

SMALL GROUPS

One Year Plan
CHRISTIAN CELEBRATION

I WILL GO:
MAKING DISCIPLES

PERSONAL MINISTRIES

Seventh-day Adventist Church
NEW JERSEY CONFERENCE



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NOTE: We give the credits of this document to Pr. Orlando Vazquez, who allowed us to adapt it to our needs. Thank you very much.

SHARING HOPE: JESUS IS COMING!

January, 2018

Dear leaders,

I thank God that the Seventh-day Adventist Church is a movement that has been called to share: The Great Hope that Jesus is Coming Soon! We are the fulfillment of a prophecy of the emergence of a people who, by the end of time, would have the privilege and responsibility to present an accurate message to a hopeless world. "Then I saw another angel flying in midair, and he had the eternal gospel to proclaim to those who live on the earth—to every nation, tribe, language and people. He said in a loud voice, "Fear God and give him glory, because the hour of his judgment has come. Worship him who made the heavens, the earth, the sea and the springs of water." Rev. 14: 6,7.

We cannot doubt that this Angel who carries the eternal gospel is you and I, who have been called to proclaim the message of salvation to this world, where things are becoming increasingly difficult. Our relatives, friends, neighbors, classmates or work colleagues; Every day they are more worried and rightly so. For the increase in terrorism produced by political and religious intolerance, plus the moral corruption that is the order of the day, causes humanity to enter a state of desperate excess.

As leaders of the department of personal ministries, we have the great opportunity to organize and encourage the brotherhood to be part of the "Small Groups", and thus ignite the flame of hope in the different localities where they live. It is a privilege to be part of the last prophecy that is about to be fulfilled according to Matthew 24:14. "And this gospel of the kingdom will be preached in the whole world as a testimony to all nations, and then the end will come".

I pray to God to help us understand that the message he has entrusted to us must be delivered with urgency, we cannot hold him back because it is not ours. As a leader, I welcome you and invite you to together consecrate our lives as we fulfill the mission. May God awaken in each one of us an unstoppable passion for the salvation of souls.

Remember that success is not in our ability, talents or abilities, but rather in the measure that each day we place our lives in the hands of the Lord.

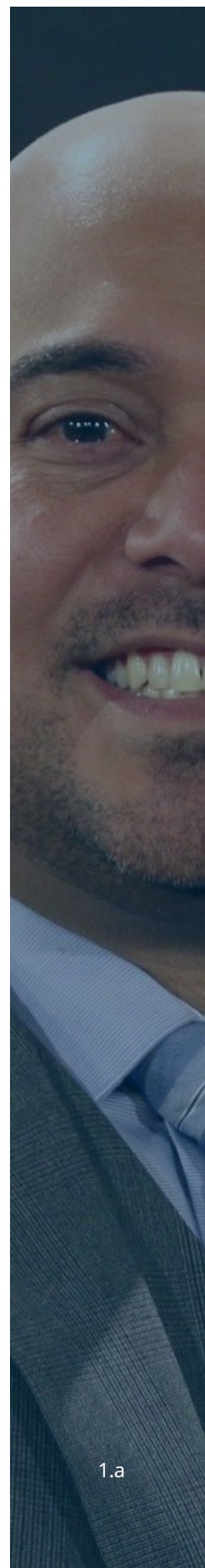
God bless you in this honorable land, it is my desire and prayer!

With Christian appreciation:

Pastor Carlos Torres, DMin.

Personal Ministries Director

NEW JERSEY CONFERENCE OF SEVENTH-DAY ADVENTISTS



MY PLEDGE AS A GROUP MANAGER

WITH THE HELP OF GOD, I propose, together with the other group directors, to comply with the following:

SAY PRESENT

to the meetings of the directors of small groups except for an emergency or for not being in the locality having warned of my absence.

I PLEDGE

to be a director for the whole year, being an example of perseverance for my group.

HELP MY GROUP

to be an example in everything and especially in missionary activities.

WEEKLY

I decide to set aside a specific time to consecrate myself and make my group progress.

FOLLOW WITH PRECISION

the recommendations that describe the work of the group leader.

I WILL BE AWARE OF THE MEMBERS OF MY GROUP

visiting them once every two months. Trusting that the Lord will help me so that my group can multiply in the future.

SIGNATURE

DATE

COMMITMENT AS A MEMBER

PERSONAL

Deepen my friendship with Jesus Christ.

Reflect my friendship with Christ to my family and my brothers.

WITH MY GROUP

Serve Christ participating in the activities of my group.

With your help be on time to all meetings.

Include in my daily prayers the needs of each member of my group.

Highlight the positive things of each member of my group and their activities to foster a true Christian atmosphere.

Take an interest so that every brother in my mission area does not remain excluded from the joy and blessings my group offers.

Respect the opinions of others.

SIGNATURE

DATE

SIGNATURE

DATE

SMALL GROUPS
GENERAL PROGRAM

PERSON IN CHARGE	ACTIVITY	MINUTES
	PRAISE	
MUSIC DIRECTOR	Prayer and song service	8
	FELLOWSHIP	
GROUP DIRECTOR	Welcome and presentation of the friends that visit us	2
	Sharing the joys and sorrows of the week	8
	WORSHIP	
PRAYER MIN. DIR.	Prayer	4
TREASURER	Offering	1
	MISSION	
GROUP DIRECTOR	Renew commitment or vote. (Every 8 weeks)	5
	a. Meditate on the content of the commitment	
	b. Sign the commitment for the next 8 weeks	
	c. Review or discuss the meeting time again	
SECRETARY	Pass attendance list	2
	a. Question for Bible studies conducted in homes	
	b. Ask about missionary contacts and group invitations	
PERSONAL MIN. DIR.	Rescuing the absent from the group and the church	8
	a. Analyze what they will do and call the service	
	b. Prepare greetings cards	
	c. Order who will carry the card	
	d. Order who will call by phone	
	BIBLE STUDY	
TEACHER	Study of the biblical lesson	35
GROUP DIRECTOR	Announcements	3
	Final Song	2
	Final Prayer	2

TOTAL DURATION: 1 ¼ - 1 ½ hours, NO MORE

EXPLANATION

OF THE SMALL GROUPS PROGRAM

PRAISE

1. Prayer and song service Music Director 8 minutes

First you have a simple and short prayer

It must be with great joy, with joy in praising the Lord. A songbook should be provided so that everyone can sing

If any of the present plays guitar or any other instrument they should be encouraged to play it to make the service more cheerful

There are also singing tracks that are sold in different places that can be used to sing with more enthusiasm

You can get song tracks on: [youtube.com](https://www.youtube.com)

FELLOWSHIP

2. Welcome and presentation of friends Group Director 4 minutes

It's a simple welcome

If there are friends, you introduce the person asking his/her name, where he comes from and if he/she has a family. The director asks everyone present to do the same.

3. Sharing the joys and sorrows of the week 8 minutes

This is the time for the people present to share what makes them happy or the concern that seizes their hearts

If there is timidity in the group the leader can also throw some questions to know their tastes, their experiences, etc.

WORSHIP

4. Prayers Prayer Min. Dir. 4 minutes

Ask for what things or needs to pray. If someone mentioned a problem at the time of sharing joys and sorrows, it should be remembered during prayer

Prayer can be done in different ways:

1 or 2 sentences all together

Split in 2's

Men alone and women alone

Chain prayer. (One opens the prayer, the others add their requests and the last closes the prayer.)

5. Offering Group Director 1 minute

The usher can do it or also a child to help him participate

EXPLANATION

OF THE SMALL GROUPS PROGRAM (CONTINUATION)

MISSION

6. Renew commitment or pledge. (Every 8 weeks) Group director 5 minutes

It must be done after the Christian Celebration

a. Meditate on the content of the commitment

The commitment that the member signed previously is distributed

You can all read it in unison

b. Sign the commitment/pledge for the next 8 weeks

c. Review or discuss the meeting time again

You have to be sure that the majority agrees with the time. As the sunset changes, it is possible that in the summer it is better at a different time than in the winter

Sometimes members want to change it for other conditions or reasons. The important thing is that everyone agrees

7. Taking attendance Secretary 2 minutes

a. Ask about Bible studies conducted in homes

b. Ask about missionary contacts and group invitations

It is necessary that this be done every meeting to be able to measure later the functioning of the group and to be able to report in the Christian Celebration correctly

Do not forget to also point out the friends and if you have had any activity during the week and a testimony that touched everyone deeply.

8. Rescuing the absent from the group and the church 8 minutes

***** IMPORTANT:** If your group chooses to use THE PROGRAM FOR WHEN THERE ARE FRIENDS, the group members should meet once a month (Not the regular day of meeting) to discuss and plan the group's missionary activities.

a. Analyze what will be done and calling to service

The person in charge of personal ministry must always bring some inspiring thoughts that helps move the brothers to action

You can ask:

What can we do to make our group do something to save people?

What would you like the leaders, the elder or the pastor to do for them?

You can encourage a survey in the neighborhood to look for people who want to receive Bible studies

If there are friends coming to the group, you must make arrangements to give them Bible Studies in their homes

b. Prepare greetings cards

c. Assign who will carry the card d. Assign who will call by phone

2.b For the missing persons, be it a member or a friend, the group will send a card with the signa

EXPLANATION

OF THE SMALL GROUPS PROGRAM (CONTINUATION)

ture of all present and must assign someone or a couple in the group so that the card is delivered within the next two days. Also, instruct others in the group to call by phone to show their love and interest

BIBLE STUDY

- | | | |
|--|---------|------------|
| 9. Study of the Bible lesson | Teacher | 35 minutes |
| All members should be taught to present a review of the lesson in question. Some will do better than others but it should be encouraged and taught so everyone can do it | | |
| 10. Announcements | | |
| Any announcement the pastor has shared or something about the group | | |
| 11. Final song | | 2 minutes |
| Anyone, it may be the theme song. | | |
| 12. Final Prayer | | 2 minutes |
| Any important requests that have been mentioned and prayed for earlier must be remembered | | |

TOTAL DURATION: 1¼ – 1½ hours, NO MORE

No matter how interesting the activity or the study is, do not go over 1:30 hour.

PRESENTATION OF THE REPORT IN THE CHRISTIAN CELEBRATION

The report in the Christian Celebration does not need to be routine or boring. Ask the leader in advance how many minutes he will have for the presentation. Here are some suggestions:

1. Sit all together in one or two pews according to the need (That will help out together and be well-ordered)
2. When they call everyone they go up and sing the little song. If they have little time they can sing only one verse and the chorus
3. Mention the group's name and motto (Present it in different ways)
4. The secretary presents how the assistance, the biblical studies and the missionary contacts were
5. The social director narrates in a few words what were the special or social activities
6. Briefly report the most powerful testimony:
 - a. About some answered prayer
 - b. Something dramatic that happened where they saw the hand of God
 - c. It can be the testimony of a friend telling how you feel in the group
7. Publicly acknowledge some outstanding virtue of someone in the group. It can be simple, like being the most punctual, most cooperative, etc.
8. If there is time left, can someone in the group have a thought of encouragement and challenge to the church and some special part

OTHER IDEAS:

The director does not need to say "now the secretary will have his report" but automatically the secretary has his part according to the agreement

The director must organize everything so as not to waste time and we recommend that you practice or rehearse at the previous meeting so that it is fast, accurate and dynamic.

They can do all of the above in the form of a little program by coupling everything in the time they have given

LEADER:

Give the reports to the pastor or to the one who is directing the Christian Celebration.

It is necessary that you deliver it even if your group has not done much, THIS IS IMPORTANT.

RESPONSIBILITY OF THE SECRETARY

Take the attendance of members and friends at each meeting to give a faithful report on the day of the Christian Celebration. It takes your honesty and faithful fulfillment.

1. HOW TO FILL OUT FORM F1, DIVISION 3

ASSISTANCE:

- Those who sign the commitment or vote as a member will sign up as members (THIS IS IMPORTANT)
- Up to 12 years of age are counted as members
- If the person is present, put a P or a check mark, if he is absent leave the blank

BIBLICAL STUDIES

- It is when you talk about a topic of the Word of God and it involves at least 5 verses of the Bible.
- If 5 people receive the study you can report 5

MISSIONARY CONTACT:

- Giving the testimony, talking about Christ, inviting the group or distributing some magazine or book.

2. REGISTER THE AGREEMENTS OF THE GROUP: (REGISTRATION, DIVISION 9)

- Write the decisions that the group makes on the record sheet of the folder (binder) with the date.
- If you want to write it to a computer, you can do it but you must insert it in the folder so that everything is together.
- Example of reports: Activity plans, trips, picnics, visits to nursing homes, agreements that had to do with expenses by the group, etc.

3. PLAN YOUR RESPONSIBILITIES WITH YOUR ASSISTANT SECRETARY.

RESPONSIBILITY OF THE SECRETARY

Take attendance of FRIENDS and CHILDREN in each meeting to give a faithful report on the day of the Christian Celebration. It takes your honesty and faithful fulfillment.

1. HOW TO FILL OUT FORM F2, DIVISION 4

FRIEND OR FRIENDS:

- Twelve-year-olds are counted as FRIENDS.
- The address and telephone number are taken.

CHILDREN OR CHILDREN:

- They should also write down the name of the children of both the members of the group and those of the friends in the corresponding place.

2. REGISTER THE AGREEMENTS OF THE GROUP: (REGISTRATION, DIVISION 9)

- Write the decisions that the group makes on the record sheet of the folder (binder) with the date.
- If you want to write it to a computer, you can do it but you must insert it in the folder so that everything is together.
- Example of reports: Activity plans, trips, picnics, visits to nursing homes, agreements that had to do with expenses by the group, etc.

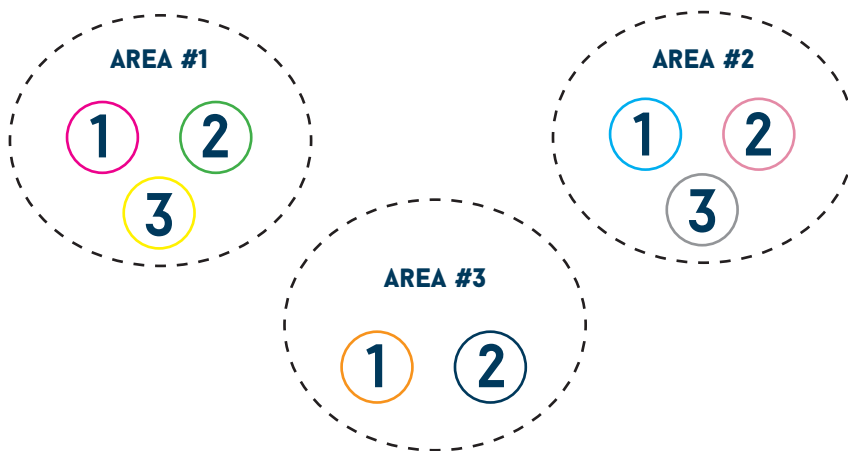
3. PLAN YOUR RESPONSIBILITIES WITH YOUR ASSISTANT SECRETARY.

4. FILL OUT THE REPORT CARD FOR THE CHRISTIAN CELEBRATION (F3)

CONCEPTS, OBJECTS AND RECCOMENDATIONS

ORGANIZE THE SMALL GROUPS IN THEIR AREAS

1. Each area should be directed by an elder
2. Each area should have no more than 3 small groups



THE PASTOR, THE HEAD ELDER AND THE ZONE ELDER

1. They are responsible for making sure that the director and vice-directors of the small groups are in good condition and functioning well
2. They should conduct meetings for the leaders at least once a month for guidance and training
3. Every 6 months an evaluation will take place to evaluate the results of how well the leaders are functioning according to those previously mentioned
 - The leaders of the groups were advised and spoken to see how they feel and the help that they may need
 - If there is no evidence of improvement then the possibility of replacement may be studied
4. See other responsibilities of the elders in section #6 of the folder

ELECTION OF LEADERS

1. THE DIRECTORS: Chosen by the pastor of the church with the consideration of the first elder and the elder of the area
2. THE SUB-DIRECTORS: Chosen by the pastor of the church with the consideration of the first elder, elder of the area, and the director chosen to work accordingly

CONCEPTS, OBJECTS AND RECCOMENDATIONS (CONTINUATION)

IN THE ABSENCE OF THE PASTOR

The first elder becomes responsible and may monitor the leadership meetings

THE GENERAL DIRECTOR OF PERSONAL MINISTRIES

1. The director of the directors in the personal ministries of each group
2. Once a month a meeding shall be held to guide, train, and evaluate the minisionary plans of the church
3. See other responsibilities of the director of personal ministries in section #6 of the folder

FUFILLING THE PROGRAM

The beloved leader is to follow the program as closely as possible make sure that at each meeting the following basic objects are achieved

1. Praise
2. Sociability
3. Worship
4. Mission
5. Bible Study

EACH SMALL GROUP SHALL HAVE

NAME The group chooses and it should have spiritual value MOTTO: Should have something to do with the name chosen

THEME SONG Should coinside with the name and motto chosen

A FLAG Shall consist of thegroup name and an appropriate symbol with the suggestive measurements are 26-32 inches wide and 42-50 inches long

A BANNER Shall consist of the motto of the group Suggestive measurements are 26-32 inches wide and 42-50 inches long

CHRISTIAN CELEBRATION

Every 8 weeks the groups shall gather together in the church for a christian celebration to:

1. Praise God. It will be an occasion of joy and celebration for what God has done in each member and in the groups.
2. Give a report of what has been accomplished and attained
3. Evaluate and determine the level that each group deserves to be in: IN PROGRESS, AVERAGE, ABOVE AVERAGE, or ADVANCED
4. It can be held on Sabbath at the time of worship that way the majority of the church is present and those who are not involved are encouraged and the visitors may be stimulated

CONCEPTS, OBJECTS AND RECCOMENDATIONS (CONTINUATION)

IN THE CHRISTIAN CELEBRATION

For every Christian Celebration each group should do the following:

1. The members shall parade around with their flag and banner
2. Sing their hymn or theme song
3. Give a report of what has been accomplished and attained
4. Present the most outstanding testimony that impacted the group during its five previous meetings

TARGET OF EACH SMALL GROUP

Every week each group should strive to accomplish:

1. The attendance of its members
2. Reach or pass the target of bible studies: A (1) bible study for each regular member (explained later)
3. Reach or pass the target of missionary contact: A (1) missionary contact for each regular member (explained later)
4. Have a couple (2) of social or special activities with the group during 8 weeks (explained later)

PRAYER AND TARGET

Lord help us to reach a soul for you in three months that way we may praise your name

EVALUATION

Every 8 weeks each group will be evaluated to see if they have reached the following levels:

1. Attending members
2. Bible studies
3. Missionary contacts
4. Social or special activities

INCENTIVE

A picture will be taken and placed on display in a special place in the church based on their levels. They will remain on display for the next 8 weeks until the following Christian Celebration

*** IMPORTANT: If a group has had a EVANGELISTIC CAMPAIGN or BAPTISM of one or more people in those 8 weeks they will automatically accomplish reaching the level ADVANCED, the group photo will appear framed in the specified area for the next 8 weeks

OTHER DETAILS OF WHAT WILL BE DONE AT CHRISTIAN CELEBRATIONS

1. During the Christian Celebration each group will be given a star for each baptism. That way they

CONCEPTS, OBJECTS AND RECCOMENDATIONS (CONTINUATION)

will remember the souls that with the help of God were lead to the feet of Jesus each time they wave their flag. These stars can be found at any place where crafts are sold such as Joan Fabric, Minnesota Fabric, etc.

2. When the group manages to multiply they will be given another symbol to remember that they have multiplied

3. Each year the leaders that have served that year should be recognized. Not only with a recognition of words but also with a present. It does not have to be anything expensive but something significant that can be fondly appreciated and remembered

- A certificate with its frame
- Some kind of book that may multiply the effectiveness of the directors

PLANNING BOARD

Every 2 months the planning board directed by the planning director shall have a meeting to place together the activities and plans for the next 2 months using the form (9.d)

The members of this meeting shall consist of the following: The director of the group, the vice-director, the secretary, the director of personal ministries, director of Sabbath school, the director of social and representative of community service

WHEN DOES PERSON BECOME A MEMBER?

They are regular members when they sign the vote o promise of membership in which they should be 12 years old or older.

1. It can be a baptized member that sometimes visits the group but is **not considered** a member until firm commitment is determined
2. Important: The moment to become a member is after each Christian Celebration in which the renewal of the commitment with the group takes place.

ATTENDANCE

1. In every meeting the attendance record has to be filled using the F1 form
2. Before the Christian Celebration the secretary will add the total attendance that occurred in the 8 weeks and calculare its percentage

BIBLE STUDY

CONCEPT: Knowing how many unbaptized people receive Bible studies by the group, both in their regular meetings and outside of them in the 8 weeks

Note: If in the house that is given the study is receiving 5 people at a time, should be counted 5 Bible studies

CONCEPTS, OBJECTS AND RECCOMENDATIONS (CONTINUATION)

MISSIONARY CONTACTS

They are those moments when a member talks about God in the street, at school, work or anywhere but that it is not an organized study. To report an account:

1. To give testimony of his experience with Jesus
2. Invite a friend or relative to the group meeting.
3. Visit the friend who already came to the group even if he does not study the Bible yet.
4. Give some literature to someone directly or personally

It is always good to encourage the members who have missionary contacts because they could then attentively turn into Bible studies and group visits.

SOCIAL ACTIVITIES

Social or special activities are extra activities of regular spiritual weekly meetings. To achieve:

1. Each activity is worth 50% to be informed in the report of the Christian Celebration.
2. Ideally, each group will have two activities during the 8 weeks

Note: To know what activities they could do see section # 6.d of the folder

MEETING DAY

The group determines which day of the week it is best to meet. Some do it on Mondays, Wednesdays, Fridays or Sundays. My experience is that FRIDAY is when they work best

MEETING PLACE

ROTATION: The experience of those with small groups is that it brings greater benefit for the visitors to have a fixed place to meet for a longer time. In other words, they are not moving every day of meeting in different houses. We recommend that you at least be in the same place for the 8 weeks between the Christian Celebration meetings. Although the ideal is to be as much time as possible meeting in one place

FOOD: Wherever they meet every week, nothing will be offered to eat or even to take to the children. The reason is that no one is afraid to offer their house because they can not offer something on each occasion for economic reasons or due to lack of time

Note: If the group wishes to have a night something to eat, it can be planned whenever they remember not to stimulate intemperance

SHOULD REMEMBER the brothers that these offerings should not avoid giving to the combined budget of the church. Siblings should be instructed to give intelligently to support their church with their expenses. These offerings must be small to cover some expenses like those mentioned above and teach our friends to give

PLEASE be careful in snow or rain weather with the carpet or the floor of the place where we meet. Our consideration will be appreciated and will make everyone feel good by offering their house to meet

CARE OF CHILDREN: There must be a plan to take care of the children or every day of meeting the

CONCEPTS, OBJECTS AND RECCOMENDATIONS (CONTINUATION)

director should ask who wants to take care of the children at that time in case there are several who are not calm and disturb the meeting..

Also, each parent should try to control their children so that they do not interrupt or damage anything in the home. Parents should NOT allow their children to move to another room in the house other than the meeting place

These preventive measures, consideration and courtesy will be very valuable if we pay them due attention.

OFFERINGS

Each church decides how to use such funds. There are churches that decide to retain all offerings and they provide the materials they need. Others prefer to let such offerings be handled by the group where they use it in the following way:

1. They will be used to update resources every year
2. Buy Bibles and Bible studies
3. Give to each person who baptizes a Bible and hymnal game
4. Cover costs of survey copies
5. Any other activity that is appropriate for the advancement of the group
6. A gift for a newborn baby from the group (Baby shower)
7. Buy missionaries panflets to distribute
8. Expenses of rolls and revelations of photos and other activities

SHOULD REMEMBER the bretheren that these offerings should not avoid giving to the combined budget of the church. Siblings should be instructed to give intelligently to support their church with their expenses. These offerings must be small to cover some expenses like those mentioned above and teach our friends to give

FIRST 8 WEEKS

In the first 8 weeks of the meeting, it is not recommended to invite visitors because the group needs to learn to relate. If there are visitors who already come to the church periodically they can be invited but not to people who have never come to church

In the first 8 weeks the members of the group take the course for church member participating in small groups. This course will give you the concept of being a disciple and will help you to have a basic orientation to deal with the people to whom you want to start offering Bible studies.

AFTER GRADUATION

Once graduated, after the initial 8 weeks, friends will be invited to come to the group. (The best time to invite a friend to the group is to a social or special group meeting that is not spiritual)

Simple Bible studies will be given that can be "The faith of Jesus" or any other series that presents the basics of our beliefs appropriate for visits. Be careful to say something that the visit is not ready to listen to yet

This second phase, believe it or not, is not to give Bible studies to visitors. The purpose is to train each member of the group so that he knows how to give Bible studies

5.a As a group, everyone learns to present biblical studies. Each member should be allowed to present

CONCEPTS, OBJECTS AND RECCOMENDATIONS (CONTINUATION)

more than one study in front of the group and in front of the visits so that he or she learns and loses the fear of doing so. Later, the most experienced will go out with the less experienced to give the first Bible studies to people who will later be brought to the group.

FIRST AND SECOND CELEBRATION

After the first 8 weeks the groups must have the name, the motto and the group's corito. For the second Celebration, which is also the graduation of the "I am a disciple of Jesus" lessons, the groups must present the flag and the banner

CONCLUSION

We hope that with effort, prayer and trust in God every member of the church through his group will experience a new experience to be able to praise the name of Christ the Lord and prepare many for his coming. Encourage and forward.

God bless you.

With Christian love,

Pr. Carlos Torres

RESPONSIBILITIES

IN THE SMALL GROUP

Some may have more than one responsibility)

BOARD OF DIRECTORS

1. Director _____
2. Sub-director _____
3. Secretary _____
4. Director of Personal Ministry _____
5. Director of Social Activities _____
6. Community Service _____
7. Sabbath School Director _____
(This position is chosen by the nominating committee if the church wishes)

OTHER POSITIONS

8. Singing Director _____
9. Ministry of Prayer _____
10. Usher _____
11. Treasurer _____
12. Telephone Operator _____
13. Undersecretary _____
14. Sub-usher _____
15. Sub director of Singing _____
16. Sub-telephone operator _____

FUNCTIONS OF THE ELDER IN RELATION TO SMALL GROUPS

RESPONSABILITY:

1. Will be responsible for an area or area of the city that will have two or three Small Groups, no more
2. Fix the platform on Saturday that you touch. Get preacher if the pastor does not preach that Saturday
3. You must use the members of your Small Groups in the planning of the platform.
4. Suggestions about the planning of the platform:
 - a. Must be a baptized member to be used in the Worship Service
 - b. Ask him to come dressed properly. Start early on Saturday to organize those who will go up to start on time
5. Help search in your area for those who are not members of any group and encourage them to belong to some.

SUGGESTIONS FOR THE IMPROVEMENT OF YOUR SMALL GROUPS:

1. Visit your small groups at your meetings
2. Call the leaders of your groups and ask how it was. Pray with him for the success of his group
3. Offer help if they need it
4. Organize a special meeting of the groups in your area to eat, or have a vigil
5. In coordination with your pastor help discover future group leaders
4. Call members in your area once a month at least
5. Visit them once a semester in their homes. Especially to those who are not visiting any group

PERSONAL MINISTRY

DIRECTOR DESCRIPTION

CHARACTERISTICS

1. Must be a leader of enthusiasm
2. Must have the ability to teach
3. It must be organized
4. It must be consecrated and well committed to the plan of the Groups Little ones
5. Must be imbued with the vision that the pastor has

RESPONSABILITY

1. Support the pastor with his plans and work together
2. Help the pastor to train and overcome the directors of the Personal Ministries staff of each group
3. Plan and organize the program of the Christian Celebration
4. Directly assist the personal ministry directors of the groups pos that are not moving your group to action
5. Help coordinate the 10 minutes of personal ministry each Saturday with testimonials from Small Group attendees
6. Pick up every Saturday:
 - a. The name
 - b. Address and
 - c. Telephone of the visits that are arriving at the church
7. Provide these names to the personal ministry director of the group closest to you to be served (If any visitor came invited by someone from the church, you should give it to the group where this member belongs)
8. Will keep organized and available
 - a. Study material of Small Groups
 - b. He will have enough biblical studies and Bibles for those who are carrying it out and will make it possible for them not to miss
9. Keep the Small Group newsletter up-to-date with up-to-date information on group progress and keeping group photos at the correct levels after each Christian Celebration

JOB DESCRIPTION AND RESPONSABILITIES OF THE GROUP

I. GROUP DIRECTOR

1. Attend leadership orientation and training meetings.
2. It is responsible for the group meets every week, whether they are many or few
3. Plan with your planning board and fill out the planning sheet (8.d).
4. Ensure that the 5 objectives of each meeting are achieved. Ensure for the vice-director to do it or any other person who is being trained to do it.
5. Ensure that each officer of your group is doing his function. Watch carefully to discover and develop the gifts and abilities that each member of the group has.
6. Remind the telephone operators to call the members and the visits to remind them of the meeting.
7. ensure that each officer has in the folder, the material he needs to be able to function
8. Monitor that money offering collected at each meeting must be received by the treasurer of that meeting and delivered to the treasurer of the church. If the treasurer of the meeting was not present, the person in charge of collecting the money offering, should write on the sheet called "money offering record" the amount of money raised in the offering and the date
9. It is responsible for calling the person in charge of making the church bulletin and verifying that all the study groups at home are in the newsletter every Saturday and if a new group has been created, have the name and address of the new group, so that it is included in the bulletin. This will make church members who are not yet going to bible studies in homes or new members of the church, encouraged and integrated into a study group.
10. Work in harmony with the director of Personal Ministry (Missionary Work) and support him in everything.
11. Give the elder monthly a list of members that are not included in the church record
12. As a director he must replace any member of the church who has a responsibility and a charge that day and is not present.
13. His great concern is to create an atmosphere of unity, understanding and action.
14. Do everything with firmness, love and courtesy. You must do it in order for your group to be successful.
15. Fill out the forms (F1) and (F2) and present it at the Christian Celebration.
16. The director can share these responsibilities with his Vice-director

PERSONAL OBJECTIVES OF THE DIRECTOR

1. Consecrate every day so that God is the one who directs it. Leaders who pray and study more are more successful, according to a study conducted by Joel Comiskey among the eight largest churches that have small groups.
2. With words and example, encourage each member to develop a deeper experience in communion with God.

JOB DESCRIPTION AND RESPONSABILITIES OF THE GROUP (CONTINUATION)

"Jealously observe your hours of prayer, Bible study and examination of conscience, set aside a portion each day to study the Scriptures and commune with God, so that you will gain spiritual strength, and you will grow in God's favor." OE, p. 105

"In our work there is nothing more necessary than the practical results of communion with God... Communion with God will ennoble character and life. Men will know that we have been with Jesus, just as they knew about the first disciples..." OE, Pags. 526, 527

II. SUB-DIRECTOR

1. Will work in harmony with its director.
2. He will put all interest in learning and helping the progress of his group taking into account that he will be the next director of the group when it multiplies.
3. It will also have the same personal objectives as the director. (See the director's personal goals)

III. SECRETARY

1. Take attendance at each member meeting and visits to give a faithful report on the day of the sermon.
2. Write the decisions that the group makes on the record sheet of the folder (binder) with the date. If you want to write it in a computer, you can do it but you must insert it in the folder so that everything is together. Example of reports on: activity plans, trips, picnics visit to nursing homes, agreements that had to do with expenses for the group, etc.
3. Plan your responsibilities with your vice-secretary.

IV. DIRECTOR OF PERSONAL MINISTRIES (MISSIONARY WORK)

This position can be filled by the general manager or his assistant, but if there is another person trained in the group it would be better.

1. Attend the orientation and training meeting of the directors of the Personal Ministry led by the general director of the Ministry Personal.
2. To remember and promote the missionary plans of the group. Plans must be approved by the group.
3. To plan, encourage, train and teach each member to give Bible studies . Be a good example.
4. Make sure that the secretary writes in the attendance record, the Bible studies and missionary contacts that the members have given. This is important for the report of the day of the Christian Celebration.
5. Responsible for the members of the group to fill out cards and send to whoever is missing. You must have cards available all the time.
6. Because of the importance of his position he will also have the same personal objectives of the Director and Vice-director. (See description of director's personal objectives in the job description)

JOB DESCRIPTION AND RESPONSABILITIES OF THE GROUP (CONTINUATION)

V. DIRECTOR OF SOCIAL AND SPECIAL ACTIVITIES

1. In harmony with its general director he will plan recreational and social activities for the group to have moments of fellowship
2. This could be:
 - Social meetings:** Having fellowship meals. Taking advantage of special days such as: Valentine's Day, mothers, fathers, birthdays, wedding anniversaries, walks, see an acceptable movie in the home of one of the members, etc.
 - Cultural meetings:** Go to the zoo, museums, etc.
 - Community help meetings:** Help someone in the group or friend of the group move, fix something in the house like paint it, visit nursing homes, etc. Helping as a group people in need giving clothes, food, etc.
 - Extra spiritual meetings:** Go to another small church or nascent group and help them with preaching, special music, etc. Also have evangelistic campaigns in the houses.
3. They should always do so within the Christian framework.
4. As much as possible get someone to take pictures or movies and be archived for future memories.

VI. MUSIC DIRECTOR

1. He will be prepared to lead with joy and reverence the hymns or songs that he plans for the praise and worship of the group.
2. Must provide copies of the songs or choruses so that everyone can sing.
3. Try to teach a new little chorus on different occasions.
4. Will lead the choir with his group on the day of the Christian Celebration.
5. Will plan with your deputy director of songs the days of responsibility.
6. Find ways to accompany the coritos with musical instruments or recorded tracks, bringing with it a more pleasant atmosphere in praise.

VII. SABBATH SCHOOL DIRECTOR

1. Assist the board of directors of the Sabbath School led by the Director General of the Sabbath School of the church.
2. Plan ahead with programs of spiritual growth of the church.
3. Make plans to use as many people as members of your group.

VIII. COMMUNITY SERVICE

1. Attend the planning meeting of the representatives of the Community Service led by the general director of the Community Service.

JOB DESCRIPTION AND RESPONSABILITIES OF THE GROUP (CONTINUATION)

2. In charge of take care if the members of the group, visitors that are arriving or any other person are having any need for clothing or food.
3. If the need is greater than your possibilities of helping, you will bring the problem to the general direction of the Community Service.
4. Will be ready to help according to their possibilities to organize and attend the storage room of the church, if it exists, according to the plan of that department.

VIII. PRAYER MINISTRY

1. Must direct the segment of prayers.
2. Will write the requests in the lists provided in the folder.
3. There are two different lists in the folder:
 - a. Pray for people who want God to help them overcome.
 - b. To pray for other needs such as health, work, family problems, etc.
4. Will provide these lists to the general prayer book of the Church's Prayer Ministry.

IX. USHERS

1. They are in charge of putting the meeting place in order.
2. They will distribute the lessons and pencils for the study.
3. Distribute and collect the songbook at the time of the song service.
4. Will be willing to help in whatever is necessary.
5. They can distribute responsibilities between the two as they wish.

X. TREASURER

1. You must collect the offering, tell it and deliver it to the director at each meeting.
2. Record in the record the amount on each date.

XI. TELEPHONE OPERATOR

1. With great kindness and sympathy they should call by phone 2 or 3 days in advance to remember the place and time of the meeting to each participant (member or visit) who is attending with the exception of someone who wants to notify their own visit.
2. Its function is NOT to communicate problems or news that could discourage someone.
3. Plan your days of responsibilities with your vice-operator.
4. You can use others in the group on different occasions.

PRAYER MINISTRY

The Bible says: 1 Timothy 2:1, 3 "I urge, then, first of all, that petitions, prayers, intercession and thanksgiving be made for all people... 3 This is good, and pleases God our Savior,"

Heaven awaits our sincere prayer to authorize him to act: "I have been shown the angels of God ready to impart grace and power to those who feel their need for divine strength. But these celestial messengers will not grant the blessing if we do not ask for it. They have waited for the cry of the souls that hunger and thirst for divine blessing; They have often waited in vain. There were indifferent prayers, but not the fervent supplication that comes from the humble and contrite heart... Those who want to receive the blessing of the Lord must prepare the way, by the confession of sin, humiliation before God, with true penance, and with faith in the merits of the blood of Christ" OHC129

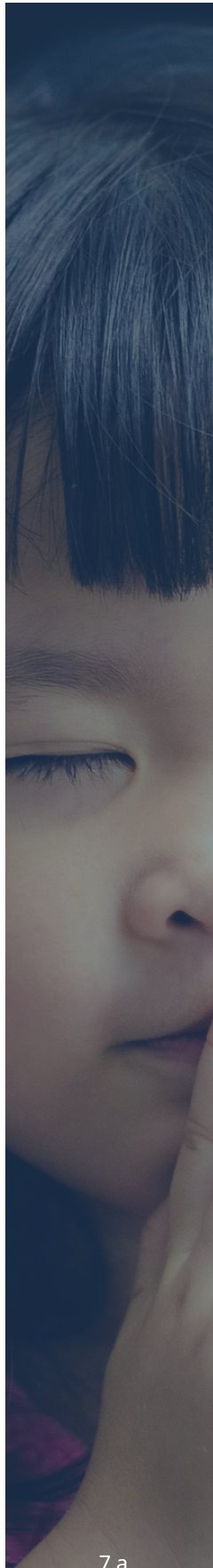
Prayer for the sick: "When you neglect to offer prayers for the sick, you deprive them of great blessings, because the angels of God wait to minister to those souls in response to your requests." MM195

Christ wishes: "The same compassionate Savior lives in our days, and is as willing to listen to the prayer of faith as when he walked in a visible way among men. The natural cooperates with the supernatural. It is part of God's plan to grant us, in response to the prayer made with faith, what he would not give us if we did not ask him to do so." CS, pags 579, 580

The Devil is defeated: "Satan is exasperated by the sound of fervent prayer, because he knows that he will suffer losses" 1T295

RESPONSABILITY

1. You must direct the segment of sentences.
2. Write the requests in the lists provided in the folder.
3. There are two different lists in the folder:
 - a. Pray for people who want God to help them win.
 - b. Pray for other needs such as health, work, family problems, etc.
4. Provide these lists to the general prayer book of the Ministry of Prayer of the church.
5. Will work in harmony with the general director of the Prayer Ministry of the church



PRAYER LIST

FOR OTHER PROBLEMS

Name of the Group _____ No. _____

DATE	NAME	PROBLEM	ANSWER
1. ___/___/___	_____	_____	___/___/___
2. ___/___/___	_____	_____	___/___/___
3. ___/___/___	_____	_____	___/___/___
4. ___/___/___	_____	_____	___/___/___
5. ___/___/___	_____	_____	___/___/___
6. ___/___/___	_____	_____	___/___/___
7. ___/___/___	_____	_____	___/___/___
8. ___/___/___	_____	_____	___/___/___
9. ___/___/___	_____	_____	___/___/___
10. ___/___/___	_____	_____	___/___/___
11. ___/___/___	_____	_____	___/___/___
12. ___/___/___	_____	_____	___/___/___
13. ___/___/___	_____	_____	___/___/___
14. ___/___/___	_____	_____	___/___/___
15. ___/___/___	_____	_____	___/___/___
16. ___/___/___	_____	_____	___/___/___
17. ___/___/___	_____	_____	___/___/___
18. ___/___/___	_____	_____	___/___/___
19. ___/___/___	_____	_____	___/___/___
20. ___/___/___	_____	_____	___/___/___
21. ___/___/___	_____	_____	___/___/___
22. ___/___/___	_____	_____	___/___/___
23. ___/___/___	_____	_____	___/___/___
24. ___/___/___	_____	_____	___/___/___
25. ___/___/___	_____	_____	___/___/___
26. ___/___/___	_____	_____	___/___/___
27. ___/___/___	_____	_____	___/___/___
28. ___/___/___	_____	_____	___/___/___
29. ___/___/___	_____	_____	___/___/___
30. ___/___/___	_____	_____	___/___/___

PLANNING MEETING AGENDA

1. Have a prayer section. Only God can give success to his group
2. Fill out the action plan sheet. Distribute responsibilities so that everyone can develop
3. Think about the 2 social, special or spiritual activities that you wish to have:
 - Social Meetings:** Having fellowship meals. Taking advantage of special days such as: Valentine's Day, mothers, fathers, birthdays, wedding anniversaries, walks, breakfasts, etc.
 - Cultural meetings:** Go to the zoo, museums, some cave, an acceptable movie in the home of one of the members, etc.
 - Community support meetings:** Help someone in the group or friend of the group to move, fix something in the house like paint it, etc. Helping as a group people in need giving clothes, food or helping to fix, cleaning something in the church, etc.
 - Spiritual meetings:** Vigils, fasts, study of a topic with members who do not want the present visits, etc.
 - Extra spiritual meetings:** Go to another small church or nascent group and help them with preaching, special music, etc. Also have evangelistic campaigns in the homes and visit nursing homes (nursing homes)
4. Personal Ministry:
 - a. Make sure every visitor is receiving bible study in their home. Check how to reach again visits that have stopped going
 - b. See how to call, visit or help a member who has stopped coming
5. Any other matter that needs to be treated for the benefit of the group
6. Final Prayer



REGISTRATION OF AGREEMENTS

GROUP _____

NO. _____ SECRETARY _____
WE AGREE _____ DATE ___ / ___ / ___

Registry by _____

NO. _____ SECRETARY _____
WE AGREE _____ DATE ___ / ___ / ___

Registry by _____

NO. _____ SECRETARY _____
WE AGREE _____ DATE ___ / ___ / ___

Registry by _____

NO. _____ SECRETARY _____
WE AGREE _____ DATE ___ / ___ / ___

Registry by _____

NO. _____ SECRETARY _____
WE AGREE _____ DATE ___ / ___ / ___

Registry by _____

NO. _____ SECRETARY _____
WE AGREE _____ DATE ___ / ___ / ___

Registry by _____

REGISTRATION OF OFFERINGS

GROUP _____

JANUARY

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

FEBRUARY

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

MARCH

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____
 Total of the month \$ _____

APRIL

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

MAY

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____
 Total of the month \$ _____

JUNE

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

JULY

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

AUGUST

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____
 Total of the month \$ _____

SEPTEMBER

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

OCTOBER

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

NOVEMBER

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____
 Total of the month \$ _____

DECEMBER

_____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 _____/_____/_____ \$ _____
 Total of the month \$ _____

DIRECTORY

OF TELEPHONE AND ADDRESSES OF OUR FRIENDS

NAME _____
ADDRESS _____
_____ ZIP _____
E-mail _____ @ _____
PHONE _____

NAME _____
ADDRESS _____
_____ ZIP _____
E-mail _____ @ _____
PHONE _____

NAME _____
ADDRESS _____
_____ ZIP _____
E-mail _____ @ _____
PHONE _____

NAME _____
ADDRESS _____
_____ ZIP _____
E-mail _____ @ _____
PHONE _____

NAME _____
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E-mail _____ @ _____
PHONE _____

NAME _____
ADDRESS _____
_____ ZIP _____
E-mail _____ @ _____
PHONE _____

NAME _____
ADDRESS _____
_____ ZIP _____
E-mail _____ @ _____
PHONE _____

NAME _____
ADDRESS _____
_____ ZIP _____
E-mail _____ @ _____
PHONE _____

PERSONAL MINISTRIES DIRECTOR

1. ENCOURAGE EACH MEMBER TO GIVE BIBLE STUDIES

In regular meetings or in a personal way

2. MAKE MISSIONARY TEAMS

Together with a person with more experience who is giving Bible studies, ask that two other people accompany him to learn

3. BE SURE THAT EVERY VISIT IS RECEIVING BIBLE STUDIES

How to fill out the sheet of people who are receiving Bible studies

Mark the degree of interest:
 A: Very Interested
 B: Interesested
 C: Little interested

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	16 17 18 19 20 21 22 23 24 25 26 27 28			

Mark the progress of the Bible Studies.

Mark if: Discovery, Amazing Facts, Daniel, Revelation, etc.

4. IN SEARCH OF BIBLE STUDIES

They should look for friends, neighbors, family and co-workers

Another means is to look for a group of apartments where many Americans live and launch a survey with which we have in this section and serve those who wish

They could carry It is Written or any other material

PEOPLE RECEIVING BIBLE STUDIES

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

Disciple	Phone	A	B	C
Teacher	Bible Study			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

MY PROMISE TO GOD

1. I believe in ALL the Holy Bible as the inspired Word of God. It will be the only rule of faith and conduct of my life: 2 Tim 3:16, 17; John 5:39
2. I believe in God the Father, in his Son Jesus Christ and in the Holy Spirit being three distinct and eternal persons, and yet they are one in unity, character and purpose. Mat 28:19; John 17:21, 22
3. I accept the Lord Jesus Christ as my PERSONAL SAVIOR who has forgiven my sins and given me a new heart and I also make him LORD of my life. Acts 4:12; Gal 2:20
4. I accept the righteousness of Christ, recognizing him as my only intercessor in the heavenly sanctuary and I am waiting for his glorious, literal and personal coming... John 14:1-3; Titus 2:13; Rev 1:7, 1 Tim 2:5
5. I believe in the hope of the literal resurrection of the dead in Christ when Jesus returns to wake them from an unconscious dream . Eccl 9:5; 1 Cor 15:51-55; Rom 6:23, John 5:28
6. I intend to nurture my spiritual nature by praying and studying the Bible daily with my family or privately. Psalm 55:17; 2 Tim 3:15; Mat 4:4; 6:6.
7. I believe that God has saved me only by his grace and not by any work that I have done. I acknowledge that the ten commandments are a guide for the redeemed Christian. I will faithfully observe (by his grace and his power) all his HOLY COMMANDMENTS, thus showing my love and gratitude to Him. Eph 2:8-9; Rom 3:31; Exo 20:3-17; Jam 2:10; John 14:15
8. I will sanctify the Lord's Day, which is Saturday, from sunset on Friday until sunset on Saturday, according to the commandment (attending the temple, reading my Bible, praying, and sharing my faith). Exo 20: 8-11; Gen 2:1-3; Isa 58: 13, 14.
9. I believe in Spiritual Gifts. I want to discover my gifts and thus find my place in the ministry of the church. I consecrate my talents, gifts and abilities to the service of God. Eph 4:8-14; 1 Cor 12:1-11; Heb 10:25
10. I believe that the SPIRIT OF PROPHECY is a characteristic of the church of the last day.. Rev 12:17; 19:10; 2 Chro 20:20; Isa 8:20
11. I will be responsible for my home and I will give a good testimony before the world as a child of God... 1 Tim 5:8 y 3:7; Heb 12:14.
12. I think I should take care of my body like a temple. I want to treat my body with respect by refraining from harmful things such as alcohol, dirty foods, drugs and all bad habits... 1 Cor 6:19,20; Leviticus 11
13. Being that my body is the Temple for Christ I will mold my life to the principles of CHRISTIAN MODESTY as the Bible presents it with honesty, and simplicity avoiding all ostentation and adornments in order to impress others. Gen 35:1-4; Isa 3:16-24; 1 Tim 2:9,10; 1 Pet 3:1-5
14. I acknowledge that God is the Owner of all my life, I wish to return the tithe (10%) that He claims as His own and as do wherever I can to support his work through my offerings. Mal 3:8-12; 1 Cor 9:13-14
15. Since I know, accept and practice the doctrine of the Lord Jesus, I request to be baptized by immersion as Jesus did, and I: ask to be accepted as a MEMBER OF THE SEVENTH-DAY ADVENTIST CHURCH.

MY DECISION: Knowing that: "He who has the Son has life ..." 1 John 5:12 I: _____
I wish to have "the Son of God" in my heart and live for Him all my life, loving and obeying Him every day.

Name _____ Phone _____ Date _____

Address _____ City _____ State _____ Zip Code _____

DOB _____ Civil Status _____ You will be baptize in _____ Day _____

Month _____ Time _____ Instructor _____

Preferred Hymn _____ Preferred Bible Verse _____

WORLD PROGRAM SURVEY IT IS WRITTEN

1. Do you know the radio program It is Written? Yes No
 a. Do you listen the program? Yes No
 b. Did you ever hear it? Yes No
2. If you listen to it now or sometimes, how did you like the program?
 Good Regular Bad
3. Do you believe in God? Yes No No Opinion
4. Do you attend church regularly?
 Catholic Pentecostal Baptist Apostolic Other _____
5. Would you like to receive a free Bible from our program? Yes No
6. It is a requirement to study a free course of our program.
 Which one would you like to receive?
 a) It is Written b) Happy Family
 c) Peace for Today d) Daniel or Revelation Seminar
7. What day are you available?
 Sunday Monday Tuesday Wednesday Thursday Friday Saurday
 Time _____ a.m. / p.m.

Name: _____

Address _____

City _____ Zip Code _____ Phone _____

RELIGIOUS SURVEY

TO THE COMMUNITY

1. Do you believe that there is a God? Yes No

2. Who is Jesus according to his knowledge?

(___) The Son of God (___) The Creator (___) An ordinary Man
(___) Saviour (___) A Prophet (___) I am not sure

3. Do you have any church of your choice? Yes No

Catholic Pentecostal Baptist Apostolic Other _____

4. How often is it possible to attend church?

(___) Always (___) Sometimes (___) Never

5. Do you think that at this time the church fulfills some important function?

Yes No _____

6. Do you think that in homes the Bible should be studied? Yes No _____

7. Have you heard of the "WIN A BIBLE" plan? Yes No

8. This Bible comes with a free course.

Which one would you like to receive?

a) It is Written b) Happy Family
c) Peace for Today d) Daniel or Revelation Seminar

7. What day are you available?

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time _____ a.m. / p.m.

Name: _____

Address _____

City _____ Zip Code _____ Phone _____

TOTAL HEALTH SURVEY

PHYSICAL HEALTH	YES	NO
1. Do you usually smoke?	___	___
2. Do you drink alcoholic beverages?	___	___
3. Do you have family members who are smokers or alcoholics that you want to help?	___	___
Total Points	___	___

EMOTIONAL HEALTH		
1. Would you like your family to be happier?	___	___
2. Are the fightings or arguments in the home something that I would like to overcome?	___	___
3. Is the family unity a concern for you?	___	___
4. Are you interested in how to improve family communication?	___	___
Total Points	___	___

SPIRITUAL HEALTH		
1. Do you believe in the existence of a God who will end this world?	___	___
2. Would you like to know what the end of the world will be like?	___	___
3. Would you like to know how to be part of the group that God will save?	___	___
4. Would you like to discover what the new world will be like?	___	___
Total Points	___	___

ANALYSIS OF RESULTS

1. Each "YES" has a value of five points
2. Add the score in each area
3. Where you have 15 or more points it is recommended to receive guidance

Name _____

Address _____

City _____ Zip Code _____ Phone _____

SMALL GROUPS

EVENTS CALENDAR

JANUARY

Christian Celebration

-
-
-
-

FEBRUARY

-
-
-
-

MARCH

Christian Celebration

-
-
-
-

APRIL

-
-
-
-

MAY

Great Christian Celebration

-
-
-
-

JUNE

-
-
-
-

JULY

Christian Celebration

-
-
-
-

AUGUST

-
-
-
-

SEPTEMBER

Christian Celebration

-
-
-
-

OCTOBER

-
-
-
-

NOVEMBER

Great Christian Celebration

-
-
-
-

DECEMBER

-
-
-
-