

STEP BY STEP GUIDE TO PLAN AN OUTREACH PROGRAM FOR YOUR SMALL GROUP

There are some considerations that you like to take note:

1. Prayer. You need to seek the Lord's guidance in the planning, execution and follow-up of the program. Also pray to ask God to help you remember that "It is God who works in you to will and to act according to His good purpose" (Phil. 2:13).
2. Target group and number. Your SG has to come up with the guests list and the estimated numbers. They can be your friends, colleagues, relatives or neighbours who do not know Jesus. The rough estimate will help in finding a suitable venue and the cost of running the program. Pray to God for the names of the guests to invite. Then pray for those guests regularly before extending the invitation. After they accepted the invitation, continue to pray for them.
3. Nature and schedule of the program. And depending on your SG commitment level, it can be:
 - A one day event, e.g. to organise a Christmas party for non-believers or invite them to a church-organised activity like those by W&E Sport & Wellness team.
 - A short-term program e.g. the Alpha course where you play host to a group of non-believers for 3 months.
 - A long term program e.g. the delivery of lunch box every weekend to low-income family

You can make use of the evangelism activities provided by various ministries in church, e.g. Sport & Wellness talks, SG Alpha, Christmas Outreach, etc. The advantages of joining most of these activities are there are less planning as the logistics like the equipments; venue and food are taken care of. Please spend time to discuss on every member's availability and commitment level before deciding on the program.

4. The venue to host this program. You need to consider:
 - The capacity of venue. It needs to accommodate the estimated number of guests.
 - The accessibility of venue.
 - If it is a short-term program like hosting an Alpha course, the venue is preferred to be fixed, as changing the venue frequently can be confusing to guests.
5. Other logistics. You need to consider:
 - What are the preferred mode of communication with the guests, e.g. email, SMS or/and phone calls for tracking or administrative purposes. It will be helpful to have a SG member to co-ordinate the communication with the guests.
 - Food, e.g. potluck, catered food, pizza delivery
 - What are the equipments required? E.g. TV, DVD player, board games, loud speakers, etc.

It is good that to have a member who is good in administration to handle the overall coordination.

6. The finances of running the program. The cost may include food, decorations and welcome gifts. It is good that the SG can agree on a budget before starting the program and appoint a treasurer to manage and keeping accountability of funds.

7. Witnessing Process.

- The actual witnessing process will depend on the nature of the program that you have chosen. For example, if you are hosting a Christmas party, you may arrange some time for the sharing of the Gospel or/and testimony by one person or several people. Sharing of your testimony is a gentle and non-threatening way of sharing faith. And if you are hosting a SG

alpha discussion, the course itself will provide the topics for discussion on the gospel message.

- How to handle the immediate follow up? Some suggestions include to provide Gospel booklets or Discovery Series booklets from RBC Ministries for your guests who are interested to find out more.
- What can be done to continue follow up with guests? You may consider extending invitation to church, small group, sport & wellness activities or SG alpha course. Various study materials are available at SGM to assist and support if needed.

8. Evangelism Training. You need to consider:

- Are your members ready to share the gospel? Do they need training in explaining the Gospel material? e.g. the four spiritual laws or using verse John 3:16.
- Did they prepare their testimony to share with pre-believing friends? It is good that the members prepared their testimony and practised sharing with each other.

There is an evangelism course, “Contagious Christians” conducted in church. In addition, there is an information session called “Get the Ball Rolling” that will equip members on sharing their faith. SGM also provides a DVD study material “Go fish” on evangelism that SG can study on their own.

9. Prayer again. Consider what Apostle Paul has said in Colossians 4:3- 4, “Pray for us, too, that God will give us many opportunities to speak about his mysterious plan concerning Christ. That is why I am here in chains. Pray that I will proclaim this message as clearly as I should.” Thus it can be seen that it is important that the SG can come together regularly to pray for the guests and the program. Pray that God will soften the guests’ hearts and He will provide the opportunity to share your faith. It is good to have a prayer co-ordinator to provide prayer pointers and also co-ordinate the prayer requests within the zone and with SGM prayer convenor so that there are more prayer support.