

Touching Hearts Weekend

This Facilitator's Guide is designed to guide you as you lead a Touching Hearts Weekend, using the *Touching Hearts Guidebook* and tools useful in sharing with responsive unbelievers.



TOUCH Outreach Ministries
P.O. Box 7847 • Houston, Texas 77270

INSTRUCTIONS FOR FACILITATING THE TOUCHING HEARTS SEMINAR

1. SELECTION OF PARTICIPANTS

A. SELECT "YOUNG MEN" FROM THE CELL GROUPS

The "Little Children" in the cell are in the process of settling the battles within themselves; usually they are not ready to become involved in the battles within others who need the Lord. It is best to select "Young Men" from the cells who have "overcome the evil one." While not an ironclad rule, experience has revealed that a believer who has experienced deliverance from both the penalty and the power of sin become the best harvester.

B. SELECT THOSE WHO HAVE HAD A SPONSOR/SPONSEE RELATIONSHIP

A Sponsor and a Sponsee have spent many weeks bonding to each other in fellowship. By attending this weekend, they are "promoted" and are given the title of "Partners." Their relationship is important to the harvesting of "Type A" unbelievers. Unlike traditional evangelism seminars that focus only on delivering the message, this seminar focuses on the messengers who reveal the indwelling Christ.

When Partners share with a seeker, Christ is revealed by their relationship with one another. "Body Life Evangelism" takes place as they demonstrate His life to unbelievers.

If you allow two strangers who have not spent previous time together to become "Partners," they will spend much of the seminar time getting acquainted with each other. Past experience has confirmed that it is important to equip partners who are well acquainted with each other prior to the weekend.

It is helpful to know in advance which attendees have experienced winning the lost in the past. A question is included on the Registration Form (see page 11) to reveal this.

2. REGISTRATION OF PARTICIPANTS

A. REGISTER PARTICIPANTS BY CELLS 3-4 WEEKS IN ADVANCE

The Cell Leaders should make registrations. This weekend is an internal activity of cell training. Only those handpicked by Cell Leaders should be pre-registered. The registration form should be turned in at least two weeks and preferably three weeks prior to the Touching Hearts Seminar so you have time to order materials. (See order blank on page 15).

Do not issue a general invitation for all church members to attend this training. It should be limited to cell members who have completed discipleship milestones such as a spiritual foundations resource (Beginning the Journey) and a Christian values clarification process (The Arrival Kit).

B. REGISTRATION TABLE

As teams arrive, register them before they enter the training room. Provide name badges, the three books, and have a supply of pens available for those who did not bring one. Many churches re-register all participants at the start of each session to insure those who are being trained are fully prepared for the weekend.

3. PREPARATION FOR THE SEMINAR

A. ORDER MATERIALS WELL IN ADVANCE OF THE SEMINAR

Once you know exactly how many will attend, order the following materials for each person attending. NOTE: you MUST have one copy of each of the following materials for each person attending.

- *TOUCHING HEARTS GUIDEBOOK*
- *HANDBOOK FOR SUCCESSFUL LIVING*
- *WELCOME TO YOUR CHANGED LIFE*
- *MENTORING ANOTHER BELIEVER*

In addition, have an extra supply of *WELCOME TO YOUR CHANGED LIFE* and *HANDBOOK FOR SUCCESSFUL LIVING* for use by those you equip. We recommend you order extra copies of all materials. Keep the extras for later distribution. You may order by calling 1-800-735-5865.

As the teams share with Type A unbelievers at Level 2, they will use the *HANDBOOK FOR SUCCESSFUL LIVING*. And, of course, each time they share the John 3:16 diagram — whether or not a decision is made — they should leave behind *WELCOME TO YOUR NEW LIFE*. Decide now how these will be made available after the seminar.

ALLOW 2-3 WEEKS FOR DELIVERY UNLESS YOU ARE WILLING TO PAY FOR EXPRESS DELIVERIES.

B. PREPARATION FOR SHOWING VIDEOTAPE

It is recommended that the video be presented using a large screen and video projection unit. If the church does not own one, it can be rented. Usually you can rent it for one day (Friday) and get free use of it for the Saturday sessions.

Is the screen large enough? Is it placed so those seated to the side can see it clearly? Be sure everyone can see the screen without straining. Note the video includes all small group sessions and is NOT to be turned off during the discussion times unless your Facilitator's Guide instructs you to do so. The music on the video is deliberately muted somewhat during small group times so you will not have to adjust the volume settings.

For a group of 10-20, it is possible to use a regular television set with a large screen (21" or better), or two smaller TV sets coupled together (Radio Shack has connectors to do this). Preset the sound and adjust color if necessary.

Remember: “anything that can go wrong — will!” It is best to set up and test the equipment, including sound, well in advance of the time when the seminar begins.

C. SEATING

This seminar presentation assumes there are teams of two. Chairs should be arranged in groups of two slightly separated from one another. Or, allow one empty chair between each set of Partners. If you have many cells, arrange the attendees by Zones. Remember — there must not be any singles or trios in the training! The training is “two by two.”

D. PERSONAL PREPARATION FOR FACILITATING THE SEMINAR

If at all possible, watch the entire presentation in a relaxed atmosphere where you can get a feel for the flow of the material. Use this booklet as you review the video, noting the comments made to help you understand the content. The more you acquaint yourself with the presentation, the more confident you will be when facilitating it with the group. Note the times when you lead the seminar apart from the videotaped presentations. Rehearse these exercises in advance if possible.

4. SCHEDULE

A. RECOMMENDED SCHEDULES FOR CONDUCTING THE SEMINAR

The Seminar requires approximately 6 hours of time. No one should be enrolled unless they sign the pledge to take the entire training, not a part of it.

A. Friday Night:

- 7:00 p.m. - Preliminaries
- 7:18 p.m. - Tape 1
- 8:27 p.m. - Present Scripture Verse Review (See page 13)
- 8:50 p.m. - Dismiss with Prayer

B. Saturday:

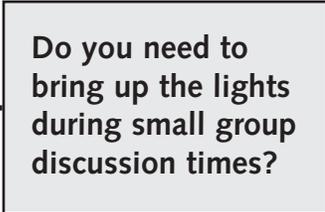
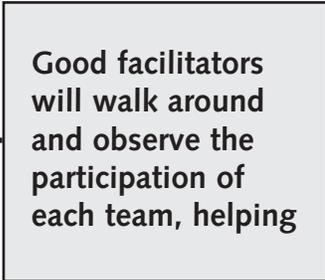
- 9:00 a.m. - Preliminaries
- 9:18 a.m. - Tape 1
- 10:05 a.m. - Coffee Break
- 10:25 a.m. - Begin Tape 2
- 12:15 p.m. - Break for Lunch
- 1:30 p.m. - Begin Tape 2
- 1:55 p.m. - FACILITATE CLOSING ACTIVITIES (See Page 9)
- 2:45 p.m. - SEMINAR ENDS

B. DETAIL OUTLINE OF SEMINAR

- Arrange for 10 minutes of worship time. Do not go longer than that unless you are prepared to go overtime!
- Opening Prayer
- Announcements, greetings by Facilitator
- Video is started

DISK 1

PLEASE USE THE COLOR BARS TO ADJUST THE COLORS AND BRIGHTNESS TO BEST LEVELS FOR YOUR EQUIPMENT.

- Introduction
- Ralph – Introductory words
- Memory of Dr. Samuel Borgen
- Intro to use of books
- Small Group Time ← 
 - Look over the 3 books
- Visit with Ralph
 - “Christ in you!”
- Review of the Journey Inward
 - Trained with a Partner
 - Importance of reaching out as Partners
- How will God use you?
 - Examples: Peter and Cornelius, Philip and Eunuch
 - Principles to remember
 - Most important truth: Jesus in you
 - Not selling a “belief system”
- Small Group Time ← 
 - Discuss Insights gained
- Visit with Ralph
 - Thinking *OIKOS*
- Turn to pages 6 and 7
 - Your *OIKOS* world
 - Type A and B Unbelievers
- Small Group Time
 - List all those in your *OIKOS* and check spiritual condition of each one
- Visit with Ralph
 - Report of seminar at Lighthouse, Cape Town
- Small Group Time
 - Page 8: Choose names from your *OIKOS* lists that might fit one of the 6 descriptions
- Small Group Time
 - Page 9: List only the “Type A” friends you both have

STOP THE TAPE AND TAKE SURVEY

Did you focus the OHP and prepare the transparency in advance?

1. Review the instructions on the videotape, using the OHP Transparency Master T-1
2. Use your watch to allow 3 minutes for the team to list on page 9 all the "Type A" people they know.
3. While this is taking place, count the number of people taking the course. Write the figure in the blank on Master T-1.
4. After the 3 minutes are over, explain that you are going to recount the total number of "Type A" & "Type B" unbelievers. They will report their number by raising their fingers. Only one team member should report for the team. Have them decide which team member will respond by holding up fingers. Exception: if there are more than 10 people to be reported, the second person can also hold up fingers.
5. First, count fingers to get the number of "Type A" unbelievers. Write this figure on Master T-1 and ask them to write this figure in their book on page 9.
6. Next, repeat to get the number of "Type B" unbelievers. Write the figure on Master T-1.
7. Next, repeat to get the number of believers. Write the figure on Master T-1.
8. Finally, list the people whose spiritual condition is unknown.
9. Close the Friday night session by using transparency T-2. Follow the instructions below.

CLOSE WITH PRAYER (TEAMS OR GROUPS PRAYING?)

CLOSE OF FRIDAY NIGHT SEMINAR

TAPE MUST BE CUED IN FOR SATURDAY A.M. START . . .

- How to share Christ with "Type A" Unbelievers
 - The "man of peace"
 - Four principles
 - Example: Kazakestan
- Small Group Time
 - Turn to page 13. Write down names of people that you know who were chains of conversions
- Visit with Ralph
 - Shares his testimony in one minute
- Small Group Time, 1 minute
- Review pages 14-15; 4 parts of Paul's witness
- Small Group Time
 - Write out your testimony: page 16
- Small Group Time
 - Share your testimony, first person
 - Share your testimony, second person
- Small Group Time
 - Pages 17-18: check other experiences you have had that will provide a witness topic
- Testimony: Marilyn Burt

END OF TAPE

SUGGESTION: ←

If you have another “live” illustration of someone who was won to Christ by the specific use of the John 3:16 presentation, please use it here. We do NOT recommend using an illustration of a convert won by using some other method because it will confuse the class. Endorse only this one method to strengthen the motivation of the class to learn this presentation in the next session.

If this is the first time you are doing the seminar you may not be able to do this, but in all further weekends be sure to include at least one live testimony!

DISK 2

BE SURE TO READJUST USING THE COLOR BARS FOR ADJUSTING COLOR AND BRIGHTNESS BEFORE TAPE PRESENTATION BEGINS.

- Introduction
- How to share your faith with Level 1 persons.
 - Follow diagram on page 19.
 - Share your peace in a relational way
 - Use a blank sheet of paper; use the dialogue method
 - Discuss, rather than lecture
 - Learn the simple presentation which follows
 - Pause; ask questions
 - Diagram shown
 - Turn to page 19
 - Presentation given...
 - Share your testimony! One minute!
 - First presentation of diagram explained in depth
- Small Group Time
 - Review the diagram on page 19. Take turns coaching each other.
- Visit with Ralph
 - Encouragement to pray; illustration of power of prayer
- Second Review begins
 - Note: Page 20 is now used!
- Small Group Time
 - Partner 1 will complete the diagram using page 21.
 - Partner 2 will complete the diagram using page 22.
 - Note: be sure everyone completes the diagrams. Ask Partner 1 to signal you to view and approve the diagram; then ask Partner 2 to signal you to view and approve the diagram.
 - Tell the group at the beginning of the 20 minutes that you must approve each written presentation, and walk around observing the activity of each team. Help any team that is not doing the work as assigned.
- Small Group Time
 - Talk it over—page 25; Review together page 26a
 - Stroll around and observe each team's activity. Comment as necessary.
- The Invitation: How To Draw The Net
 - Ask three questions

Only 3 responses possible: each one explained
Scheduling an Investigative Bible Study

- Small Group Time
Talk it over — page 29. Follow instructions about sharing 3 areas there.
If you have time, pray for each other.

COFFEE BREAK: STOP THE TAPE AS INSTRUCTED ON SCREEN

INTRODUCE RALPH AS YOU START THE TAPE AGAIN.

- Visit with Ralph
Investigative Bible Study
- How to conduct an Investigative Bible Study
- Small Group Time
Review the pages of the book
- How to Handle Excuses
Five Probe Principles
- Closing Assignments
Visit “Type A” unbelievers
Use Daily Growth Guides for next 5 weeks
Attend the Sponsor’s Equipping Seminar
Report Form to be given to Cell Leader weekly
- Visit with Ralph
Final encouragement
Prays for the group
Closing shots include cell group and baptism ceremony
- Sign off

FRIDAY NIGHT—CLOSING EVENT

INSTRUCTIONS FOR SCRIPTURE VERSE REVIEW

1. Prepare Transparency Master T-2.
2. Ask the class to look at the last page in the *Touching Hearts Guidebook*. Suggest they get scissors as soon as they get home and cut out the scripture verses and bring the set of five cards to class in the morning. Explain you will review the verses again tomorrow.
3. Suggest they find these verses in their Bibles and underline them.
4. Suggest they use the time they are traveling around to review the verses. A little time each day devoted to remembering them makes it easy to memorize them.
5. Show Transparency Master T-2 by sliding a paper mask down to uncover each verse as you discuss it.
6. Make the following explanations as you review the verses:

JOHN 3:16

This is a crucial verse to explain the plan of salvation. You will use it each time you share with a “Type A” Unbeliever. Have the class repeat it together. Then slide down to the second version of the verse and have them say it again, this time including their own name where there is a blank space.

HEBREWS 11:6

There will be “Type A” Unbelievers who may say, “I am not quite ready to make this decision.” This verse is very helpful to guide them to pray it as the prayer of a seeker, who has already decided only that the decision must be made some time in the future. Have the class repeat it together. Then slide down to the partial version of the verse and have them say it again.

GENESIS 3:5

Explain: “You may wonder why we are going to memorize such a verse!” First of all, it is the inspired word of God, so there is a purpose for it. This verse contains the words used to destroy Eve as Satan said them to her. You will often want to use it to help a seeker understand that the word “sin” describes our desire to “be like God.” Sin is not an activity, it is an attitude . . . Sin says “I will be my own God, determining my own destiny.” Have the class repeat it aloud.

HEBREWS 9:27-28

This verse explains two of the three aspects of salvation — freedom from the penalty of sin and the future freedom from the presence of sin. Explain it is valuable to learn to help remember that our salvation is in three phases. Phases one and two will be important for the seeker to understand, because often they will be thinking, “I don’t think I can live the Christian life and be free from the presence of sin.” They do not understand that is a future event. When you run into this issue, this verse will be important to have memorized.

PHILIPPIANS 2:12-13

This verse explains the third aspect of salvation. We (plural!) “Work out” our (plural!) salvation from the power of sin together, not individually. It is in the cell group that this continuous salvation is received. This verse will be useful as you explain to the new convert why the cell group is not an option — it is necessary to secure salvation from the power of sin.

FACILITATING CLOSING ACTIVITIES—SATURDAY AFTERNOON

1. It is important that the group realizes this seminar is only the beginning of a journey! Use Transparency Master T-3 to review the following issues:

DAILY GROWTH GUIDES

Stress the great value of the five weeks of Daily Growth Guides. Using the table of contents, emphasize the many key truths that will “soak in” by continuing the seminar in the daily time with the growth guides. Give your personal testimony, examples of special insights you gained by going through them. Ask for a raising of hands as a way of pledging they will not evade this further reinforcement of the seminar.

PRAYING

The daily time you spend in praying for the “Type A” unbelievers on your list is crucial. You cannot change a person’s desire to receive Christ. That is the work of the Holy Spirit! But your prayer life is the way you cooperate with the Holy Spirit. You are encouraged to make a list of strongholds in the lives of these unbelievers and pray for their release from them! A great tool for this is “*Our Blessing List*”. Show the group the poster and tell them how to use it.

HARVESTING

The time you spend with “Type A” unbelievers is vital to seeing the harvest. Perhaps your lifestyle until now has never considered setting aside quality time to be with them. Why not decide that, for the rest of your life, you will deliberately devote about 2 hours a week to direct involvement with them? The greatest enemy of the gospel is our lack of relating to them.

REPORTING

Ask the group to turn to page 94. You might even photocopy a quantity of this form and pass out 5 copies to each team. Explain that accountability ensures responsibility, and these are to be presented weekly to their Cell Leader at the start of the cell meeting. The Cell Leader will use this to have the cell members pray for the issues presented during Share the Vision times.

SHARING

Ask the group to turn to page 88. Briefly (no more than 4 minutes!) review the material printed on this page. Emphasize the importance of ministering under the prayer intercession of the cell members. Then review the topics on pages 89-93. Suggest they can be used each week during the Share the Vision time to briefly inform the cell of your activities. Your Cell Leader may also ask you to lead a “practice round” explanation of the John 3:16 diagram during the Share the Vision time.

MEMORIZING

Reinforce the importance of committing to memory the five scripture passages assigned. Indicate that only after the discipline has been achieved will the power of these verses be experienced.

SPONSORING

For those who have been Sponsees until now, mention their need to be trained in the special Sponsor’s seminar. Announce the date and time for that session.

ALUMNI MEETING

Set a date five or six weeks in the future when there will be an “Alumni” gathering of this seminar class. Indicate it will be a time to report the results of the ministry. This includes inviting new converts to come and give testimonies.

**USE THIS OR A SIMILAR FORM TO PRE-REGISTER ALL
WHO WILL ATTEND THE SEMINAR.**

**REGISTRATION FORM
TOUCHING HEARTS SEMINAR**

DATE OF SEMINAR: ____/____/____

LOCATION: _____

NAMES OF PARTNERS:

1. _____ TEL.: _____

Have you ever personally led another person to Christ? YES NO

2. _____ TEL.: _____

Have you ever personally led another person to Christ? YES NO

SPONSORING CELL GROUP: _____

CELL LEADER: _____

Registrations must be turned in by (date) _____ for materials to be ordered.

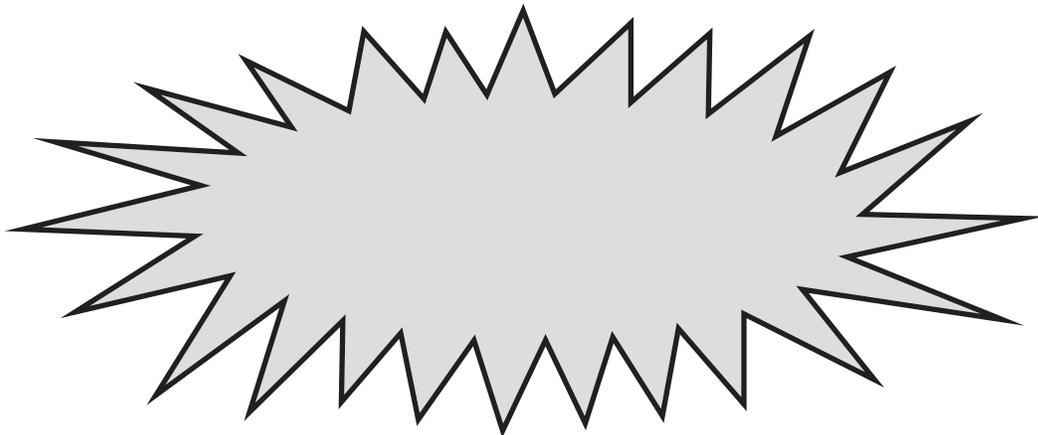
REPORT OF OUR FINDINGS

(Hold up one finger for each person in your oikos for each category)

1. TOTAL PERSONS TAKING THIS COURSE: _____
2. TOTAL "TYPE A" UNBELIEVERS: _____
3. TOTAL "TYPE B" UNBELIEVERS: _____
4. TOTAL CHRISTIANS: _____
5. TOTAL SPIRITUAL CONDITION UNKNOWN: _____

CONCLUSION:

**THE PERSONS TAKING THIS COURSE ARE IN CONTACT WITH
THIS TOTAL NUMBER OF "TYPE A" UNBELIEVERS**



Transparency Master T-1

JOHN 3:16

For God so loved the world that he gave His one and only Son, that whoever believes in him shall not perish but have eternal life.

JOHN 3:16

For God so loved the world that he gave His one and only Son, that when _____ believes in him, he/she shall not perish but have eternal life.

HEBREWS 11:16

And without faith it is impossible to please God, because anyone who comes to Him must believe that he exists and that he rewards those who earnestly seek him.

HEBREWS 11:6 (Partial, most useful when sharing with a seeker)
... he rewards those who earnestly seek him.

GENESIS 3:5

THE GREAT LIE, SPOKEN BY SATAN TO EVE; DEFINES MEANING OF SIN:

For God knows that when you eat of it your eyes will be opened, and *you will be like God*,
knowing good and evil.

HEBREWS 9:27-28

Just as a man is destined to die once, and after that to face judgment, so Christ was sacrificed once to take away the sins of many people; and he will appear a second time, not to bear sin, but to bring salvation
to those who are waiting for him.

PHILIPPIANS 2:12-13

Therefore, my dear friends, as you have always obeyed — not only in my presence, but now much more in my absence — continue to work out your salvation with fear and trembling, for it is God who works in you to will and to act according to his good purpose.

DAILY GROWTH GUIDES

PRAYING

HARVESTING

REPORTING

SHARING

MEMORIZING

SPONSORING

ALUMNI MEETING

***Date:** ___/___/___ ***Place:** _____

ORDERING MATERIALS

How to order:

Phone: Call 1-800-735-5865

Fax: 1-713-742-5998

Mail: TOUCH Outreach Ministries, Inc.
P.O. Box 7847
Houston, TX 77270 USA

Number of people attending: _____

Number of additional copies: _____

Total: _____

Order the total number above for each of the following books:

- *TOUCHING HEARTS GUIDEBOOK*
- *WELCOME TO YOUR CHANGED LIFE*
- *HANDBOOK FOR SUCCESSFUL LIVING*
- *MENTORING ANOTHER BELIEVER*

Your Name: _____

Your Church: _____

Street Address: _____

City, State, ZIP: _____

Visa/MC/Discover # _____ Exp. Date ____/____

Authorized Signature _____ (We will call you with your total).

All shipments will be sent UPS or USPS Priority Mail.



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1-800-735-5865