



WELCOME TO C. A. R. E.

GENERAL DIRECTOR AND TEAM CAPTAINS

The following outlined structure is the ideal structure for CARE
However not every church will have enough people to follow this
Your church will need to develop its structure according to its size

GENERAL DIRECTOR

The General Director should be someone other than the Pastor or anyone presently in a leadership position.

The General Director, along with the pastor and staff will then enlist four Team Captains
The Four Team Captains will then enlist the four Teams

Once they are enlisted the training would begin

Refer to the Training Manual

TEAM CAPTAINS

The Team Captains should; if at all possible be someone who is not involved in a leadership position

This will allow them to devote adequate time to leading their Team in CARE for the church and entire Community.

They will need to be cautious in enlisting the four Teams.

Enlist people that will be most likely to stick with it!!!

Once the four Teams are enlisted; Training will be next on the agenda.
Guidelines are found in the Training Manual.

The Associational Missionary is available to assist in this Training.
And can provide additional ideas, suggestions and etc.

The Team Captains should determine the complete Team Structure and have it in place prior to the Team Training events.

Teams may break down into different categories as people are available
HOWEVER your church can begin THE CARE MINISTRY with only eight
[8] people serving as a CARE TEAM.

The eight positions break down as follows: {1} Food Preparation
{2} Child Care {3} Phone Calls {4} Writer of Cards & Letters
{5} Two people for Visiting {7} Prayer Partner {8} Director



ADVANCE PREPARATION FOR C. A. R. E.

THE C A R E ARENA.....

- {1} Food Preparation—Equipment—Supplies—and etc..
Financial arrangements for purchase of food etc....**
- {2} Area for making phone calls—space for supplies etc
Need pads and pens to write notes and discovered needs etc
Two “boxes” One for cards and letters that are to be mailed
One for forms that give details and results of calls such as
Follow ups on discovered needs and etc**
- {3} Area for writing cards and letters— along with supplies such as
Several different types of cards—samples of letters and notes
Pads and pens—church stationary and etc
Two “boxes” One to place cards and letters that need to be
mailed One to place unfinished work in—this will be
Helpful to Team Captains and etc**
- {4} Area for Prayer Partner {s} This should be a quiet place for
The person {s} to be able to focus on the prayer needs etc
Also pads and pens for making notes etc**
- {5} An area or areas for Child Care. Hopefully a separate room
Such as a Sunday School children’s room. Supplies need to
Be available for children’s activities etc
Two “boxes” One for notes for Team Captains and one for
Mail outs to the children... Child Care leader should send
Cards to the children– expressions of appreciation for them
Being there and “we missed you” if absent etc.**
- {6} An area for assignments—for visitation teams etc along with
Supplies they would need such as maps—information on the
Person assigned to visit etc**
- {7} An area for compiling information—filling out assignments—
Doing evaluations—determining follow up—keeping records—
And etc...**

Each church will need to determine the amount of space needed in each and decide what information to gather and keep etc...



WELCOME TO C.A.R.E.

Our Desire

The question comes to mind— “ Do we as Christians truly C A R E about people in the church and community?

The CARE ministry is designed to promote that type of C A R E !

It is our Desire that all of us understand THE GREAT COMMISSION and that we use our God given gifts to C A R E.

May we be able to see

Christians

Always

Reaching

Everyone

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 We are to always be 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 disciple.

E—Everyone: We believe the “all nations” of the Great Commission means we must find a way to CARE For everyone.

4 Steps To Successfully C.A.R.E.

- ① Take a sticky note and write your name on it. Choose one of the 5 avenues and the appropriate way you are going to affirm C.A.R.E. Place your sticky note in front of one of the assignment boxes or areas.
- ② Pick up assignment sheets or comprehend verbal instructions and go to the appropriate area.
- ③ Gather and arrange materials to help you appropriately affirm your C.A.R.E. assignments.
- ④ Allow God to work through your gifts to C.A.R.E. for the church and the community.

The pages that follow are tools and tips that will help you reference how to effectively C.A.R.E.

C.A.R.E. INREACH



The first avenue of C.A.R.E. is ministering and meeting needs within the church. We must not reach out at the expense of our own people. People need to know that a giant push is taking place to impact the community but their needs will not be sacrificed. This avenue of C.A.R.E. will increase our church's health. In history every great nation has fallen from within. We cannot allow this to happen to our church. The following nine assignments will be given in this avenue and answer the question, What do I do to C.A.R.E.?

Absentee Assignments (*Call, Visit, Write*)

These assignments are given to C.A.R.E. for people that have missed Sunday School or small group. The purpose is to find out if there is any problem that has kept them away from the intimacy and accountability of a small group.

Birthday Assignments (*Write*)

A birthday assignment is given to C.A.R.E. for the people that have a birthday the following week. The purpose is to let them know that you thank God for them on their special day.

Call Church Assignments (*Call*)

This assignment allows you to personally contact church members in a shorter period of time. The goal is to obtain any prayer request and discern needs. These objects are then immediately followed up. Goal is to call everyone on the church roll every week.

Elderly Assignments (*Call, Visit, Write*)

These assignments are given to C.A.R.E. for the backbone of our church. Our church is standing on the shoulders of the shut-ins. It is essential that they are made to feel included and important.



C.A.R.E. INREACH

Encouragement Assignments (*Call, Visit, Write*)

These assignments are given to uplift people in our church. They make people aware that what they are doing is important and impacting lives.

Hospital Assignments (*Call, Visit*)

The next assignment is a hospital assignment. There are constantly people that have physical problems within our church. These people and their families need to have contact from C.A.R.E.

Recommitment Assignments (*Call, Visit, Write*)

These assignments are given to C.A.R.E. for the members that have rededicated their lives to Christ. God is a God of second chances and when someone comes back to God, that decision needs to be affirmed and followed up.

Touch Assignments (*Call, Visit, Write*)

Touch is a miscellaneous category that specialized and specific needs fall into. From someone losing their job to taking a family a meal after the death of a loved one. People need to have their lives touched by C.A.R.E.

Affirming In-reach Assignments

The following pages contain tips and samples that will help you effectively affirm C.A.R.E. Remember these are just samples. God wants to work through your unique gifts to affirm C.A.R.E. Use the following pages as “A” guide not “THE” Guide. God working through your gifts is the ultimate guide.

Affirming Absentee Assignments



⇒ **Call**

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Call people in your own class or as assigned
- Be tactful and not pushy
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend Christianity, church or class

Responding to negative calls: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

The Absentee Phone Call

- ❶ “Hi! This is _____ from _____ church. The reason I am calling is our records show you have missed Sunday School. I want you to know that we care and want to offer assistance if there is a need.”
- ❷ “Is there anything we can pray with you about?”
- ❸ “If you ever need anything do not hesitate to call your Sunday School teacher _____.”
- ❹ “Thank you so much for your time.”
- ❺ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.

Make sure you record their response to your call. This will be valuable information for follow up and etc.



Affirming Absentee Assignments

⇒ **Write**

Writing Do's

- Go to the writing area
- Gather appropriate stationary
- Hand write all letters
- Affirm care from the church
- Personally sign your full name
- Write people in your own class or as assigned

Writing Don'ts

- Write personal affirmations on postcards

The Absentee Sample Letter

(date)

Dear _____,

I just wanted you to know your are missed in Sunday School at _____. If there are situations that have hampered your attendance, I want you to know that we care and want to offer assistance if there is a need. I want you to be encouraged to contact your Sunday School teacher if there is a problem. Your needs are important and we care.

Sincerely,

(sign your name here)

Make appropriate detailed notations on assignment sheet and place in "Sow Box" with letter.

Affirming Absentee Assignments



⇒ **Visiting**

Visiting Do's

- Go to the visit area
- Gather appropriate tracts and materials
- Get directions from map
- Go two by two
- Be gender conscience
- Visit people in your own class or as assigned

Visiting Don'ts

- Debate or defend church or class

Responding to negative visits: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

The Absentee Visit

If Home:

- ❶ State your names and name of church and reason for the visit.
- ❷ Verbally affirm care and discern needs.

Upon returning to church make appropriate detailed notations on assignment sheet and place in results box.

If Not Home:

If the person was not home leave information and write a postcard. Upon returning to church make appropriate detailed notations on assignment sheet and place in results box.



Affirming Birthday Assignments

⇒ **Write**

Writing Do's

- Go to the writing area
- Gather appropriate stationary and materials
- Neatly hand write all letters
- Affirm care from the church
- Personally sign your full name

Writing Don'ts

- Write personal affirmations on postcards

Make appropriate detailed notations on assignment sheet and place in "Sow Box" with letter or birthday card.

Always remember every contact is an important one. Never under estimate the impact your call, card, or letter may have upon someone. Carefully consider what you say or write. Do your best to make sure you don't offend anyone. Leave the "door" open for another contact from yourself or from someone else involved in CARE.

Affirming Call Church Assignments



⇒ **Call**

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Get acquainted with the ministries of the church
- Be tactful and not pushy
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend

Responding to negative calls: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

The Call Church Phone Call

- ❶ “Hi! This is _____ from _____ church.
I just wanted to let you know we care.
- ❷ “Is there anything we can pray with you about?”
- ❸ “If you ever need anything do not hesitate to call your deacon or a staff member.” Give deacon’s phone # and church # if needed.
- ❹ “Thank you so much for your time.”
- ❺ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.



Affirming Elderly Assignments

⇒ **Call**

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Be tactful and not pushy
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend church

Responding to negative calls: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

The Elderly Phone Call

- ❶ “Hi! This is _____ from _____ church.
The reason I am calling is to let you know we care.”
- ❷ “Is there anything we can pray with you about or anything you need?”
- ❸ “If you ever need anything do not hesitate to call your deacon or a staff member.”
- ❹ “Thank you so much for your time.”
- ❺ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.

Affirming Elderly Assignments



⇒ Write

Writing Do's

- Go to the writing area
- Gather appropriate stationary and materials
- Neatly hand write all letters
- Affirm care from the church
- Personally sign your full name

Writing Don'ts

- Write personal affirmations on postcards

Elderly Sample Letter

Dear _____,

I just wanted to write to you to let you know how much you are missed here at _____ Baptist Church. You are very important to us and we value the heritage and traditions that you share with us. I pray that God will bless you as you go through your day. Please be in prayer for us as we pray for you.

Sincerely,

(sign your name here)

Special Note: Letters can be sent monthly to the elderly. Use the above as just a sample. Feel free to add your own personal touches. We do not want them to receive the same letter every month.

Make appropriate detailed notations on assignment sheet and place in "Sow Box" with letter.



Affirming Elderly Assignments

⇒ **Visiting**

Visiting Do's

- Go to the visit area
- Gather appropriate materials and gifts
- Get directions from map
- Go two by two
- Be gender conscience

The Elderly Visit

If Home:

- ❶ State your names and name of church and reason for the visit.
- ❷ Verbally affirm care and discern needs.

Upon returning to church make appropriate detailed notations on assignment sheet and place in "Sow Box."

If Not Home:

If assignment was not home leave information and write postcard. Upon returning to the church make appropriate detailed notations on assignment sheet and place in "Sow Box."

Affirming Encouragement Assignments



⇒ **Call**

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend Christianity, church or class

Responding to negative calls: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

The Encouragement Phone Call

- ② “Hi! This is _____ from _____ church.
Communicate encouragement.
- ② “Is there anything we can pray with you about?”
- ③ “Thank you so much for your time.”
- ④ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.



Affirming Encouragement Assignments

⇒ **Write**

Writing Do's

- Go to the writing area
- Gather appropriate stationary and materials
- Neatly hand write all letters
- Affirm care from the church
- Personally sign your full name

Writing Don'ts

- Write personal affirmations on postcards

The Encouragement Sample Letter

Each encouragement letter is unique and personal. You may wish to look through a book. For an appropriate scripture verse etc. One good book is "God's Promises"

You may also like to relate a brief testimony of how God helped you through a similar situation or how the person has ministered to you.

Keep in mind that you are sending a letter to encourage this person in their situation. Keep it as brief as possible and always use a card or letter in a sealed envelope for privacy. No post cards please.

Make appropriate detailed notations on assignment sheet and place in "Sow Box" with letter.



⇒ **Visiting**

Visiting Do's

- Go to the visit area
- Gather appropriate materials
- Get directions from map
- Go two by two
- Be gender conscience

The Encouragement Visit

If Home:

- ❶ State your names and name of church and reason for the visit.
- ❷ Verbally affirm care and discern needs.

Upon returning to church make appropriate detailed notations on assignment sheet and place in "Sow Box."

If Not Home:

If assignment was not home leave information and write postcard. Upon returning to church make appropriate detailed notations on assignment sheet and place in "Sow Box."



Affirming Hospital Assignments

⇒ **Call**

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Have an agenda

Calling Don'ts

- Debate or defend church

Responding to negative calls: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

The Hospital Phone Call

- ❶ “Hi! This is _____ from _____ church. I want you to know that we care and want to offer assistance if there is a need.”
- ❷ “Is there anything we can pray with you about?”
- ❸ “If you ever need anything do not hesitate to call your deacon or a staff member.”
- ❹ “Thank you so much for your time.”
- ❺ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.

Affirming Hospital Assignments



⇒ **Visiting**

Visiting Do's

- Go to the visit area
- Gather appropriate materials
- Get directions from map
- Go two by two
- Be gender conscience

The Hospital Visit

At Hospital:

❶ State your names and name of church and reason for the visit.

❷ Verbally affirm care and discern needs.

Normally you will need to keep hospital visits very brief. You may also want to have some card or pamphlet to leave with the patient. Leaving a card with the church name and phone number is a good way to say “we are available”

Upon return to the church make appropriate detailed notations on assignment sheet and place in “Sow Box.”



Affirming Recommitment Assignments

⇒ **Call**

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Get acquainted with the ministries of the church
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend church or class

Responding to negative calls: It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?

The Recommitment Phone Call

- ❶ “Hi! This is _____ from _____ church. The reason I am calling is our records show you made a decision to recommitment your life. I want you to know that we care and want to encourage you in this commitment.”
- ❷ “Are you currently enrolled in a Sunday School class? If no, explain the importance and send information.”
- ❸ “If you ever need anything do not hesitate to call your deacon or a staff member.”
- ❹ “Thank you so much for your time.”
- ❺ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.

Affirming Recommitment Assignments



⇒ Write

Writing Do's

- Go to the writing area
- Gather appropriate stationary and materials
- Neatly hand write all letters
- Affirm care from the church
- Personally sign your full name

Writing Don'ts

- Write personal affirmations on postcards

The Recommitment Sample Letter

(date)

Dear _____,

I just wanted to write and encourage you in the decision you made to recommit your life to Christ. This is one of the most important decisions you will ever make. Our faith never stops growing and it is important to get back on track with God's plan and will for our lives.

Your commitment does not mean that life will become easier; if anything living a Christian life can be incredibly hard. As you go through tough times in your faith, you can be sure that others will be struggling along with you, offering you their prayer and relying on your prayers as well. As a Christian you will never be alone even during the darkest of times, God will be with you.

Again, I'm proud of your decision.

Sincerely,

(sign your name here)

Include Personal Commitment Guide
Make appropriate detailed notations on assignment sheet
and place in "Sow Box" with letter.



Affirming Recommitment Assignments

⇒ Visit

Visiting Do's

- Go to the visit area
- Gather appropriate materials
- Get directions from map
- Go two by two
- Be gender conscience

The Recommitment Visit

If Home:

- ❶ State your names and name of church and reason for the visit.
- ❷ Give Personal Commitment Guide
- ❸ Verbally affirm care and discern needs.

Make appropriate detailed notations on assignment sheet and place in "Sow Box."

If Not Home:

If assignment was not home leave information and write postcard. Make appropriate detailed notations on assignment sheet and place in "Sow Box."

Affirming Touch Assignments



⇒ Call

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Get acquainted with the ministries of the church
- Consult a minister
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend Christianity, church or class

Responding to negative calls: It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?

The Touch Phone Call

- ① “Hi! This is _____ from _____ church. The reason I am calling is to let you know we care.”
- ② Deal with need in the appropriate way.
- ③ “If you ever need anything do not hesitate to call your deacon or a staff member.”
- ④ “Thank you so much for your time.”
- ⑤ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.



Affirming Touch Assignments

⇒ **Write**

Writing Do's

- Go to the writing area
- Gather appropriate stationary and materials
- Neatly hand write all letters
- Affirm care from the church
- Personally sign your full name

Writing Don'ts

- Write personal affirmations on postcards

A Touch Sample Letter

(date)

Dear _____,

We at _____ Baptist Church express to you our deepest sympathy upon the recent loss of your loved one. We are praying for you and your family. If we can help you in any way, please feel free to call our church at _____.

May God bless you, and may the Holy Spirit comfort you at this time.

In Christ's love,

(sign your name here)

Make appropriate detailed notations on assignment sheet and place in "Sow Box" with letter.

Affirming Touch Assignments



⇒ **Visit**

Visiting Do's

- Go to the visit area
- Gather appropriate tracts and materials
- Get directions from map
- Go two by two
- Be gender conscience

The Touch Visit

If Home:

- ❶ State your names and name of church and reason for the visit.
- ❷ Verbally affirm care and discern needs.

Upon return to church make appropriate detailed notations on assignment sheet and place in results box.

If Not Home:

If assignment was not home leave information and write postcard. Upon return to church make appropriate detailed notations on assignment sheet and place in results box.



C.A.R.E. OUTREACH

One of our most important functions as a church body is to transport our C.A.R.E. outside the four walls of the sanctuary. Refer once again to the Great Commission found in Matthew 28:19.

This avenue effectively covers a wide span of outreach needs.

The following four assignments will be given in this avenue and answer the question, What can I do to C.A.R.E.?

⇒ **Call Community Assignments** (*Call*)

These assignments are given to C.A.R.E. for a larger scope of the community in a shorter period of time. In addition, these assignments open the door for the providential hand of God to work as needs and prayer request surface.

⇒ **Community Encouragement** (*Visit, Write*)

These assignments are given to help affirm C.A.R.E. by encouraging community leaders, school teachers, officers and policemen, etc... though writing and the occasional visit.

⇒ **Evangelistic Assignments** (*Call, Visit, Write*)

The next assignment falls into the area of evangelism. These are people who we know for certain are in need of the Gospel. Whether they themselves have expressed the need or someone else has, these assignments are of top priority.

⇒ **Prospect Assignments** (*Call, Visit, Write*)

These assignments are the first time visitors to our church or could be those people who may be un-churched in the community. Their salvation is not known for certain and their need for C.A.R.E. could cover a wide scope.



Affirming Outreach Assignments

The following pages contain tips and samples that will help you effectively affirm C.A.R.E. Remember these are just samples. God wants to work through your unique gifts to affirm C.A.R.E. Use the following pages as a guide not the Guide. God working through your gifts is the ultimate guide.



Affirming Call Community Assignments

Call

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Be tactful and not pushy
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend Christianity, church or ministries

Responding to negative calls: "It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?"

The Community Phone Call

- ❶ "Hi! This is _____ from _____ church. We just wanted to call and let you know we care. Do you have a prayer request that we can help you pray about?" If yes, go to step 2.
If no, go to step 3.
- ❷ Write prayer request on C.A.R.E. request slip. Go to step 3.
- ❸ "We're mailing some information to the people in our community to tell them about some of the programs we have for all age groups. Could we send it to you?" If yes, go to step 4. If no, go to step 5.
- ❹ "How would you like for us to address the information?"
Fill out appropriate information on C.A.R.E. request slip.
- ❺ "Thanks so much for your time and remember we care."
- ❻ Place C.A.R.E. request slip into "Sow Box" to be processed.

Affirming Community Encouragement Assignments



⇒ **Write**

Writing Do's

- Go to the writing area
- Gather appropriate stationary
- Hand write all letters
- Affirm care from the church
- Personally sign your full name

These are specialized assignments that will have
Specialized instructions.

Make appropriate detailed notations on assignment sheet
and place in “Sow Box” with letter.



Affirming Community Encouragement Assignments

⇒ **Visit**

Visiting Do's

- Go to the visit area
- Gather appropriate materials
- Get directions from map
- Go two by two
- Be gender conscience

The Visit

If Contact Is Made:

- ❶ State your names and name of church and reason for the visit.
- ❷ Verbally affirm care and discern needs.

Upon return to church make appropriate detailed notations on assignment sheet and place in results box.

If Contact Is Not Made:

If assignment was not home leave information and write postcard. Upon return to church make appropriate detailed notations on assignment sheet and place in results box.

Affirming Evangelistic Assignments



⇒ **Call**

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Be tactful and not pushy
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend Christianity, church or class

Responding to negative calls: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

The Evangelistic Phone Call

Only as a last resort should this call be made
Personal contact is by far the best

- ❶ “Hi! This is _____ from _____ church. The reason I am calling is our records show you have indicated an interest in Jesus Christ. I want you to know that we care and try to answer any questions you may have.”
- ❷ Lead the person in the appropriate decision.
- ❸ Encourage person to follow up on their decision.
- ❹ Mail appropriate information.
- ❺ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.



Affirming Evangelistic Assignments

⇒ **Write**

Writing Do's

- Go to the writing area
- Gather appropriate stationary and materials
- Hand write all letters
- Affirm care from the church
- Personally sign your full name

Writing Don'ts

- Write personal affirmations on postcards

Evangelistic Sample Letter

(date) Use as last resort only

Dear _____,

I'm excited about what God is doing in your life.
Sorry we did not get to contact you personally.
Enclosed is some information that will help you
better understand what it means to be a Christian.
We want to share in what God is doing in your life.
Feel free to contact the church at your convenience.

Sincerely,

(sign your name here)

Make appropriate detailed notations on assignment sheet
and place in "Sow Box" with letter.

Affirming Evangelistic Assignments



⇒ Visit

Visiting Do's

- Go to the visit area
- Gather appropriate materials
- Get directions from map
- Go two by two
- Be gender conscience

The Visit

If Home:

- ❶ State your names and name of church and reason for the visit.
- ❷ Verbally affirm care and discern needs.

Upon return to church make appropriate detailed notations on assignment sheet and place in results box.

If Not Home:

If assignment was not home leave information and write postcard. Upon return to church make appropriate detailed notations on assignment sheet and place in results box.



Affirming Prospect Assignments

⇒ Call

Calling Do's

- Go to the calling area
- Know the name of the person you are calling
- Be tactful and not pushy
- Have an agenda
- Talk to answering machines

Calling Don'ts

- Debate or defend Christianity, church or class

Responding to negative calls: “It sounds like you have a legitimate concern. Can I set up an appointment with a staff member so we can talk about it together?”

Prospect Phone Call

- ❶ “Hi! This is _____ from _____ church. The reason I am calling is our records show you have indicated an interest in our church. I want you to know that we care and I want to try to answer any questions you may have.”
- ❷ Discern what the prospects priority needs are.
- ❸ Try to meet those needs.
- ❹ Place C.A.R.E. request slip into “Reap Box” to be processed and make appropriate detailed notations on assignment sheet.

Affirming Prospect Assignments



⇒ Write

Writing Do's

- Go to the writing area
- Gather appropriate stationary and materials
- Hand write all letters
- Affirm care from the church
- Personally sign your full name

Writing Don'ts

- Write personal affirmations on postcards

Prospects 1st Time Visitor Sample Letter

(date)

Dear _____,

Thank you for visiting with us at _____ Baptist Church. We hope you felt “at home” and that you experienced the presence of the Lord. We believe God has commissioned our fellowship to care for the people he sends our way.

We want to invite you to visit one of our Bible study classes on Sunday morning. We have classes for everyone, and each class is led by a teacher who loves and cares for each member.

If we can help you in any way, please let us know. We hope to see you again soon.

Sincerely,

(sign your name here)

SPECIAL INSTRUCTIONS:

Include church information brochure.

Make appropriate detailed notations on assignment sheet and place in “Sow Box” with letter.



Affirming Prospect Assignments

Prospects 2nd & 3rd Time Visitor Sample Letters

(date)

Dear _____,

Thank you so much for visiting us again at _____ Baptist Church. We just want you to know that we will continue to pray with you as you seek the Lord's will concerning a church home.

If we can help you in any way, please let us know. The church office number is _____.

Again, thank you for your continued interest in our fellowship.

Sincerely,
(sign your name here)

SPECIAL INSTRUCTIONS:

Include church information brochure.

Make appropriate detailed notations on assignment sheet and place in "Sow Box" with letter.

Affirming Prospect Assignments



New Mover Sample Letter

(date)

Dear _____,

We know you are probably still very busy getting settled in your new residence. Since you have either just moved to the area or made a move within the region, we would consider it an honor if you would visit _____

Baptist Church and worship with us. We are located at _____

_____ is a place where people feel at home immediately. It would be a wonderful place for you to meet new friends and strengthen your relationship with God.

We hope to see you soon.

Sincerely,

(sign your name here)

SPECIAL INSTRUCTIONS:

Include church information brochure.



Affirming Prospect Assignments

⇒ Visit

Visiting Do's

- Go to the visit area
- Gather appropriate materials
- Get directions from map
- Go two by two
- Be gender conscience

The Visit

If Home:

- ❶ State your names and name of church and reason for the visit.
- ❷ Verbally affirm care and discern needs.

Upon return to church make appropriate detailed notations on assignment sheet and place in results box.

If Not Home:

If assignment was not home leave information and write postcard. Upon return to church make appropriate detailed notations on assignment sheet and place in results box.

C.A.R.E. PRAY



The next, and most vital avenue of the C.A.R.E. ministry is prayer. Prayer is the grease that keeps the C.A.R.E. ministry on the move. Prayer is our power source. A light cannot shine unless it is plugged into an outlet of power. Without its source of power it is little more than a stumbling block in a dark room. In the same sense, our C.A.R.E. ministry is utterly dependant upon prayer. It is the difference between being a good ministry and a caring ministry.

Church Prayer Assignments (*Pray*)

This avenue deals with those needs within your church family. These needs are communicated mainly through the C.A.R.E. cards that we receive from the church each week. As we pray for each other, the care and concern for one another will promote unity and fellowship.

Community Prayer Assignments (*Pray*)

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 our community begins with praying for our community. The greatest thing you can do for your community is stand in the gap on their behalf in prayer.

Prospects Being Visited {*Pray*}

This avenue deals with the names of evangelistic prospects that are being visited.

Affirming Prayer Assignments

The following pages contain tips and samples that will help you effectively affirm C.A.R.E. Remember these are just samples. God wants to work through your unique gifts to affirm C.A.R.E. Use the following pages as “A” guide not “THE” Guide. God working through your gifts is the ultimate guide.



C.A.R.E. CHURCH & COMMUNITY PRAYER

⇒ Praying Do's

⇒

- ⇒ Prepare your heart
- ⇒ Gather appropriate stationary and materials
- ⇒ Hand write all affirmation
- ⇒ Affirm care from the church
- ⇒ Personally sign your name

Writing Don't's

Have the wrong perspective
Send personal information

Sample Prayer Affirmation

Dear _____:

I prayed for your request tonight. I pray that God will grant it in His own time. Just keep looking up.

Sincerely,

{sign your name here}

Dear _____:

I prayed for your request tonight. May God's love be with you, and the request be answered according to His Will.

In Christian Love,

{ Sign your name here }

Dear _____:

It was my privilege to pray for your request tonight. May it be accomplished according to His will.

In Christian Love,

{ Sign your name here }

C.A.R.E. HOSPITALITY



Hospitality is an exciting, necessary avenue of the C.A.R.E. ministry. This ministry eliminates some of the more common objections people have for not participating in C.A.R.E. Hospitality is the springboard which frees other team members to exercise their gifts. Each and every facet of the C.A.R.E. ministry is important. There are no unneeded jobs and unnecessary people. The person who participates in the avenue of hospitality has just as much a part in the salvation of an evangelistic prospect as the person who actually led them to Christ. In fact, not having hospitality in our C.A.R.E. ministry will keep many people from having the opportunity to C.A.R.E.. The following assignments answer the question,
What do I do to C.A.R.E.?

⇒ **Meal Assignments**

This assignment provides for the physical needs of our C.A.R.E. teams. It eliminates their need to prepare for dinner and allows them to focus on C.A.R.E.

⇒ **Childcare Assignments**

This assignment creates freedom for our C.A.R.E. teams. As your hospitality provides child C.A.R.E. for people, they, in turn, will be able to concentrate on their C.A.R.E. assignments.

Affirming Hospitality Assignments

The following pages contain tips and samples that will help you effectively affirm C.A.R.E. Remember these are just samples. God wants to work through your unique gifts to affirm C.A.R.E. Use the following pages as a guide not the Guide. God working through your gifts is the ultimate guide.



C.A.R.E. HOSPITALITY

Hosting Do's

- Prepare your heart to serve
- Be an encourager
- Leave area clean and neat
- Ask members if they need anything

Hosting Don'ts

- Leave area unattended
- Keep needs and problems to yourself

Always remember to be consistent, courteous and content in your area of CARE ministry.

Don't forget that this is just as important an area of CARE as any other.

Suggestions for Food Preparation.

Consider making simple meals; such as hot dogs, fries with a dessert, drink, etc

Simple meals will avoid extended clean up time etc

Possibly put together 3 to 4 different menus and rotate them

Suggestions for Child Care.

A retired School Teacher is an ideal Child Care leader

Providing assistance with home work etc allows

Parents to feel more available for CARE

Refreshments are probably not needed due to a meal having been served at 6:30.

Possibly if there are a large number of children...

Age graded care may be helpful.

C.A.R.E. HANDS-ON



This avenue of C.A.R.E. is important and essential. It applies to you if you have the gift of administration, craftsmanship and creativity. The tasks that seem tedious to most are tremendous opportunities for you to truly C.A.R.E. for the church and community. The following assignments answer the question, What do I do to C.A.R.E.?

⇒ **Project & Service Assignments**

This assignment allows you to use your hands to C.A.R.E. Many different and diverse projects and opportunities for service will be given for you to care for the church and community. C.A.R.E. is accomplished through your craftsmanship and by your special touch.

⇒ **Administrative Assignments**

The final assignment in the hands-on avenue is administration. The C.A.R.E. ministry will constantly spur interest in our church and people will request information. Part of the administrative assignment will be getting this information in the hands of those interested in different aspects of how our church functions, as well as help the ministries of our church with administrative task.

Affirming Hands-On Assignments

The following pages contain tips and samples that will help you effectively affirm C.A.R.E. Remember these are just samples. God wants to work through your unique gifts to affirm C.A.R.E. Use the following pages as a guide not the Guide. God working through your gifts is the ultimate guide.



C.A.R.E. HANDS-ON

Hands-On Do's

- Prepare your heart to serve
- Be an encourager
- Leave area clean and neat
- Ask for help if needed
- Work as a team

Hands-On Don'ts

- Leave area unattended
- Create an unsafe environment