

Introduction

Harvest North America is an evangelistic ministry serving Southern Baptist churches as a consultant and facilitator for church-to-church evangelism projects. The mission of the organization is to communicate the Gospel of Jesus Christ to the people of the United States of America. Although all directors are Southern Baptists, the ministry is not a part of any agency of the Southern Baptist Convention and receives no Cooperative Program funds. Harvest North America serves to prepare and facilitate Southern Baptist churches across the USA as they partner together in evangelistic projects.

Each Harvest project will require the personal involvement of the Pastor. The Pastor will need to be committed to the Harvest project as the “coach” leading out in prayer, planning and coordination. We are going to ask our Pastors to build two teams inside his church for the project. The first team is called the Church Team and the second team is called the Harvest Team.

*The **Church Team**, is a team of 3 people from your church, who will serve on their church field to mobilize their church in preparation and implementation of the Harvest Project. To have a successful Harvest Project, the Church Team must lead the church to “Prepare the Home Field” through prayer for the unbelievers and the scheduling of appointments with those they are praying for.*

*The **Harvest Team** consists of 3 or more people (according to the needs of the church field). The Harvest Team will be in place at a designated time to work the Harvest.*

*In the Church Team Guide we will present some suggestions for the selection, structure, and responsibilities of each one of the members who will form the **Church Team** and the **Harvest Team**.*

The Church Team Guide has been designed with specific responsibilities for each team member, although we know each church is unique, we want to ask you as a Church to follow the process of the Guide. We want to encourage you to evaluate carefully the following suggestions, and together Harvest North America and your Church Team will discuss any changes we feel that are necessary to make this project successful.

*The **Church Team** members consist of the;*

- *Team Leader*
- *Enlistment/Prayer Coordinator*
- *Events/Publicity Coordinator*
- *Follow-up Coordinator*

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Pastor



The Pastor's Responsibilities:

Pastor,

Your endorsement and embracing of this project is absolutely vital to the success of the harvest project. Thank you for your vision and for the opportunity for Harvest North America to work with you and your church. Your Church Team will be the vehicle that will mobilize the church for the harvest. Be sure to read General Principles of Church Team selection (*See Task 3*)

1. Prayerfully select a Team Leader (*See Task 1, 2 & 3*)
 - Selecting the Church Team according to timeline (*See Timeline under Tab 2*)
2. As the Pastor you may select the remaining church team members or you may choose to work with your Team Leader and together select the remaining Church Team members that will do the work of mobilizing your Church for evangelism.
3. Establish accountability with your Church Team, have each one fill out a Harvest Prayer Card, commit to follow the process from the beginning and be accountable to each other. Remember this is the key to a successful Harvest Project in your Church.
4. Along with the entire Church Team, set goals for Harvest visits (visits to be made during the Harvest) and establish the number of Harvest Team Members that your church will need. (*See Tasks 6*)
5. Have your entire Church Team present for the Harvest North America Training. Each Team Member **must be present** for this training.
6. After the Team is in place and they have attended the Church Team training, take time to first introduce the Project to your Church and then introduce your Church Team. We suggest asking them to come up front and introducing them with a snapshot of what they will be doing over the next months. Let the church know that these Team Members will be calling on many of them in order to prepare the field for the harvest.
7. Pastor, you have put your Church Team together and have established the first level of the Harvest Project accountability. The next level of Harvest Project accountability will involve your leadership; Deacons, Sunday School Teachers, etc. Enlist them to fill out a Harvest Prayer Card and follow the process of commitment to prayer and scheduling appointments. You as Pastor hold them accountable.
8. Pastor you will coordinate with Team Leader in assigning Harvest Team members to scheduled appointments.

John 4:35 “.... Behold, I say to you, lift up your eyes and look at the fields, for they are already white for harvest!”

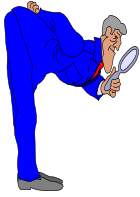
Church Team Leader

The Church Team Leader's Responsibilities:

1. The Pastor may choose to select the remaining Church Team members or he may involve you in the selection. After all the team is in place, have an initial meeting with your Team and develop a strategy to launch the Harvest project. *(See Task 3)*
2. You will be the liaison between your Church Team, your Pastor and HNA. Communicate regularly with your Pastor about the work and progress of the Harvest project.
3. Harvest North America will equip the Church Team to mobilize your Church for the process of the Harvest. You will have the responsibility to coordinate the establishment and equipping of the Sub-Teams and to participate in the preparation meeting for the Harvest Team. *(See Task 4, 5, 10, 14 & 15)*
4. **Along with the Pastor and entire Church Team, set goals for Harvest visits (the number of visits to be made during the Harvest)** and the number of Harvest Team Members that your church will need inside your church. At the proper time, according to the Time Line, the Enlistment Coordinator will confirm the number of expected visits and this will establish the number of visiting Harvest Team members needed for the Harvest Project at your home church. *(See Tasks 6)*
5. Set meetings (we suggest twice a month) with your Church Team for progress evaluations. Submit an evaluation to Harvest North America via email or mail, *(Evaluation forms, provided in Resource Section)* about where you are according to your timeline and any area where you may need help.
6. Collect reports of the results of the visits from the Events/Publicity Coordinator and send the information to Harvest North America. *(See Resource Section for Forms) (See Task 19)*
7. At the end of the Harvest Project, one of your final responsibilities is a very important one, it has to do with financially supporting the on going work of Harvest North America. At the conclusion of the Harvest Project, on the Sunday morning service, and in agreement with your Pastor, your responsibility is to coordinate the receiving of a special offering for Harvest North America. *(Harvest Involvement Envelopes will be provided by Harvest North America). (See Task 21)*
8. One week after the Harvest *(see Timeline)* collect evaluation sheets from your Team members outlining what they felt was right and what was wrong *(Final Evaluation Form Resource Section) (See Task 22)*
9. Six weeks after the Harvest *(see Timeline)* please submit a status report of New Believers to Harvest North America. *(via email or mail). (Status Report of New Believers provided in Resource Section) (See Task 23)*



The Team Leader of this Church Team should be someone with dedication, vision, and enthusiasm.



Enlistment/Prayer Coordinator

The Church Enlistment/Prayer Coordinator's Responsibilities:

1. Build a sub-team, inside your church, (*See Task 5*) that will help you challenge and encourage your Church to be involved in the Harvest project. You may want to ask your Pastor to let Bible study groups and/or cell groups know that your team will be coming to their classes to share the Harvest project opportunity (*See Task 7*). Challenge your church with the Harvest Prayer Cards and ask them to begin praying for those they've listed. Use your sub-team in each small group to assume the responsibility of keeping prayer alive for those listed and ask them to be accountable to you and keep you posted. (*See Class Contact Form in Resource Section*)
2. **Along with the Pastor and entire Church Team, set goals for Harvest visits** (the number of visits to be made during the Harvest) and the number of Harvest Team Members that your church will need inside your church. (*See Tasks 6 & 12*)
3. You, along with other Church Team members, will have the responsibility to do the Harvest Team preparation and Sub Team training. The training for the Sub Team will include scheduling appointments, making visits and follow-up. The preparation time for the Harvest Team will include writing your story and making visits. The scheduling for these preparation and training times are in your timeline. (*See Task 4, 5, 10, 14 & 15*)
4. Recruit an administrative person in your church who will assist you in getting personal testimonies on the *Testimony Brochure* (*Supplied by Harvest North America*) (*See Task 9*). This brochure will be a personal witnessing tool for those who will commit to writing their story and going to share their faith.
5. Attend Team meetings scheduled by your Team Leader for the purpose of progress evaluation.
6. One week after the Harvest (*see Timeline*), please submit an evaluation to the Team Leader as to what you felt was right and what was wrong. (*Final Evaluation Form in Resource Section*) (*See Task 22*)
7. Six weeks after the Harvest we are asking for a report on follow-up results. Please submit this to your Team Leader. (*Status Report of New Believers in Resource Section*) (*See Task 23*)

*"The effectual fervent prayer of a righteous man avails much."
James 5:17*





Events/Publicity Coordinator

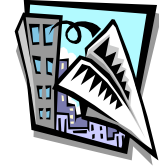
The Church Events/Publicity Coordinator's Responsibilities:

1. Begin by establishing a sub-team (*See Task 5*) inside your church that will help you look for innovative ways to set themes and create an atmosphere that will focus on the Harvest and keep the Harvest and upcoming events alive and updated. (*Plan events according to the timeline*)
2. **Along with the Pastor and entire Church Team, set goals for Harvest visits** (visits to be made during the Harvest). (*See Task 6*)
3. Work in cooperation with your Pastor to schedule the beginning of weekly prayer services "The Service of the Ten" (*See Task 8*).
4. You, along with other Church Team members, will have the responsibility to do the Sub Team training. The training for the Sub Team will include scheduling appointments, making visits and follow-up. The scheduling for these preparation and training times are in your timeline. (*See Task 4, 5, 10, 14 & 15*)
5. *Scheduling Visits (See Task 17)* is where "the water hits the wheel"! We will need much energy and much prayer here. Beginning two weeks before the Harvest, we suggest you begin being creative in ways to schedule appointments. Maybe by asking folks to drop by and ask for appointments face to face or to schedule "Corporate Calling Times" so that people who are praying might call for appointments in order to keep the Scheduling of Appointments on track.
6. Another way to involve your Church is through *Calling Teams*. You may ask a small group to become a calling team whose function would be to call those participating in the Harvest project to let them know about the time and place for:
 - The Harvest Training Time in their small group
 - Corporate Calling Time
 - Events to organize
 - "The Harvest" video (*See Task 11*)
 - Victory Celebration on the last day of the Harvest (*See Task 20*)
 - *Optional Events to schedule*
 - Men's breakfast before the Harvest to schedule visits or during the Harvest to share the Gospel (*See Task 16*)
 - Ladies luncheon or tea before the Harvest to schedule visits or during the Harvest to share the Gospel (*See Task 16*)
7. Recruit an administrative person in your church who will assist you in keeping records of the daily visits during the Harvest and decisions that were made for the purpose of follow-up. (*See Follow-up in Task 4*) If applicable, you will also receive a children's report from the Children's Coordinator, please submit all recorded results to the Church Team Leader at the end of the Harvest. (*See Task 19 (Appointment Calendar forms in Resource Section)*)
8. Attend Church Team meetings scheduled by your Team Leader for the purpose of progress evaluation.
9. One week after the Harvest (*see Timeline*), please submit an evaluation to the Team Leader as to what you felt was right and what was wrong. (*Final Evaluation Form in Resource Section*) (*See Task 22*)





Keep In Touch



Church Team Leader

Name _____

Address _____

City, St, Zip _____

Phone _____

email _____

Enlistment/Prayer Coordinator

Name _____

Address _____

City, St, Zip _____

Phone _____

email _____

Events/Publicity Coordinator

Name _____

Address _____

City, St, Zip _____

Phone _____

email _____

Make copies of me!

