

Kolb Ministries

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I urge you to live a life worthy of the calling you have received. Ephesians 4:1

TIME LINE CALENDAR

The amount of work needed for a successful Revival event can be daunting especially when you consider the time demands of the Pastor of a local church. To help with an understanding of the sequence of events that need to take place, the following time line calendar is provided. This sequence is a starting point for the leadership.

Six to twelve months before the meeting

- After you have decided to have a revival in your church, prayerfully decide on your Revivalist/Evangelist.

Ten weeks before the revival meeting

- Enlist chairpersons for the following teams/committees (add more if needed):
 - Prayer/Spiritual Preparation Team
 - Publicity Team
 - Music Team
 - Visitation Team
 - Special Events Team
 - Attendance Team
 - Ushers Team
 - Hospitality Team
 - Counseling Team (Pastor, you will head up and personally train this team)

Nine weeks before the revival meeting

- Team Leaders enlist team members.
- Teams prepare specific written revival objectives and goals.
- Each team should begin their meetings with an extended time of prayer specifically for the revival.

Eight weeks before the revival meeting

- Prayer/Spiritual Preparation Team orders/creates prayer guides and prepares other prospect materials.
- Publicity Team determines types of publicity needed and makes initial contacts with newspaper, radio, and television stations.
- Music Team selects music and enlists choir members.
- Visitation Team gathers prospect discovery and visitation materials and plans prospect discovery and visitation strategy.
- Hospitality Team contacts Revivalist to determine his lodging and meal needs. If at all possible, please provide the Revivalist with a motel room as opposed to rooming with a member of your congregation. This allows him some privacy for prayer, meditation, and study.

Seven weeks before the revival meeting

- Prayer/Spiritual Preparation Team fills in names on prayer guides and distributes to Sunday School teachers.
- Publicity Team plans outdoor advertising, prepares street banners, bulletin inserts, and newspaper ads.
- Special Events Team makes arrangements with local service organizations to speak at club meetings, secures any required permits for outdoor events, and arranges for any needed equipment.
- Music Team enlists singers/musicians for special music for each night of the revival (two per night).
- Visitation Team enlists visitation personnel and enrolls them in training classes.

Five to six weeks before the revival meeting

- Prayer/Spiritual Preparation Team distributes guides, plans prayer meetings, and makes prayer reminders.
- Publicity Team prints the church's name, address, time, and date of revival meetings on all types of publicity—witnessing booklets, window cards, hymnal covers, and so on.
- Music Team sets attendance goals.
- Attendance Team determines attendance plans and sets goals.
- Visitation Team enlists deacons to be visitation prayer partners.
- Ushers Team enlists ushers.
- Special Events Team works with the pastor, key leaders, and other ministry teams to plan pre-service activities.

Three to four weeks before the revival meeting

- Prayer/Spiritual Preparation Team enlists leaders for prayer meetings, distributes prayer reminders, and places posters in the church.
- Publicity Team delivers handbills, brochures, witnessing booklets, and other promotional materials to the Visitation Ministry Team and prepares three letters—for church members, the unsaved, and the un-churched.
- Hospitality Team enlists church members to assist with meals.
- Music Team begins rehearsals, enlists instrumentalists to be present at each service.
- Visitation Team prepares visitation assignments and plans the visitation program.
- Attendance Team prepares all necessary materials for the attendance plans.
- Special Events Team completes plans for pre-service activities.

Two weeks before the revival meeting

- Prayer/Spiritual Preparation Team conducts prayer meetings and enlists participants for round-the-clock prayer meetings.
- Publicity Team mails letters to church families, the unsaved, and the un-churched.
- Ushers Team familiarizes ushers with their duties.
- Hospitality Team arranges for the Revivalist's transportation, if needed.
- Music Team continues rehearsals. Singers/musicians for special music rehearse with choir.
- Visitation Team holds training sessions for visitation personnel and implements the visitation program.
- Attendance Team initiates attendance competition and emphasizes attendance goals.
- Special Events Team promotes pre-service activities in youth and children's departments and encourages children and youth leaders to contact absentees.

One week before the revival meeting

- Prayer/Spiritual Preparation Team confirms and publicizes that the mid-week service is dedicated to prayer for the revival.

- Publicity Team ensures distribution of all publicity—giving primary emphasis to newspapers, street banners, church bulletins, and newsletters.
- Hospitality Team finalizes the meal schedule, makes sure the Revivalist is able to sign for all restaurant meals, and arranges for hospitality baskets to be placed in his motel room. (If Revivalist agrees to an expense reimbursable plan there is no need to ensure he is able to sign for restaurant meals).
- Ushers Team conducts a trial run of duties for ushers. Makes sure the guest cards, offering envelopes, and other materials are ready and in place.
- Visitation Team enlists people to visit new prospects that attend the revival meetings.
- Attendance Team continues to encourage members to be present.
- Special Events Team encourages youth and children to be present for revival meetings and promotes special activities.