

Session Syllabus

**Welcome To
The International
Soul Winning
Directors Institute!**

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(NOTE: Much of this material has been taken from the *Operation Go* International Soul Winning Director's Guide.)

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Keys to Success in Building a Soul-Winning Club

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The Soul Winning Director – A SOUL WINNER

Although this should go without saying, the leader and motivator of this club must be an active, successful _____. A director who feels inferior in this area should go through the _____ individually, and put all areas into practice until he is _____ as a soul winner. He should practice _____ as part of his preparation in building a great soul-winning club.

The Trainer/Trainee Concept

The potential of this soul-winning club is exciting, and many _____ would like to immediately have 30, 40, 50, even 100 _____ right away.

Churches that start clubs with larger _____ usually experience initial success but then have _____ as members drop out and the program begins to falter. Why? A building must be built upon a strong _____! The members involved had not gone through the _____ in order to be _____. Many times they were just assigned the position. These dedicated Christians may have had all of the _____ necessary, but were not trained properly and never felt grounded and _____. Remember, **INSPIRATION WITHOUT _____ ALWAYS LEADS TO FRUSTRATION.**

You must understand that although you can affect the soul winning fervor of the church within six to nine months, it will take up to _____ to build the kind of foundation for this club that will continue to _____. You must have _____ as each session allows for more members, until your goal numbers are be-

coming a _____. This program is based upon the New Testament concept of _____: It is ideal to begin with four people, two trainers (preferably you and your wife) and two others. Make a big deal of it at church during the services – don't be afraid to have a _____ there in the foyer; it will keep the _____ high as the next people wait for their sessions to start.

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The Pastor's Role

If the pastor elects to choose someone to be the church _____ (which is usually the case), it is very important that he still be very _____ in the club. The best foundation the club could possibly have is for the Soul Winning Director, his wife, and the pastor and his wife go through the first 13 weeks _____. Then two more ladies and two more men can join for the second _____, each assigned as a trainee to one of the four members who have _____.

Even after the first few _____, the pastor should continue to _____ the training sessions and show his _____ for the club. He should announce _____ from the meetings in church, as well as _____ from visitation and soul winning. It is also very effective to have a _____ soul winner stand up in front of the congregation and give a _____ about his/her experience.

Building Leaders

The soul-winning club offers one of the greatest opportunities possible for building _____ out of the church family. Imagine what would happen if every Sunday School teacher, deacon, usher, bus minister, and choir member went through an intensive _____ course like this! Not only would they understand the _____ of the soul winning church—the heart of the pastor—they would have received _____ in all areas of the church and how they work together to fill them. Everything increases, from _____ to the pastor, to dedication and production in their areas!

Effective Communication

The Soul Winning Director must _____ the soul-winning plan so _____, that he can _____ all of its importance and procedures to the _____ in a simplistic manner.

He should approach the starting of this club much like _____ did when He called His original twelve _____. He must _____ the heart of the club!

When teaching, he should use _____ during the sessions and should stress over and over the 13-point plan, completion of _____, role of the trainer and trainee, and the entire importance of _____ in general.

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Weekly Soul-Winning in the Field

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The following contains practical thoughts on the required soul winning hours. Sometimes we have trouble knowing when, where, and how to visit. Other questions also come to mind, such as where to get prospects. Each Director should develop his own ideas in these areas, but these paragraphs should help him start thinking in the right direction:

- When to Visit?
 - The trainee is required to visit at least _____ hours per week. This time is to be spent with the _____ in “on the job” training. Some clubs have their members meet on regular church night visitation time, while others find it very effective to have the teams go out right after the Saturday morning training session.
 - We have found, however, that it is wise for the _____ for the visitation. This allows for different schedules, visiting when you know your prospects are home, etc.

- Where to Visit?
 - The visitation will be done from _____ and/or door-to-door visitation. Stress during the meetings that the prepared soul winner will also keep _____ with him. Everyone he meets—friends of those he wins, family members of new converts, etc.—are to be _____ to his cards and will form a soul winning _____ he prays over every day.
 - The soul winner who is _____ and

doing the job will find that there are many more _____ to be visited than he can possibly find the time to see. Prospects are gained from those who _____ the church, those who share the spiritual needs of their friends and loved ones, a church-wide _____ of the area, etc.

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- Who Does the Talking?
 - It is the job of the _____ to _____ the trainee. Therefore, the trainee will _____ to the trainer make all Gospel presentations in the home for the first few weeks. After this time, the trainee should make a _____ once in a while (if he feels comfortable), with the _____ making observations and giving _____ after they leave the home.
 - Sometimes you will have a trainee who feels he has had a lot of visitation _____. He may think he should jump right in and take the reins while _____ in a home. Not so! He must understand that he is to follow the 13-point _____ exactly as it is given and taught in the training sessions. He must _____ his trainer for a certain amount of _____ and watch soul winning that wins people to Christ and gets them into the church for _____.
- What Materials Are Needed?
 - The church should provide a good Gospel _____ for soul winners. In addition, it is effective to supply baptism tracts, brochures, church information, any special flyers for special Sundays, etc.
 - It is also vital that the soul winner carry a good

soul-winning _____. If at all possible, he should carry a slim-lined, soul-winning New Testament that fits easily in the inside _____ of a suit jacket, purse, or sports coat.

- Visitation or Soul Winning?
 - It is easy, and very possible, for churches to get into a regular _____ program without any _____. This happens because the church members _____ absentees, people in the hospital, and those who visited the church, and the visits usually _____ in the prospect being asked to _____ the church again. Most of the time, this happens because those visiting have not been trained to present a clear _____ for salvation and would feel very uncomfortable bringing up the subject.
 - The Soul Winning Director, during the meetings, needs to _____ the difference between visitation and personal soul winning. Visitation is very _____, but if personal soul winning is _____, the soul-winning fervor and _____ of the club will be greatly diminished.

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Starting the Soul-Winning Club

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Learning the Soul-Winning Plan

Before launching the first soul winning club session, the director should _____ to all four of the soul-winning _____ (included in the *Operation Go* program) and should _____ the 13-point _____. If there is time, it would be a great help to read Dr. Wood's book, The Jerusalem Factor, the program curriculum book. It covers completely the _____ of New Testament soul winning.

Selecting Trainees

As formation of this club is announced, there will be many who express an _____. As was stated earlier in this manual, the club should be started with _____ than 2-4 people going through the first session. If the pastor is the Soul Winning Director, he should choose one man in the church to _____. If his wife is a capable soul winner, or if she has been through the training at a *Soul Winning Directors Institute*, she may also _____ the trainee's wife at the same time. If the Soul Winning Director is chosen by the pastor, he should take the _____ through the first session to keep the lines of _____ wide open.

If it is absolutely _____ that the director train more than one person in the first _____, remember that he must make the further _____ of visiting the three hours per week with each _____.

IMPORTANT NOTE: After the 13-week session has started, do not take any more _____ into the session! They should be added to the _____ list and can be taken in under a _____ the next session. Whatever you do, as the wait-

ing list grows, be sure to _____ those you know are serious and will make a dedicated commitment to winning souls to Christ.

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Ordering Materials

You should have enough _____ after you have completed this Institute to conduct your _____ thirteen-week session. When planning for the next session, you'll find a Material Order Form at the end of your *Operation Go Soul Winning Director's Guide*. Please make a copy (so that you'll have more for later sessions), fill it out with the _____ you need for that session, and fax, mail, or deliver it to your field representative at your field office. The items should be there on-site, and it should take you no longer than 2-3 weeks to receive them.

At this time, please enter all names and contact information for your field *Operation Go* supply office and representative(s) below:

With your acceptance of the Soul Winning Director's Guide, all rights are given to you to _____ all forms and any materials contained. If you are starting with a lot of people, the only _____ you should have to order are what you need for the extra trainees—a "Trainee's Guide" and one book for each. These are on the Material Order Form, as well as the _____ / _____ booklet, *Fruit that Remains*.

Now a note about cost: This program is being given to you at _____ cost. However, if you can afford to give a small _____ to your field office, it would help us to cover a small portion of this endeavor. We recommend that you have each trainee _____ at least a small amount for all of his materials before the beginning of the course. This is good _____ for two reasons: First, the church is reimbursed for any _____ and is building a solid soul-winning

program. Secondly, and probably more importantly, we all know that something _____ a lot more if we _____ for it; having them pay for their own _____ will give them more of a sense of _____ and will be much more effective.

Setting Up for Records

Before the first training session, _____ all record-keeping forms (located in your _____) on which you can log trainers' and trainees' names, _____ hours, numbers visited and _____ to, numbers won, numbers walking the _____, and even the numbers who _____ into the fellowship of your local _____. If you can enter the statistics each week into a software _____ on the church's computer system, you will be ahead of the game. Accurate _____ should be kept, even the copies of material order forms, incentive winners, graduates, etc. Remember, proper _____ helps to maintain _____ and ongoing growth.

The Place of Prayer

This soul-winning club must be born through, and bathed with, _____! Please note that a _____ part of the trainee's development and personal soul-winning _____ is directly related to prayer. The real _____ of this club is proportional to the time and _____ that is given and sought through the personal _____ of the pastor, director, and leaders.

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Recruiting for the Soul-Winning Club

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Use the Church Platform!!

This is where you will get just about everything done. Tell church members right away what is _____ in the church, and as the first session progresses, share all of the _____ and results with the congregation. As stated earlier, having a first-time soul winner share the _____ is very effective.

A couple of suggestions: When someone comes forward to make a salvation decision _____, have the soul winner who _____ him stand next to him at the front. Also, when you mention the club from the pulpit, _____ against making it sound like an elitist, private club. A snobbish air about the club will _____ others from getting involved and could make the members seem self-righteous. As you know, that is the last thing our churches need! The club's successes should be _____ over by the entire church family, so that all it does is make others long to be involved and learning to win others to Christ.

A workable plan for recruitment (once you get past your first one or two sessions) follows:

Sign-Up Sunday

When starting a soul-winning club or starting a new session of your existing club, insert an _____ (on page 16 of your Director's Guide) into the bulletin that gives the dates for the new _____ and allows the members to fill it out and place it in the offering plate. Announce the new start of a session, dates, etc., before the offering and direct them to fill these out if they are interested.

Commitment Sunday

The very next Sunday, all who put a slip into the offering plate are to be _____ to a meeting after the evening service. This is called the _____, and it is the time for you, as Soul Winning Director, to thoroughly explain the *Operation Go* soul-winning club. The responsibilities, _____, and any financial costs should be covered so that all will know what being a _____ involves.

At the end of a _____ / _____ period, those who are willing to make the 13-week commitment are asked to sign the Trainee's Personal Commitment Form (page 17 in the Director's Guide). The new trainee turns the form in before leaving so that a list of next session's _____ can be compiled. On the first day's meeting of the new _____, the form is given back to the trainees so they can be reminded again of their commitments.

Assigning Trainees to Trainers

This is one of the _____ aspects of recruitment, and the director should work with the _____ while prayerfully choosing trainees and assigning them to trainers. Many _____ must be considered, such as spirituality, social life and position, personality, church background, education, etc. Of course, there will be some who _____ their own trainers and indicate the trainer's name on the Trainee's Personal Commitment Form. This makes your job much easier. During this time, those who cannot be accepted into the club because of lack of enough _____ should be _____. Tell them they are on a waiting list and will be given first priority at the beginning of the next session.

Graduate as Recruiter

As the soul-winning club sessions progress, those who graduate and receive their certificates publicly will become your very best recruiters for the following sessions. They should be on the lookout for those in the church who express a desire to become good personal soul winners.

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The Weekly Training Session

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We've covered how to get you to this point—the forms, recruiting, choosing and setting up of meeting place should be set and ready. Now it's time to lead the first session!

The Format

The training session should last for approximately _____ each week and should follow the _____ given on page 18 of your Director's Guide. This format really _____ and will keep the level of _____ high for the new trainees, as well as those who have been in the club for a while.

The Time and On Time

Experience has taught that the absolute _____ time of the week to hold the training session is _____ morning from 8 to 10 a.m. You may, however, choose to hold a _____ session meeting at another time for _____ who do not work during the week, or something for _____ only who have to work second shift. There is absolutely nothing wrong with ultimately _____ three or four training sessions a week as the club grows larger and larger. Talk about church-wide _____!

You must stress from the beginning the _____ of being on time for these meetings. There is really nothing you can do (because of the environment of _____ and _____) to those who are habitually tardy, but be creative! Try to think of something that will fit your situation.

The fellowship and refreshment break that is given after the lesson is very _____. Try to always offer coffee, juice, and some sort of fresh muffins or doughnuts. You could take an _____ at the end of each meeting to cover the refreshment costs.

The trainer and trainee need to sit _____ during every session. This builds real _____ and loyalty to the program, as well as using mechanics that make it work.

It is vital that the meeting begin exactly _____ with an exciting _____ to start everyone off. Don't let the fast-paced _____ of excitement drop off!

The Trainer/Trainee Relationship

It is a good idea to have short _____ from time to time with only the club _____. Stress during the meeting how important it is for them to develop a real, mentoring _____ with their trainees, not only in soul winning but in other areas of _____ as well.

The trainer is to also keep up with how his trainee is doing on the _____ and should be a constant _____ so that all requirements of the club will be met.

Teaching the Lessons

You will notice when you review your Soul Winning Director's Guide, that you are not only given all of the lessons from the "Trainee's Guide," with answers, but also have two to three pages of _____ included with each week's lesson.

Simply study each lesson and insert your own teaching _____ (illustrations, etc.). You will probably want to use an overhead projector or _____ to write and teach the 13-point _____. The main secret to teaching the plan: review, _____, review! Have your trainees quote the verses, assignments, and all the steps of the plan over and over with you.

The Assignments

As you go through the first couple of sessions, the assignment procedures may be a little confusing, but you'll get it!

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On page 21 of your Director's Guide, you will find the *Operation Go* "Trainee's _____ Guide (All coursework at a Glance)," followed by a "Leader's Weekly Curriculum _____ Guide" (p. 22). All trainees will have these sheets in the "Trainee's Guides." They will also have the assignments, completely broken down, at the end of each lesson. Remember to go over the _____ for the next week at the close of each week's lesson.

During the trainer/trainee work _____ (number 10 on the format), the trainer is to check and _____ the section at the end of each lesson, AND the sections that are completed on the "Trainee's Assignment Guide," as they are read, recited, written, etc.

The memory verses will probably be the _____ area for the trainees. There are a lot to memorize. The verse cards are included in your Director's Guide for your own _____ (make copies and cut them out), as well as the Three-Page Soul Winning Plan to help you see the _____. Make sure that you _____ the verses from the preceding weeks, and go over the verse(s) assigned for the next week. Get your club members to quote these verses _____!

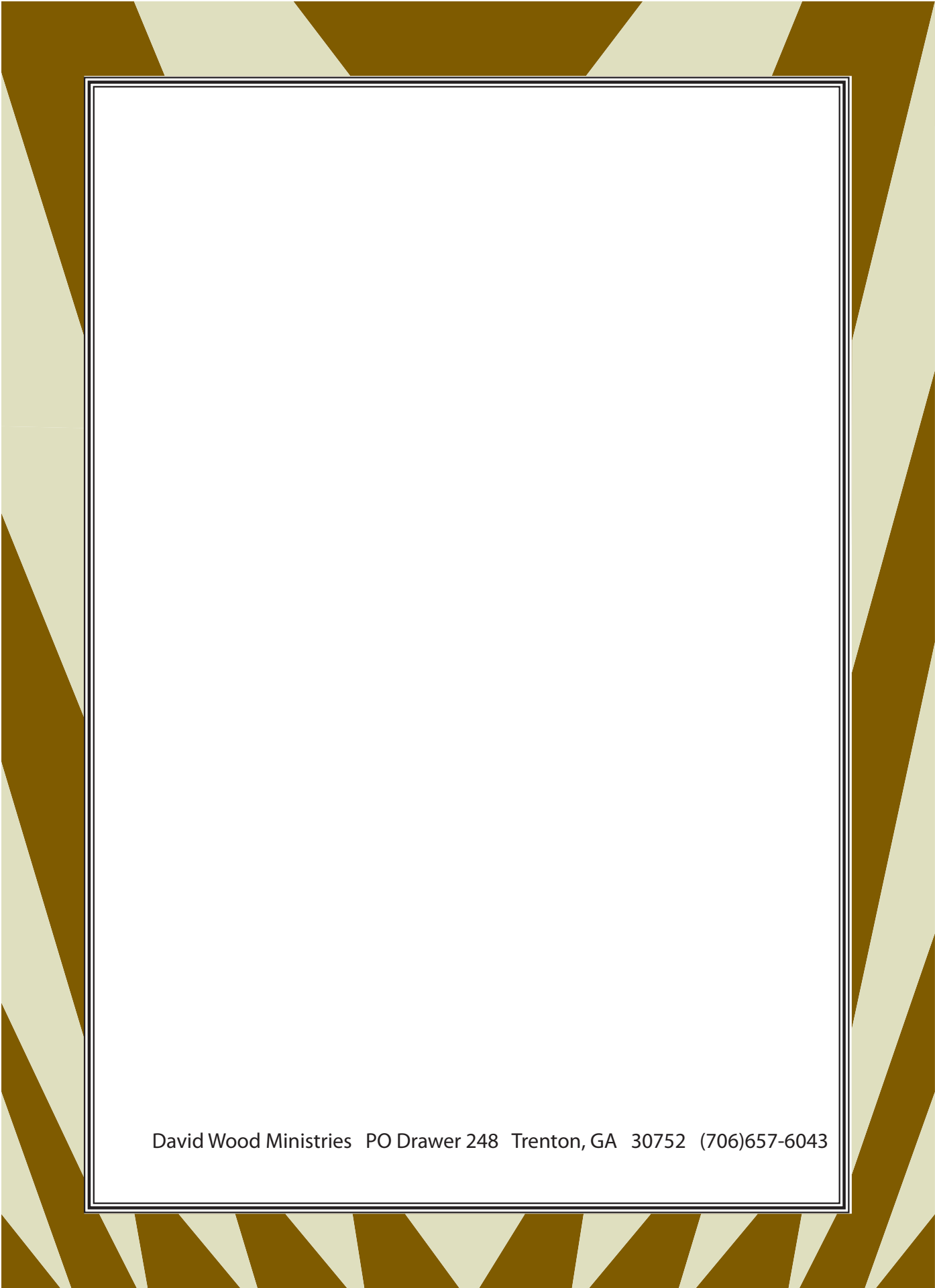
Club Statistics

During the statistics time of the training session, trainers and trainees are to turn in a report to the _____ that includes hours visited, names of those _____ and any salvation decisions. (The slip for this is in your Director's Guide on page 30.) In this way, the secretary has time to tally all totals before giving the _____ report for the week. The report may not seem impressive when the club is small, but wait until 15-50 teams are going out each week!

The totals sheet for the week should then be used by the club secretary to prepare follow-up _____ cards. It is also helpful to mail personally typed _____ on the church letterhead to everyone who has been visited. Tell them about the _____ and invite them to come!

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