



Overview

The men's and women's lunches and programs are held at separate locations. Occasionally the men and women will eat together then move to separate locations for their programs. This is less desirable because of the amount of time it takes to move people to new locations.

Facilities and Equipment

Check to see where the lunch and the program are going to be held and what arrangements have been made for audio equipment – microphones, etc. – and for music for the program.

Music

Check with the Coordinator or Music Leader to determine whether music is planned. If so, talk with the musician or team to make sure an appropriate number of song sheets are available. Work with your music team to select the songs to be sung during the program. Plan four songs, but be prepared to skip the fourth song if time is getting too tight.

Blessing

The Coordinator has requested a church member to provide the blessing for the food for the men's and women's lunches, respectively. If no one has been asked or accepted, provide the blessing.

Lunch

Ask the Coordinator what the expected start time for lunch and closing time for the program itself are. Plan on about 30 minutes for the typical buffet/self-serve lunch. If there is a delay in the food becoming available, use the time for your opening if there isn't too much distraction. If you are having someone else deliver a devotional, let them know in advance there might be a schedule adjustment if needed.

Opening

Open with a prayer.

Introductions

Ask everyone to state their name and what service or what church they attend. If the room is large, remember it is difficult for everyone to hear. If there are a large number of people, the introductions take a significant amount of time. If a large group, announce each service time and ask everyone who attends that service to stand. Name the states where the visiting team members are from and ask them to stand. Ask all other visitors to stand.

Witnesses

Check with the Coordinator to see if there is a specific Witness planned for Saturday night and ask for suggestions for Witnesses (new team members, etc.). Ask for a roster of names including any who have asked not to be called on to witness.

The witnesses are reminded to speak around 6-8 minutes, but they frequently lose track of time. You can designate a timekeeper for the witnesses to look at as far as how much of their 8 minutes is left, or



you can adjust the program if time becomes a premium. For example, you may plan to call 2 or 3 witnesses but then have time for only two.

Occasionally, church members are called by God to deliver a faith story, or you may feel the call to ask if any of the church members have a faith story to share. You may need to adjust the remainder of the program for the unexpected.

Prayer Partners

An option to calling the third witness is to invite the group to find a prayer partner to discuss prayer needs. Make sure the visiting team members are paired only with other visiting team members. Ask them to pray for each other and to promise to pray for each other for 30 days. Some may still be praying for each other when it is time to end. You may want to give a 5 minute warning, and then move towards closing.

Announcements

- Remind your group that children are picked up by parents
- Announce the time and location of evening meal and program and encourage all to come.

Closing Prayer

End with the Lord 's Prayer.

Sample Schedule and Events

The purpose of the following is to provide you with a sample schedule and events as suggestions and also to show that time goes by very quickly!

Time	Expected duration	Event	Comments
Noon	10 minutes	Blessing	Slight delay is built in
12:15	30 minutes	Meal	
12:45	10 minutes	Prayer and Introductions	Prayer, short devotional ; may want to skip the devotional to allow more time for introductions
12:55	10 minutes	Songs	2 songs
1:05	15 minutes	First Witness	Allows time for the witness to come forward; find someone to pray for them; and collect his/her thoughts
1:20	15 minutes	Second Witness	Allows time for the witness to come forward; find someone to pray for them; and collect his/her thoughts
1:35	5 minutes	Song	1 song
1:40	15 minutes	Prayer partners or Third Witness and Final Song	
1:55	5 minutes	Announcements/ Lord's Prayer	
2:00		Program ends	

Your Notes