



For the County or Regional Director:

How to Run An ISWDI Effectively!

The WITNESS Project, A Division of David Wood Ministries, www.dwministries.org,
office@dwministries.org (Subject: Attn: International Director)

Dear Director:

Greetings and welcome to a wonderful world of training that is going to reap village, city, and country-wide results!

Thank you for your partnership in the Witness Project. The Witness Project began in 2000 with a vision to train and equip national pastors and leaders worldwide. The first International Soul Winning Directors Institute was held in Metro Manila, Philippines. During the first ten years God's blessings have allowed expansion into more than 50 countries!

As a Country or Regional Director, you are responsible for scheduling the ISWDIs that are to be held in your area, as well as for training the person who may actually run the Institutes, under your leadership.

Please keep the following in mind:

1. The ISWDI s must be scheduled six months in advance.
2. All printing needs and costs for a scheduled ISWDI must be submitted to David Wood Ministries as soon as the institute is scheduled, so that these needs can be met in a timely manner.
 - You may email the ministry at office@dwministries.org (ATTN: International Director)
 - You may fax your information to the ministry at 706-657-6083.

Please note that we have included all of the information you will need as you sit down with those who will be directing the institutes and prepare them for this wonderful work!

May God bless you as we pray, plan, and work together to train national pastors and leaders who will return to their local church to train soul winners, plant churches, and win precious souls to the saving knowledge of Jesus Christ!

Yours for Souls,



David A. Wood

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***“But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth.”
- Acts 1:8***

INSTITUTE SCHEDULE

Day One: Evening Service (Welcome, Challenge, Goals)
Day Two: Registration (distribute syllabi)
Session One: Orientation (Watch DVD – take notes)
Session Two: Keys to Success (Leader Teaches)
Session Three: Weekly Soul Winning in the Field (Leader Teaches)
LUNCH
Session Four: The 13-Point Plan (Watch DVD – take notes)
AFTERNOON SOUL WINNING
Evening Crusade (if able)
Day Three:
Session Five: Starting the SW Club(Leader Teaches)
Session Six: Recruiting for the Club (Leader Teaches)
Session Seven: The Weekly Training Session (Leader Teaches)
LUNCH
Session Eight: Application & Commitment
Message on Commitment (collect commitment forms, distribute
Operation Go materials)

DEFINITION OF TERMS

International Director: This person organizes and oversees all soul winning training overseas.

Country Director: This person is over the soul winning training in one country (sometimes more than one in a certain region or area).

Regional Director: This person holds and schedules International Soul Winning Directors Institutes. He trains regionally and works under the Country Director. He is also usually the Field Representative who will take and supply orders for more soul winning materials. He is trained by the Country Director.

National Pastor/Leader: Trained to begin a soul winning club while attending an International Soul Winning Directors Institute. The following are results of the training sessions which begin at his church:

Local church soul winners trained!
Local churches planted!
Souls saved!

INSTITUTE ORIENTATION

- I. **Scheduling**
 - A. All Institutes in your area are to be scheduled only by the Country Director, even if the Regional Director actually runs the Institute.
 - B. Please let David Wood Ministries know, through email, telephone, or fax, every time you schedule a meeting. We need the dates, the costs, and all printing needs at least 6 months in advance.
- II. **At this point, please watch the “Orientation” DVD before continuing on in this manual (at www.dwministries.org/ISWDI).**
- III. **Translation Issues**
 - A. As you plan for an ISWDI, please remember to plan ahead for all captions, voice-overs, and written translations you will need when you or your Regional Director directs an Institute. This includes but is not limited to:
 - 1. Training DVDs
 - 2. Session Syllabus/commitment forms/certificates
 - 3. “Operation Go” Kits
 - B. There will be more information to follow in the “Equipping the Delegates” section.

RUNNING THE INSTITUTE SESSIONS

- I. Your goal is to register 100 or more National Pastors to be delegates in each of these Institute sessions. Please plan to have a well-lit, comfortable area for training, with enough room for the delegates to take notes and refer to Bible passages.
- II. You should plan to preach at least two or three messages on *soul winning* during the ISWDI. These should be geared to motivate these men to commit to train as many soul winners as possible. An area pastor may also bring one or more of these messages.
- III. Plan to have first-class music at the ISWDI – all special music and congregational singing should be focused on soul winning.
- IV. While scheduling an ISWDI, search for and secure two or three leaders to work in registration and record-keeping during the Institute session. You will find these leaders invaluable.

EQUIPPING THE DELEGATES

- I. All delegates who register for an ISWDI will receive the following:
 - A. A Session Syllabus at the very beginning of the Institute
 - B. A complete “Operation Go” Soul Winning Kit as soon they fill out the commitment forms and turn them in. Each kit contains:
 1. One Jerusalem Factor book
 2. Set of 4 CDs on soul winning
 3. A “Fruit that Remains” discipleship booklet
 4. One Director’s Manual
 5. Three Trainee’s Guides
 6. All contents will be bagged or shrink-wrapped

(Note: For translation issues or downloading of materials, please go to www.dwministries.org/ISWDI.)
- II. Remember to plan for any necessary translations well in advance of the actual ISWDI.
- III. If the National Pastor wants more Trainees’ Guides or other material, he gets this from his Country or Regional Director. In order to get more, he must submit a form showing how many soul winners have been trained, how many souls have been won, and how many churches have been planted.

THE 13-POINT SOUL WINNING PLAN

- I. This is the plan that is taught throughout the “Operation Go” program.
- II. Before continuing on in this manual, please watch the “13-Point Soul Winning Plan” that you will find online with the other materials. As you will be teaching the delegates how to instruct their people in the plan, it is important that you be very well grounded in it.
 - A. When you reach this session number in the syllabus, you should show this video to the National Pastors and have them take notes in their books. If you cannot project (technical reasons), please study it carefully.
 - B. Notice on the conference schedule that this teaching comes right before the afternoon soul winning.
- III. We have included the 13-point plan in its entirety, as well as the four golden keys to soul winning, on the back of this manual as an extra help.

RECORD-KEEPING

- I. As stressed before, please send all Institute session requests to David Wood Ministries as soon as you finalize plans for it. Include all materials you will need and any extra costs.
- II. When completed, it is important that you send us a list of the names, email, addresses, and any other info for all of the delegates who register for a certain ISWDI. In other words, if you schedule an ISWDI for June 2011 in so-and-so church, begin registering the delegates (national pastors/laymen) who will attend. As soon as you generate a list of these men, email it to David Wood Ministries so that we can update our records for each ISWDI that is conducted.
- III. It is also important that you email all commitment numbers to us at the end of the ISWDI.

HOW TO END IT RIGHT

- I. Wait until the last session, after conducting an evangelistic service, to review the training potential charts with the delegates (included next two pages), and explain the difference between starting with one trainee and starting out with two.
- II. They are to prayerfully decide whether they will begin with one or two trainees and then fill out their commitment forms (they will have them in their Session Syllabus) and turn them in.
- III. You should have the leaders who are responsible for registration/record keeping quickly compile the numbers/totals so that you can all rejoice together.
- IV. While doing this, distribute an *Operation Go* Soul Winning Kit to each of the delegates who have turned in a commitment form. Explain the following:
 - A. They are to use the kit they receive to completely train their first five trainees in their *Operation Go* program.
 - B. They are to order all other soul winning materials and any additional *Operation Go* Trainee Manuals (for additional sessions) from David Wood Ministries.

CONTACT INFORMATION

David Wood Ministries P.O. Box 248 Trenton, GA 30752 (706)657-6043
FAX: (706)657-6083 www.dwministries.org
office@dwministries.org (ATTN: International Director)

**PLEASE MAKE SURE EACH DELEGATE GETS COUNTRY
DIRECTOR CONTACT INFORMATION BEFORE HE LEAVES!**

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TRAINER POTENTIAL CHART & COMMITMENT FORM #1

** If 1 Trainer trains 1 Trainee at a time (1:1)....*

TRAINING SESSION NO.	WEEKS	START DATE	END DATE	TRAINERS (per 13 wks)	TRAINEES (per 13 wks)	GRADUATES (running total)
1	1-13			1	1	2
2	14-26			2	2	4
3	27-39			4	4	8
4	40-52			8	8	16
5	53-65			16	16	32
6	66-78			32	32	64
7	79-91			64	64	128
8	92-104			128	128	256

- Notes:**
1. Each Trainer will train 1 Trainee for 13 weeks.
 2. After 13 successful weeks, the Trainee becomes a Trainer.
 3. There will be 16 graduates at the end of 1 year.
 4. There will be 256 graduates at the end of 2 years.
 5. It is fine if you take a couple of weeks to "regroup" between sessions --Simply remember that this will slightly reduce the number of graduates. Three sessions a year gives you 13 weeks off - 2 to 3 between each session.

COMMITMENT:

I will train a total of _____ soul winners over the next two years.

I will work to plant _____ new churches over the next two years.

Print Full Name: _____

Address: _____

Email Address: _____

Signature: _____

TRAINER POTENTIAL CHART & COMMITMENT FORM #2

** If 2 Trainers train 2 Trainees at a time (1:2)....*

TRAINING SESSION NO.	WEEKS	START DATE	END DATE	TRAINERS (per 13 wks)	TRAINEES (per 13 wks)	GRADUATES (running total)
1	1-13			1	2	3
2	14-26			3	6	9
3	27-39			9	18	27
4	40-52			27	54	81
5	53-65			81	162	243
6	66-78			243	486	729
7	79-91			729	1,458	2,187
8	92-104			2,187	4,374	6,561

- Notes:**
1. Each Trainer will train 2 Trainees for 13 weeks.
 2. After 13 successful weeks, the Trainees become Trainers.
 3. There will be 81 graduates at the end of 1 year.
 4. There will be 6,561 graduates at the end of 2 years.
 5. It is fine if you take a couple of weeks to "regroup" between sessions --Simply remember that this will slightly reduce the number of graduates. Three sessions a year gives you 13 weeks off - 2 to 3 between each session.

COMMITMENT:

I will train a total of _____ soul winners over the next two years.

I will work to plant _____ new churches over the next two years.

Print Full Name: _____

Address: _____

Email Address: _____

Signature: _____

THE 13-POINT SOUL WINNING PLAN

I. CAST THE NET RIGHT

1. "What is your church background?" - Give your testimony.
2. "If you should die right now, do you know for sure that you would go to Heaven?"
3. "May I take just a moment to show you how you can know for sure?"

II. USE THE RIGHT BAIT (The Romans Road)

4. Teach him that he's a sinner. - Romans 3:23
5. Teach him that the penalty for his sin is death in hell. - Romans 6:23
6. Teach him that Christ paid the penalty for his sin on the cross. - Romans 5:8
7. Teach him that if he will believe and receive, God will save him. - Romans 10:13

III. DRAW THE NET RIGHT

8. Ask him to bow his head in prayer - you pray.
9. Ask him to pray - he repeats a phrase-by-phrase prayer after you.
10. Ask him to take your hand if he meant business.
11. You pray- with assurance, rejoicing, and thanksgiving.

IV. HOW TO KEEP WHAT YOU CATCH

12. Give him assurance of salvation. - Romans 10:13
13. Encourage him to make his decision public in the local church. - Romans 10:11, Matthew 10:32

THE 4 GOLDEN KEYS TO SOUL WINNING

1. **BE FOLKSY.**
2. **STAY ON THE RIGHT TRACK.**
3. **NEVER, NEVER, NEVER EMBARRASS ANYONE.**
4. **USE IT OR LOSE IT.**