questions are answered.

**FIVE [5] LAWS OF C A R E**

NOTE: These five laws answer common Questions and fill in many gaps. Explain that these laws are essential for a successful C A R E Ministry.

1. LEADERSHIP

Recruit captains and co-captains for each team

2. RECRUITING

It is ok to be uncertain but not ok to be unclear

3. PROCESS

The C A R E cards and contacts are used to Communicate needs and then the needs are Recorded on assignment forms

4. SUCCESS

Guidelines and polices are needed for direction

5. INTEGRITY

Keep a balance between needs and the C A R E Participants

TASK # 2: Teaching From The Pulpit

One of the greatest tools in promotion and in 'selling' C A R E is the pulpit. This is not limited to the pastor and 'preaching' The staff can assist in promotion. Deacons can make announcements and assist. The worship leader can plug C A R E. Even develop a Theme song or etc.

TASK # 3: Enrolling Members

Exercise caution in asking for volunteers. It is best to use personal enlistment whether enlisting entire Sunday School classes or individuals. The Deacon body should divide itself into four groups for C A R E.

Use enrollment cards when enlisting members. This will allow records of the numbers and age groups etc.

After enlistment has been conducted personally, then consider passing out enrollment cards to those who remain. Send letters of confirmation to members.

C. A. R. E.

GOAL # 4

TASK # 4: Set Up A Mock C A R E night

This should be at least one week prior
To the actual kick off C A R E night.



On this night all four C A R E Teams should be Present. This training event will be most important. Several steps will make this session go better.

1. Communicate with all leaders clearly that it is vital for them to attend this training event.
2. Set up the arena exactly the way it will be set each week. Changing the arena can be confusing. Make sure exactly how you want it in advance.
3. Have sample assignment forms for all avenues.
4. Allow members to browse through the entire arena and ask questions etc
5. Have leaders stay with their team and ask teams to stay together as you go through the process
6. Allow each team opportunities to ask questions etc
7. Allow leaders the chance to go through any ideas and etc they may have for their particular team.
8. Have a season of prayer for the up coming "real" night of C A R E

Be Prepared for any questions you think they may ask
At this point you should have an understanding of how to implement the training and equipping of your church for C A R E.

In Goal # 5 you will gain further understanding of the C A R E ministry and how to maintain and also hopefully some ideas on motivation.

Remember Goal # 7 will help you stay on top of things as you progress.

Also Remember your Associational missionary is available for assistance in any way he can help.



Maintaining The Motivation Of The C A R E Ministry!

In this goal you will learn how to...

- 1. Help Your Team Member be R E A L**
- 2. Create Opportunities to Celebrate**
- 3. Maintain the Big Mo [Motivation]**

TASK # 1: Motivation of Members

How do I Motivate My People To Minister?

Hopefully at least one half of the Sunday School Enrollment will enlist immediately. This can spark more excitement among the congregation. Throughout the course of enlistment and efforts to involve more people **FAN THAT SPARK**. Stay motivated yourself. Be excited.

Do not let any discouragement show. Stay positive.

TASK # 2: Helping Team members to be R E A L

The strength of C A R E is that its not done from necessity for survival but due to Desire! The goal is for Team Members to "CATCH" the vision and develop a passion and motivation to do ministry. Team members need to be reminded "BE REAL" Don't try to be like some other church. Help your people to

1. Recognize God's Grace

To be truly real we must never forget that we are sinners, saved by grace. It is not just an obligation to serve God—It is our Opportunity to serve Him.

Now this is our opportunity to C A R E.

2. Encounter God's Grace

Discovering the value of spending time with God is a great privilege. A personal experience with God is of great value in ministry.

3. Apply God's Grace

We all make mistakes along the way. People will Make some mistakes in trying to express C A R E And they will need to apply God's grace.

4. Live God's Grace

To be real we must live out God's grace in our Ever-day life style.

TASK # 3: Creating Opportunities to Celebrate

To fan the flame of motivation—one must stay excited about the C A R E ministry.

Celebration is one way to maintain motivation.

Look for things to celebrate—such as salvations—Commitments—New church families etc.

**** CARE NIGHTS**

Testimonies of experiences during visits and also Of phone conversations etc. Give people the chance to share what God is doing through CARE

**** CHURCH SERVICES**

Another opportunity to 'fan the flame' is during Church services—especially Sunday Mornings.

Sharing what God is doing through C A R E

Enlist someone to share each Sunday.

Keep the sharing time brief but allow people to be RE-AL and express themselves in a joyful experience that they have had due to being involved with C A R E

TASK # 4: Maintaining the Big Mo.. Motivation!

Keeping the momentum going is vital. The CARE Ministry will provide a fresh new way to do Ministry—and once this momentum begins—it must be kept going if at all possible.

There are three means that will help in this area:...

1. Monthly Enrollment

Enlist new church members to be a part of CARE

2. Monthly Vision Casting

Keep "casting" the vision constantly and Continuously

3. Monthly Special Emphasis

This could include specific sermons relating to

C A R E—Drama skits—Special Promotions

Be creative in your own way to help with the

Constant emphasis on C A R E

At this point be prepared for questions—In Goal 6 you will gain further insights concerning questions about CARE and its ministry—Remember Goal # 7 helps!



Answering Frequently Asked Questions

**In this goal you will gain knowledge to
Some common questions that could be asked**

- 1. Why do you keep referring to C A R E as a ministry and not a program?**

*C A R E is not a program because programs die.
C A R E is an on going ministry and will last.
People always have needs and this ministry is
Designed to meet people's needs*

- 2. Why don't you call C A R E outreach or visitation?**

*C A R E is much more than both of these. C A R E
Is about caring not just visiting. It covers many
Areas of ministry other than outreach.*

- 3. We have a healthy outreach program in place—
Why do we need another one?**

*Upon Careful observation you will discover that
We need a C A R E ministry. We need to care. This
Will benefit our present church membership as
Well as reach others.*

- 4. When should we kick off the C A R E ministry?**

You as the pastor will be best to determine this

- 5. What do you do with children and youth?**

*C A R E has a place for everyone. Teens can be a
Part of C A R E—Even Children can write notes etc*

- 6. How do people discover their spiritual gifts?**

*Contact your Associational Missionary about a
"Discover Your Spiritual Gifts" Workshop.*

- 7. Will my pastoral workload increase?**

*Initially it will probably increase considerably.
But as you progress—your workload will decrease
Due to the fact that church members are being
Involved in Caring for others. This ministry is
Designed to allow everyone to become involved
In actual ministry.*

8. As pastor, What is my primary job in C A R E



*To equip and encourage the people.
Equipping people for ministry is one of the
Primary purposes of a pastor anyway. Eph 4:12
Continually casting the vision before them.*

9. Should staff and present leaders fill key leadership
Positions in the C A R E ministry?

*Ideally it is better for others—However you are
Best qualified for selecting CARE leadership*

10. Do the people lock in on one avenue of CARE or can
they sort of experiment?

*C A R E allows for people to locate the avenue
That suits them best. Encourage them to find
Their 'spot' in the C A R E ministry.*

11. How adaptable is C A R E?

*It is highly adaptable. C A R E is not a 'boxed in'
Ministry. Adjust it to fit your church.*

12. Can we adapt leadership?

*You may find that you do not have enough
Leaders to fill all positions. Adapt the C A R E
Ministry to fit what you have to work with.
Remember anything is better than nothing!*

13. Will this help our church grow?

*Hopefully—BUT Remember growth is God's work
Our responsibility is sowing seeds and caring!
Jesus said the two greatest commands are....
LOVE THE LORD THY GOD and LOVE OTHERS!
This is our job...*

14. Will we need more staff?

*Possibly—if the Lord allows your church to GROW
You should make big plans for growth any way.
Someone has said that "Once in the life of every
person and in every church—a feat should be tried—
that if it was reached—everyone would know that God
did it because it would be impossible for man to have
accomplished it"*



**15. How does C A R E relate to Sunday School
Or small group ministry?**

***C A R E will revolutionize most small
Groups for several reasons.***

***One— most S S classes don't need work in the area of
Teaching—they need work in application***

Two—It allows class leaders an outlet to meet needs

Three—It promotes unity and team work

Four—It opens lines of communication

***Classes are encouraged to stay focused on the
Needs of their class members as they also begin
Reaching outward into the community***

16. How do you balance the avenues of C A R E?

***One major concern is that all members will want
To work in the same area—Trust God to work out
This balance with the gifts He gives to members***

17. What about our deacon's ministry?

***This does not infringe on deacon ministry—it
does add to it and provides deacons the chance
To work along side members in doing ministry.
Deacons should actually be thrilled to have help.***

**List any other questions that may arise and prayerfully
Search for answers. Again your associational Missionary can
be of assistance with any further questions as they arise.**

**You and your church should be about ready to DO the
C A R E ministry. Hopefully you as pastor—church staff and
other church leadership are all on board by now..**

**It is Imperative that The Pastor be Out Front running with
the ball and encouraging others to follow.**

**Goal 7 is next and there you will find help in maintaining and
progressing through the C A R E ministry.**

Implementing The C A R E Ministry

**In This Goal You Will Learn How to Set
A 10 Week plan to implement the C A R E
Ministry in Your Church.**



How Do I Implement C A R E?

You will find a step by step 10 week plan to help you implement the C A R E ministry. This plan will help you stay on schedule and see the sequence of actions that need to be taken. This is just a guideline and it might need to be adjusted according to your church time schedules. Stay on target as much as possible BUT do not neglect any step. It is essential that you follow the steps. Leaving out one step will have a devastating effect on the overall success of the ministry.

**** WEEK # 1**

- * Read through the C A R E manual carefully**
- * Explore all C A R E resources**
- * Pray and diligently seek God's will**
- * Seek Godly counsel—D O M etc may be helpful**
- * Check budget procedures**
- * Count the cost, Evaluate all areas**

Read the manual through again possibly twice

You might want to discuss the entire C A R E ministry with your associational missionary and determine how much assistance you would like to have from him.

You might also want to go through this ministry with your staff and or deacons. Enlisting their support now could be very beneficial down the road.

One of the greatest needs right now is for you to pray and seek God's will for you and your church concerning the C A R E ministry....

The Associational Missionary should be of enormous benefit throughout the process. He would be a good choice to lead the sessions etc.....

**** WEEK # 2**

- * Schedule time for you and other key Leadership to a sit down discussion
- * Study spiritual gifts and the N T church
- * Know the benefits of implementing the C A R E Ministry in your church.
- * Make a list of key leadership—
- * Schedule face to face meetings with leadership To communicate your vision
- * Make initial decisions on who and how
- * Work out an approximate budget
- * Have C A R E banners made
- * Have publicity posters made

**** WEEK # 3**

- * Schedule your first night of C A R E
- * Schedule mock training night
- * Schedule enlistment period of time
- * Produce leadership job descriptions
- * Start recruiting C A R E team leaders
- * Begin promoting C A R E in bulletins etc
- * Begin making announcements leading to CARE
- * Complete the budget to request funding
- * Hang publicity posters

**** WEEK # 4**

- * Finish face to face meetings with key leaders
- * Anchor four nights for C A R E
- * Schedule church-wide Sunday School training
- * Schedule alternate Sunday School training
- * Produce personalized C A R E cards
- * Hang the C A R E banners
- * Schedule a spiritual gifts workshop
- * Schedule a second—make up spiritual gifts Workshop
- * Schedule an evangelism training workshop Such as `share Jesus without fear`
- * Schedule at least two or three evangelism training workshops

C. A. R. E.

GOAL # 7



**** WEEK # 5**

- * Lay out arena for C A R E on paper
- * Make inventory list for C A R E arena
- * Finish recruiting C A R E team leaders
- * Have C A R E cards printed

You may have a means of printing these
{ Check with Association—They may have the means to print your materials }

**** WEEK # 6**

- * Help C A R E captains recruit co-captains and Other team leadership as available
- * Have two team captains share in weekly Services
- * Prepare leadership to train through S S
- * Produce training materials
Associational Missionary can assist
- * Schedule yearly calendar for C A R E
- * Give testimony sheets to C A R E Captains

**** WEEK # 7**

- * Purchase materials for C A R E arena
- * Start training Sunday School [small groups]
- * Have other two captains share in services
- * Start preparing enrollment message
- * Produce enlistment & enrollment cards

**** WEEK # 8**

- * Finish S S [small group] training
- * Anchor C A R E nights with classes
- * Have co-captains share in weekly services
- * Finish recruitment of team leadership
- * Encourage attendance for enrollment day
- * Produce and purchase any remaining materials
Needed for C A R E arena
- * Finish preparing enrollment message
- * Communicate and confirm date and time for
Mock training night with leaders

**** WEEK # 9**

- * Enrollment Sunday
- * Process enrollment cards
- * Send confirmation card to members as
To their night of C A R E
- * Set up C A R E arena for mock night of CARE
- * Conduct mock CARE night for leaders

Make sure that all C A R E leaders understand the key elements of C A R E and answer any questions they have. Make sure that the staff and other church leadership are aware of all schedules—plans etc.

**** WEEK # 10**

- * Pass out C A R E Cards
- * Process C A R E Needs
- * Produce C A R E assignment sheets
- * Launch C A R E night
- * Celebrate the beginning of this new -
Exciting ministry

Invite Your Associational Missionary to the next Sunday Morning Service—Invite him well in advance—and Plan a celebration service for the new ministry of your church. Have a special service that day—Ask worship leader to develop a theme song for C A R E. Use it from time to time and plan special testimonies for this first celebration service.

Make sure to constantly conduct Celebration Services. This will encourage new CARE members and help keep present CARE members motivated and excited. NEVER BE NEGATIVE ALWAYS STAY POSITIVE—Search for something positive to express and announce in every church service.

C. A. R. E.



ENLISTMENT AND ENROLLMENT

First—Do personal enlistment—

Especially of all CARE leadership

Second—Use the enrollment card in church

Services to enroll additional members

You might need to ask some people to switch their

Week in order to keep balance on the teams

Be sure that everyone understands the basics of CARE

When they are enlisted and or enrolled

Make sure that they know about KIDS CARE during each C A R E night.

You can make copies of the enrollment card and also

You can change the card to fit your request for their information.

You will need to write in the night for C A R E

C A R E ENROLLMENT CARD

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

FAMILY MEMBERS	RELATION	IF CHILD AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

I will commit to serve once each month on the.....

C TEAM _____ This Team meets 1st _____

A TEAM _____ This Team meets 2nd _____

R TEAM _____ This Team meets 3rd _____

E TEAM _____ This Team meets 4th _____

C. A. R. E.



C A R E NEEDS CARD

Be sure and explain the C A R E needs card
Make sure everyone understands the purpose
Of the card is simply to gain information that will allow
The C A R E teams an opportunity to C A R E for people in the
church and in the community.

C A R E needs are basically two categories

One is Spiritual—This could be Salvation or it could be
Commitment—re-commitment or someone who is
Searching for a church etc....

Two is Physical—This could be financial—Physical -
Sickness—grief—several other areas

You will need to know the person who submits the
C A R E need in order to contact them if needed for
Additional information concerning the need.

C A R E NEEDS INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

NEED IS Spiritual _____ Physical _____ Other _____

Give a Brief description of the need:

Requested By: _____

Address: _____

Phone: _____ E-MAIL: _____

C. A. R. E.



ESCORT C A R E CARDS:

**Ask all escorts to develop conversations
With those whom they escort to classes
And or into worship services. Explain that any
Information they can get will be helpful to the CARE
Teams in their ministry.**

**You may want to consider using different colors for
the information cards.**

**For example: Yellow for Escort Cards
 Blue for Sunday School
 Green for Worship Services**

**This will allow easy recognition of the source of infor-
mation that you hold.**

**Also you will quickly know if the guests were in Sun-
day School or only in Worship Service etc**

ESCORT CARE CARD

NAME: _____

ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

Place of employment: _____

Of Children _____ **# Of Youth** _____

Other helpful Information:

Escorts Name _____

Phone: _____ **E-Mail:** _____

C. A. R. E.

SUNDAY SCHOOL C A R E CARDS

Be sure that you have plenty of cards in each Sunday School Class.



Ask each class to make sure and get a card on every guest and all the information possible from each one.

Explain that this information will be very helpful with the C A R E ministry follow through and will allow the church to C A R E for these guests.

Different color cards will allow you to immediately know where the information came from

You will need a central place of collection for all CARDS Escort Cards—Sunday School—and Worship Services These CARDS will then be processed by Leaders or workers of the C A R E Ministry and assignments made for C A R E Nights

SUNDAY SCHOOL CARE CARD

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

Family Members	Relation	If Child Age
_____	_____	_____
_____	_____	_____

Class Attended: _____

Teacher: _____

Comments: _____

C. A. R. E.

C A R E Prayer Card

Explain that Prayer Cards may be used for
Personal prayer needs.

Needs of a Friend or Family Member.

Needs of a neighbor.

Any other known needs.



Ask that as much information as possible be given.

This will allow the C A R E ministry to pray more
Specifically for those needs.

Be sure that all information possible is shared on the
assignment cards concerning prayer needs

Explain Confidentially that needs to be kept in certain
situations.

Always send a card to those added to prayer list...

This lets them know that you are praying for them
And that you CARE about their needs.....

<u>C A R E PRAYER CARD</u>	
NAME:	_____
ADDRESS:	_____
PHONE _____	E-MAIL: _____
PRAYER NEED: Spiritual: _____	Explain _____
_____	_____
Physical: _____	Explain _____
_____	_____
Other _____	Explain _____
_____	_____
Submitted By _____	_____
Phone _____	E-Mail _____
Comments _____	_____
Use back of card if needed	



C A R E ASSIGNMENT CARD

**Make sure that all information possible is
Given on the back of the card.**

**You may want to simply print lines on the back of
Assignment cards for information**

**Be sure that everyone understands the importance
Of filling out this card**

**Ask the C A R E member to be sure and indicate any
Follow up determined to be needed or helpful**

**Also they may need to recommend that another type
Of C A R E be conducted—For instance The Calling
Group may sense the need for a personal visit etc**

You may adjust this to fit your own designs

**THIS IS ONLY A SAMPLE / You will need to develop
Cards for each category in the C A R E ministry**

<u>C A R E ASSIGNMENT CARD</u>	
NAME:	_____
ADDRESS:	_____ _____
PHONE:	_____
E-MAIL:	_____
This assignment is	_____
Additional Information is given on the back of Card:	
Date assigned	_____
Date completed	_____
Completed By	_____
Phone	_____
E-Mail	_____
Comments	_____ _____ _____



STUDENT C A R E Ministry

**There are several areas in which Students
May be assets through the C A R E ministry
ENLIST YOUR YOUTH MINISTER OR LEADERS**

DAY TEAM

**Students Writing Birthday Cards to
Their friends and peers**

HEY TEAM

**Students involved in follow up with
First time visitors / writing & visiting**

PRAY TEAM

**An Excellent opportunity to teach the
Youth the value of prayer as they pray
For their friends and peers**

SAY TEAM

**Students sharing Jesus with friends
And peers.**

SWAY TEAM

**Students swaying their friends and
Peers toward God's directions
Concerning problems and issues
Relative to their lives.**

**This will involve training in evangelism and
Etc for the church youth.**

**This could develop a great ministry through
The church youth program**

YOUTH C A R E



KID CARE

PROVIDING CHILD CARE IS VERY IMPORTANT

This will allow younger families to participate

Older Children can also be involved in writing—especially

To the Elderly and Shut-Ins. Seniors love Children!

Older Ladies are excellent leaders for Child Care.

You might consider the church providing a movie or etc

Snacks will be helpful—Allow the leaders to be creative.

You may choose to use a separate section for Child Care.

One of the larger children’s class rooms or etc.

YOUTH CARE

Youth can be involved in several categories

Youth can be involved in Calling—Especially other youth

Youth can be involved in Writing—To other youth

They can also be involved in visiting—

Prospects with other youth

Nursing home visits can be children and or youth

Of course along with adults

Youth can assist adults with Child Care provided this fits

Your church policies—BUT never allow youth to

Care for children alone.

The youth can assist with the hospitality group etc