

And You Shall Be My Witnesses

Acts 1:8

**ACTS II:
CONVERSION, PROCLAMATION,
COMMUNITY**

**LEADER'S
EVANGELIZATION TRAINING GUIDE**

EVANGELIZATION OUTREACH



Coordinator's Handbook

**Community of the New Covenant
Private Association of the Christian Faithful**

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EVANGELIZATION OUTREACH

By
Sr. Angeline Bukowiecki, S.N.C

To all those who have contributed to our growth in the faith,
Our families, friends, theology professors, students, and from
All whom we have learned in so many different ways, this
"work of love" is most gratefully dedicated.

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Foreword

This particular Evangelizer's Handbook is one of an Evangelistic Series for ACTS II: Conversion, Proclamation, Community, a parish-based evangelization process of conversion and training in evangelization.

The ACTS II Process is a comprehensive training that has as its purpose the long-term goal of facilitating the formation of an evangelizing community of the parish. The means to accomplishing this is the Parish Small Group System: the networking of small groups whose primary purpose is evangelistic outreach. The Parish Small Group System is a way of life, a process of conversion, proclamation, community.

ACTS II: Conversion, Proclamation, Community is a total package of parish training in evangelization. It is divided into two parts:

- Part 1: Leadership Training, given by a CETC team, for the laity, those who will take leadership roles within their parish for this evangelization effort.

- Part 2: Evangelization Training of the Parishioners given by those trained in Part 1.

ACTS II is a process. It unfolds according to a specific dynamic which accomplishes far more than the materials alone can do. Throughout the unfolding of this process of life-giving events, the Holy Spirit is able to do what He alone can do: bring about the ever-deepening conversion of the parishioner.

Within the ACTS II Process, the parishioner, the trainee in evangelization, is equipped with the tools and skills to reach out and proclaim the Good News of Jesus Christ to the unchurched and the alienated/inactive Catholic, and bring them into the Church through the Parish Small Group System.

If you wish more information about this process, please visit our website: www.sncweb.org

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PART ONE

Organization of Evangelistic Outreach in the Parish

LEADER'S EVANGELIZATION TRAINING GUIDE

INTRODUCTION

HOW TO ORGANIZE AN EVANGELIZATION OUTREACH

OBJECTIVES

To come to an understanding of:

- the responsibilities of the Evangelization Outreach Director, the Evangelization Co-Heads, and the Evangelization Secretary.
 - the overall dynamic of the evangelization outreach.
-

I. Introduction.

- A. The evangelization outreach targets the unchurched and alienated/inactive as a first priority. Other groups may be targeted as well when there are a larger number of trained evangelizers in the parish. A listing of who can be targeted is as follows:
1. The unchurched who are not baptized (E.N. 51, 53, 57).
 2. The alienated/inactive (E.N. 52, 56).
 3. Those who do not believe, who are caught up in secularization (E.N. 55).
 4. Families whose children were baptized in the past few years and who are now not attending Church (E.N. 52).
 5. Persons inquiring into the Catholic faith (E.N. 51-53, 55-57).
 6. Families whose children were baptized recently or are going to be baptized (E.N. 54).
 7. Persons seeking to be married (E.N. 54).
 8. Those who are sick: the chronically ill, critically ill, the dying (E.N. 54).

9. Those who have experienced a death in the family in the past year (E.N. 54).

B. Keep in mind that this is not a listing in order of priority.

II. Leadership roles for evangelization outreach.

A. Evangelization Outreach Director.

This person is full time and takes overall responsibility for all aspects of this ministry.

B. Evangelization Outreach Co-Heads.

The Co-Heads take pastoral concern for the evangelization outreach and have responsibility for the outreach visits.

C. Evangelization Outreach Secretary.

The Secretary takes responsibility for all clerical work and keeps the necessary records of all outreach visits which give a succinct summary statement of the effects of such home visitations.

III. How to organize the evangelization outreach teams.

A. Organize the ministry into visitation teams of a man and woman.

B. Exceptions to this composition may be made as various situations arise which warrant them, for example, two women calling on another woman during the day-time hours.

C. At times, there may be a third team member, a newly trained evangelizer who is being initiated into evangelistic outreach. It allows the newly trained to gain a facility in doing outreach by observing experienced evangelizers at work and then doing it with them.

IV. Duties prior to the day of the evangelization outreach.

A. Evangelization Outreach Co-Heads.

1. Designate the teams and who the leader of each team is.
2. Designate which teams will go to which location.

B. Evangelization Outreach Secretary.

1. Contacts those persons/families to whom the parish may wish to send an evangelization team, for example, those mentioned in the above Introduction, Point A, numbers 4 through 9.
 - a) Informs the person/family about the availability of such a

visit and obtains permission from that person/family to have a team visit in the home.

- b) This is done for each supervised outreach so that appointments are already made for the teams (See: Appendix 3).
2. Types up a complete list of persons/families desiring to be visited, according to geographical location, and gives this list to the Evangelization Outreach Co-Heads so that they can designate which teams will go to which location.
 - a) The Evangelization Outreach Co-Heads return this list to the Evangelization Outreach Secretary having designated which teams will visit the various persons/families.
 - b) The Secretary retypes this list and gives a copy to the Evangelization Outreach Co-Heads and to the Evangelization Outreach Director.
 3. Types up for each team a list of the persons/families to be visited and puts this list into each team's visitation packet.
 4. Types up three lists of the evangelization outreach teams (See: Illustration below):
 - a) Puts one up by the entrance where the teams assemble and pray before doing outreach.
 - b) Gives one to the Evangelization Outreach Co-Heads.
 - c) Gives the other to the Evangelization Outreach Director to review while the teams are assembling.

*Denotes the LEADER of the TEAM

1. *Mary
John
2. *Philip
Cecilia
Joanne (being initiated into evangelization outreach)
3. *Linda
Mark

-
5. If the outreach teams are doing a **Census for Evangelization**, the Secretary **does not contact** the person/family to be visited. The Census for Evangelization is done by going door-to-door.

6. Prepares outreach packet for each team:
 - a) List of persons/families to visit.
 - b) Census for Evangelization Survey Forms.
 - c) Where Am I With Christ? Cards.
 - d) The Four Gospel Truths Booklets.
 - e) The Prayer of Commitment Sheet.
 - f) Evangelization Outreach Report Sheets.
 - g) Evangelization Outreach Team Evaluation Sheets.
 - h) Evangelization Outreach File Cards.
 - i) Home Visitation Appointment Cards.
 - j) Parish Information Booklet.
 - k) The Good News New Testament.
 - l) Life in the Spirit Retreat Application Forms (or Application Forms for one of the other renewal retreats, e.g. Cursillo, Marriage Encounter, Renew; for teenagers: TEC -- Teens Encounter Christ).
 - m) The Door Hanger, "Sorry we missed you".

V. Briefing instructions for outreach teams.

- A. **The outreach teams are to gather on the assigned day in the assembly room at the designated time _____ to do the following:**
 1. Check the list to see with whom they are to team for the evangelization outreach.
 2. Get together with their team member and decide whose car will be used.
 3. Pick up their outreach packet, look over the persons'/families' names to whom they have been assigned and/or appointments made as a result of the Census for Evangelization, and pray for them.
 4. Wait for final instructions and announcements from the Evangelization Outreach Director/Co-Heads.
 5. Leave the assembly room at the designated time _____ to make the home visits.
 6. A home visit should not last longer than one hour; no refreshments are to be accepted.
 7. After the visit, each team member evaluates the other team member as to how well each one did (See: Appendix 1, "Evangelization Outreach Team Evaluation").

- B. Return at the designated time _____ to complete all post visitation responsibilities, to report and evaluate with the entire outreach team the results of the visits made, and for fellowship and refreshments.

VI. Duties of Evangelization Outreach Co-Heads when teams arrive to do outreach.

- A. Greet each team member as (s)he arrives.
- B. Make new team assignments or rearrange existing teams if necessary (e.g. absent members who did not inform the Evangelization Secretary).
- C. Briefly make any announcements.
- D. Review basic principles of evangelistic outreach from the Leader's Evangelization Outreach Guide.
- E. Lead the outreach teams in a period of worship, a time of praise and thanksgiving of the Lord Jesus Christ for the privilege of being able to reach out and bring people to him.
- F. Inspire and motivate the entire team with a thought from Scripture. This should be a zealous and moving word of encouragement from the Scriptures. Some examples follow:
 - a) The disciple being one with Jesus (Mt. 10:40-42).
 - b) Sent by Jesus (Lk. 9:1-6; Jn. 13:12-17; Mk. 16:15-18; Mt. 28:16-20).
 - c) Seek first the Kingdom (Lk. 12:32-34).
 - d) Empowered by the Spirit (Lk. 11:5-13; Lk. 12:11-12; Jn. 14:12-17; Acts 1:8).
- G. Follow this with another period of praise and thanksgiving of the Lord Jesus.
- H. Lay hands on and pray for each team as each is called forward to be prayed with for empowerment by the Holy Spirit to be powerful evangelizers.

" _____ Name _____, in the name of our Lord Jesus Christ, the first and the greatest evangelizer, I commission you under the power of the Holy Spirit, to bring the love of the Father in Jesus Christ to his people. All glory and praise to you, Lord Jesus! Amen!"

VII. Post visitation duties of the Evangelization Outreach Co-Heads & Secretary.

A. Evangelization Outreach Co-Heads.

1. Greet team members as they return from carrying out the evangelistic outreach to complete their post visitation responsibilities.
2. Provide the required supervision for the team members in the evaluation of the visits made.
 - a) Allow time for each team to go over their "Evangelization Outreach Team Evaluation" sheets.
 - b) Allow time for each team to share briefly and to evaluate their home visit(s) using their "Evangelization Outreach Report Sheets" and their "Evangelization Outreach Team Evaluation" sheets as a guide from which to share.
 - c) Allow time for the teams to share the evaluation of their visits and to learn from one another by getting together in small groups (See: Part Two, Session Two: II. Evaluation of the ongoing evangelistic outreach, pp. 31-33, as to how this is to be done).
 - d) Listen carefully to the small group reports as to how the teams interacted together and handled their visits.
 - e) Answer questions raised by the experiences of the outreach.
 - f) Note carefully any possible problem areas or difficulties.
 - g) Give encouragement and exhortation where necessary.
 - h) Help team members make practical application of their experiences to their lives.
3. Close this period of evaluating and reporting with a powerful time of praise and thanksgiving to the Lord, for the wonderful way in which he has worked through the evangelizers for the good of his people.

B. Evangelization Outreach Secretary.

1. Has the refreshments ready for those returning from the home visitations.
2. Has all materials needed by the evangelization outreach teams ready so that they can record the results of their home visits:

3x5 cards (for team leader to note down those who committed/recommitted to Christ and their phone numbers, etc), postcards and envelopes (for the notes to be written to those visited), pens, paper clips, etc.

3. Sees to it that all these materials are then filed away in their proper files after the closing time of worship.
4. Calls those team members who were absent for the evangelization outreach to see if everything is well with them.
5. Separates the "Evangelization Outreach File Cards" from the "Evangelization Outreach Report Sheets".
6. Types up a listing of all the results from the Evangelization Outreach File Cards, listing:
 - a) Date of visit.
 - b) Names of persons/families visited.
 - c) Referrals made.
 - d) Results of the visitation:
 - the number of the follow-up session, if the visit was a follow-up concern;
 - whether the person **committed/recommitted to Christ with the laying on of hands and the prayer for the outpouring of the Holy Spirit**; and
 - if the person has accepted the invitation to attend the small group home gathering.
7. The information on the next page gives a very succinct summary statement of the results of the evangelization outreach for a particular period as a result of the Census for Evangelization.

**MONTHLY REPORT
OF
EVANGELIZATION OUTREACH HOME VISITATIONS**

Date _____

FAMILY VISITED

RESULTS

- | | |
|----------------------|---|
| 1. Mr. Mrs. J. Smith | <ul style="list-style-type: none">• Already Catholic Christian• Recommitment with Prayer for the Outpouring of the Holy Spirit• Invited to Small Group |
| 2. Mr. Robt. Jones | <ul style="list-style-type: none">• Did Not Invite In |
| 3. Mr. H. Fisher | <ul style="list-style-type: none">• Established Initial Relationship• Gospel Truth 1, 2• Follow-up Visit Desired |
| 4. Mr. G. Gordon | <ul style="list-style-type: none">• Established Initial Relationship• Gospel Truth 1, 2, 3, 4• Commitment and Prayer for the Outpouring of the Holy Spirit• Invited to Small Group |

-
- a) A monthly, quarterly and yearly compilation can give definite statistics:
- i) Number of door-to-door calls made.
 - ii) Number of follow-up home visitations.
 - iii) Number of commitments/recommitments made to Christ, with the laying on of hands and the prayer for the outpouring of the Holy Spirit.
 - iv) Number of participants at a renewal retreat (e.g. Life in the Spirit, etc.).
 - v) Those needing their marriage fixed; baptisms or confirmations needed; the sick desiring the healing ministry, etc.
- b) Such statistics will enable the Evangelization Outreach Director to study, analyze, and evaluate the ministry's

effectiveness, and indicate additional directions that may need to be taken.

- c) All such statistics should be forwarded to the Pastor of the parish on a regular basis.

VIII. Duties to be done before the next evangelization outreach by the Evangelization Outreach Director & Secretary.

A. Evangelization Outreach Secretary.

1. Sees that the Evangelization Outreach Director has copies of all reports for his/her study.
 - a) Results of the Parish Census for Evangelization:
 - i) The Summary Sheet of Total Door-To-Door Calls Made by each evangelization outreach team which has been stapled to each team's Census for Evangelization Survey Forms;
 - ii) Summary Sheets of Follow-Up Home Visitations To Be Made.
 - b) Summary results of all home visits made.
 - c) Evangelization Outreach Report Sheets.
 - d) Evangelization Outreach File Cards (See: p. 30).
2. **Files** all report forms after the Evangelization Outreach Director is finished with them. The purpose of this file is to enable easy access to information by the Evangelization Outreach Director concerning:
 - a) Any past visitation made.
 - b) A complaint about a visitation made by the one visited -- allows the Director to discover which team made the visitation so as to discuss the matter with them.
 - c) Where a person/family is in their relationship with Christ should a person/family seek counseling or membership in the Church.

B. Evangelization Outreach Director.

1. **Reviews** all reports regarding the evangelization outreach.

- a) Results of the Parish Census for Evangelization:
 - i) The Summary Sheet of Total Door-to-Door Calls Made by each evangelization outreach team which has been stapled to each team's Census for Evangelization Survey Forms.
 - ii) Summary Sheets of Follow-Up Home Visitations To Be Made.
 - b) Summary results of all home visits made.
 - c) Evangelization Outreach Report Sheets.
 - d) Evangelization Outreach File Cards.
2. **Takes note** of any pastoral letters, visits, or telephone calls requested and attends to these, if possible, before the next week's visitations.
 3. **Makes referrals** of appropriate information acquired from the visits to the parish ministries responsible for those areas.
 4. **Returns** all of the Summary Sheets, Evangelization Outreach Report Sheets, and Evangelization Outreach File Cards to the Secretary to be filed for use later for the monthly, quarterly and yearly reports to be given to the Evangelization Outreach Director and to the Pastor of the parish.

IX. The Evangelization Outreach Co-Heads and the Evangelization Outreach Team Captains.

- A. As the number of trained evangelizers grows, the Evangelization Outreach Co-Heads need to assign team captains for every eight evangelization outreach teams.
- B. The team captain would provide his or her team members (the eight evangelization outreach teams assigned to him/her) the required supervision in the evaluation of the outreach efforts made.
- C. All team captains are under the supervision of the Evangelization Outreach Co-Heads.

PART TWO

Evangelistic Outreach Training

LEADER'S EVANGELIZATION TRAINING GUIDE

SESSION ONE

THE DYNAMICS OF EVANGELISTIC OUTREACH

OBJECTIVE

To acquire an in-depth understanding of how the evangelization outreach is carried out within the ACTS II Process.

REQUIRED PREPARATIONS--TRAINING INSTRUCTOR

1. Plan for and implement personal prayer time.
2. Have sufficient number of "The Four Gospel Truths Booklet" for trainees.
3. Study instructional content on page 12.
4. At the end of presentation, ASK if there are any questions about presented material and ANSWER questions by quoting from presented material.
5. Pray with training team 20 minutes before session.

TRAINING INSTRUCTOR PATH

TOTAL TIME: 75 Minutes

OPENING PRAYER

15 MINS.

1. ASK group to turn to EOH page 26 and stand.
 2. SIGNAL for music and prayer leaders to begin.
 3. REQUEST Blessing Prayer.
 4. THANK group and ask them to be seated.
-

BEGIN SESSION ONE

ASK group to turn to EOH page 1.

This session is concerned with helping each one of us come to understand

and appreciate the dynamic of the parish evangelization outreach.

INSTRUCTIONAL CONTENT

30 MINS.

1. LOOK OVER key points to be taught:
 - I. En route procedures.
 - II. At the door of the home to be visited.
 - III. Dynamics of the team within the home before and during a Gospel Presentation.
 - IV. Dynamics to be used during the Gospel Presentation.
 - V. Presentation of the Four Gospel Truths.
 - VI. After the Good News Proclamation, the person being visited can be actively led to Christ.
 - VII. Immediately after completing their home visitation, the team members complete their Evangelization Outreach Forms before proceeding to the next home.

2. TEACH expanded outline of above key points:

- I. En route procedures.**

The evangelization outreach teams:

- A. Become acquainted with the name of the person/family to be called on (when an appointment has been set up in advance), confer on the proper pronunciation, and practice saying the name/names out loud together.
- B. Pay special attention to the title that accompanies the person's name: whether it is Mr., Mrs., or Miss. They will want to avoid calling elderly people by their first names.

- C. Pray for:

1. the person/persons to be visited, that the Holy Spirit would

prepare their hearts to receive the message, whatever it would be.

2. themselves that they would be sensitive to the lead of the Spirit.

II. At the door of the home to be visited.

A. Both evangelization outreach team members should be near the door to greet whoever comes to the door.

1. If a man comes to the door, the male member of the team should do the greeting.

2. If a woman comes, the female member of the team should do the greeting.

a) One would say, "Hello, Mr. or Mrs. or Miss. _____?"

-This question allows the team to discover if they are visiting with the intended person or someone else.

b) If it is the intended person, the male or female team member would say (when an appointment has been set up in advance):

i) "We are from _____ Parish. An appointment had been set up for us to come and visit with you. Is this still a convenient time for you?"

ii) Assuming that it is, the leader of the team should introduce himself/herself and the other team members, or the team members may introduce themselves.

3. If the person is reluctant to visit now, the leader should:

a) excuse the team.

- b) express the desire to return and visit at a later date.
- c) ask the person if (s)he desires a future visit.

-If the answer to a future visit is "YES," that information is recorded on the "Evangelization Outreach Report Sheet". The Evangelization Outreach Director will attend to the request when (s)he reviews the report sheets.

- B. If no one answers the door, the team places a "Sorry, we missed you" card on the door knob with a brief handwritten note by one of the team members.

III. Dynamics of the team within the home before and during a Gospel Presentation.

- A. The team members should seek to seat themselves in such a way that the team members are near the person being visited.

1. Avoid a two (or three whenever the team consists of three) against one seating arrangement, such as both team members sitting on a couch directly across from the person being visited.
2. If the T.V. is on and interfering with the conversation, the leader may say:

- a) " _____, would you mind turning the T.V. down (or off), so that we could visit better?"

-Usually (s)he will turn it off.

- b) If children are present and interfering with the conversation, the other team member should seek to take care of the children so that the leader may be able to visit.

- B. It is the GOAL of the leader to involve the other team member (if not busy with the children) in the conversation with the person being visited in as many ways as possible.

-This includes participation in the conversation before, during and after the Gospel Presentation.

C. The GOAL of the opening conversation is to become better acquainted with the person being visited--to establish relationship.

1. Comments about children, items around the room: such as books, antiques, photographs, lead to natural sharing.
2. Remember, a comment is better than an embarrassing question. This leads into an initial establishing of relationship.

D. The team members should avoid judging the person/family and should beware of prejudice.

1. Without arrogance or presumption, but in a spirit of humility, of self-emptying, the team members allow the person being visited to be and to express whatever is on his or her mind without becoming defensive.
2. What is it about this person/family that I can genuinely appreciate? Is it his or her warm smile, ability to put another at ease, kindness, etc.?
3. Look for the positive things in others and learn to appreciate them as gifts for the benefit of others. Accentuate the positive.

E. Keep in mind that **practical wisdom, discernment and prayer** are needed in order to know:

1. when it is the appropriate time to share about the Lord.
2. in what way to share about the Lord that will most address this person's/family's needs.

F. Keep in mind your responses to the:

1. Personal Encounters, EH, 1B.

 2. Challenges for Evangelizers, EH, 1B, where you are asked to respond to these 'challenges' in such a way that would enable you to lead into your personal testimony and into the Good News Proclamation.
- G. The important question to keep in the back of one's mind is the question of Jesus: **"What do you seek?" (John 1:38).**
1. What evidence do I have that tells me this is the opportune time to share about the Lord?

 2. Be attuned to non-verbal communication: body language.
 - a) If the person looks bored, sighs, shifts from one position to another, or keeps trying to talk about something else, obviously the leader should stop, listen, and perhaps take another direction.

 - b) When a need is shared, compassion and understanding are expected.

 - c) This is what the heart of the evangelizer should be filled with: the compassion and understanding of the Lord Jesus for His People.
 - i) Having this attitude of the Lord Jesus, the evangelizer is able to proclaim the Good News of Jesus Christ.

 - ii) Without such an attitude, the evangelizer is but "a noisy gong or a clanging cymbal" (1 Corinthians 13:1).

H. The recent baptism of a child.

When doing an outreach that is targeting those who have experienced a recent baptism, the team leader raises the following questions:

1. "You recently had your child baptized? Did you find the preparation given helpful in preparing you to bring up your child in the faith?"
2. "Is there some way that we could be of help to you in this matter?"
3. After finding out whether or not you can be of help, ask the person if you could share about Jesus with him/her.
 - a) If the answer is "NO," then ask if you can come back at another time to share about Jesus. If the person is agreeable, arrange another time then.
 - b) If the answer is "YES," then proceed to share about Jesus according to the moments of evangelization as applicable.

I. The upcoming baptism of a child.

When doing an outreach that is targeting those who will experience the baptism of a child, the team leader raises the following questions:

1. "You are going to have your child baptized soon?"
2. "You are attending the preparation sessions?"
3. "Do you find these sessions helpful to you?"
4. "Is there some way that we can be of help to you in this matter?"
5. After finding out whether or not you can be of help, then ask the person being visited if you could share about Jesus with him/her.
6. If the answer is "NO," then ask if you could come back at another time to share about Jesus. If the person is agreeable, arrange another time then.

7. If the answer is "YES," proceed according to the moments of evangelization as applicable.

Trainer: See Appendix 3 for how such a targeted outreach can be done as a supervised outreach for trainees, or how this could be done by some of those carrying out the ongoing evangelistic outreach.

IV. Dynamics to be used during the Gospel Presentation.

- A. To avoid having a monologue occur between the leader and the person being visited which would ignore the other team member(s), the goal to be kept in mind is to create a sharing atmosphere that will involve the other team member(s) as well.
- B. Once the leader actually makes a presentation with some introduction, the other team member(s) should remain quiet, silently praying, interceding for the leader and the person being visited, until asked to participate in some particular way.
- C. The leader can involve the other team member(s) by:
 1. Asking the team member to read the Scripture passages chosen to exemplify a particular Gospel Truth.
 2. Asking the team member to not only read the Scripture passages chosen which exemplify a particular Gospel Truth, but to also comment on these Scripture passages showing how they bring out the particular Truth being shared.
 3. Asking a team member to continue the Gospel presentation with the next Truth. This can be done by saying, for example:
 - a) "Jack or Anne, why don't you continue with Truth Two?"
 - b) When this occurs, the leader is handing over the leadership of the Gospel presentation to another team member and does not take this leadership back unless it is handed

back to him or her.

4. The handing over of leadership to another team member can occur for the following reasons:

- a) A male has been appointed leader of the team and they are now visiting a woman and so the leader hands over leadership to a woman team member following the principle that like relates best to like.
- b) In the course of the conversation, the leader may realize that another team member may be able to relate better to the person being visited than (s)he is able to relate.
- c) The leader realizes that another team member will be able to relate better to the person being visited, because (s)he is a peer; following the principle of peer-to-peer ministry, especially when they are similar in age.

D. The leader can involve the persons being visited by:

- 1. Asking one of them to read the Scripture passages chosen to exemplify a particular Gospel Truth.
- 2. Asking one of them to not only read the Scripture passages chosen which exemplify a particular Gospel Truth, but to also comment on what these Scripture passages say to him/her.
 - a) This will frequently give the leader some insight into the person's theology and understanding of the passages.
 - b) Care needs to be exercised here if the person being visited tends to ramble on and on.

V. Presentation of the Four Gospel Truths.

A. There are a number of ways that the team leader can use to present the Four Gospel Truths.

1. A helpful approach is to let it grow naturally out of the conversation. For example:

a) "_____, it's been a pleasure visiting with you and we appreciate your inviting us into your home."

b) "We would like to give you a copy of the Good News New Testament."

- "This is a translation of the Bible that is written in modern day language. We're certain you will enjoy this easy to read translation."

c) "Do you have a little time left for us to read together a few passages from the Bible?"

- The leader should actually look at his or her watch and give the person being visited the chance to make the decision.

i) **If a positive response** is given, then the leader says:

"Well, then, let's all turn to page _____."

ii) **If a negative response** is given, the leader asks:

"Would you like for us to return at another time to visit with you and share some of the Bible together?"

- **If the person is agreeable**, then set up a definite date. Close with a pleasant: "Goodbye . . . and thank you so much."

- **If a negative response** is given, close in the same pleasant way.

d) **If time is a problem**, an abbreviated presentation of the Gospel Truths can be given. However, it is perfectly all

right if no Gospel Presentation is made.

-"The Four Gospel Truths Booklet" can be left with the family when leaving. We will go through this booklet now. This booklet is not meant to be used as a substitute for your Gospel Proclamation.

2. Another way in which the conversation can naturally lead into a presentation of the Gospel is to say after the New Testament has been given:

a) "The New Testament was written for a number of reasons, _____ . What would you say is one reason why the New Testament was written?"

b) After hearing the response of the person being visited, the leader can say:

i) "Yes, and another reason why it is written is given in the Gospel of John, in the second to last chapter, John 20:30-31."

ii) "It says here that this book was written that you may believe that Jesus is the Christ, the Son of God, and that believing you may have life in his name."

iii) This can be followed by the question: "What kind of life do you think Jesus wants for us?"

iv) This leads quite naturally into the First Gospel Truth and the Scripture passage John 10:10b.

3. Another question that leads quite naturally into the Proclamation of the Gospel is:

a) " _____, it's been a real pleasure being with you this evening. Before we leave, may I ask you ("in the light of your church background," if not a Catholic) what you consider to be one of the purposes of the Church in the world

today?"

- b) After (s)he has responded, the leader would give a copy of the Good News New Testament and would begin to present the Four Gospel Truths.
4. Often in the course of a conversation something will be said or asked that will allow the leader to look to Scripture for a response.
- a) The attentive leader might say:

-"That recalls to my mind something the Bible has to say about that."

b) The leader turns to that passage and uses it as an opportunity to lead into a presentation of the Gospel.
5. The following question might be used to present the Gospel Truths depending on the leader. (S)he might not wish to use it.
- a) It is up to the personal preference of the leader.
 - b) It is intended to give the team some insight into the theology of the person being visited.
 - c) No assumptions should be drawn from the person's response as to whether or not (s)he is a Christian. We are called to be witnesses and not judges.

And the question is:

-"_____, we knocked on your door and you let us come into your home. If you were to knock on the door of heaven and God opened the door and said: 'Why should I let you come into My home?' What would your response be?"

-This question is used to discover how the person believes.
But, the key point is: "What would you say?"

B. If the leader decides to move into sharing the Four Gospel Truths
-- (s)he could say:

1. "_____, we have enjoyed visiting with you tonight. Before we leave, I would like to share with you a little from the Gospel. Is there time for me to do this?"

Give the person time to respond as you look at your watch.

a) If the person responds "No," ask if it would be all right for you to return another evening. Set up the appointment then.

b) If the person responds "Yes," say: "I would like to share with you a four-point summary of the Gospel. This four-point summary of the Gospel can be called the Four Gospel Truths."

2. The leader begins, then, with Truth One using the appropriate Scripture passages.

3. Moves on to Truth Two if appropriate to do so, etc.

VI. After the Good News Proclamation, the person being visited can be actively led to Christ.

A. The leader can actively lead the person to Jesus with three types of questions:

1. A question of understanding: "Do you have any question about what has been said?"

2. A question of clarification: "Do you know Jesus Christ in a personal way?"

3. A question of commitment: "Do you want to commit your life to Jesus?" Or, "Do you want to recommit your life to Jesus?"
- B. The following are some guidelines to use when more than one person will be asked the above questions.
1. The above questions should be asked of each person in the home who hears the Gospel Proclamation.
 2. The question of understanding should be directed by the leader to:
 - a) the person who seems to have some question about the Gospel Proclamation, or to:
 - b) the person who seems to be the least knowledgeable of spiritual matters.
 3. The question of clarification should be directed by the leader to:
 - a) that member of the family who appears to have the least knowledge of spiritual matters, or to:
 - b) that person who appears to have been most moved by the Good News Proclamation.
 4. The question of commitment should be directed by the leader to:
 - a) that person who appears to be most ready to give his or her life to Christ, or to:
 - b) that person who appears to have been most moved by the Good News Proclamation.
 5. If at all possible, the GOAL of the evangelization outreach

team should be:

- a) to lead all who have heard the Gospel Proclamation to **commit/recommit their lives to Jesus Christ**, and to do this one person at a time, **followed by the laying on of hands and the prayer for the outpouring of the Holy Spirit**.

- b) to get each one to come to the next Life in the Spirit Retreat (or to a Cursillo, a Marriage Encounter, Renew; or for teenagers: to a TEC -- Teens Encounter Christ).
 - i) The leader explains the importance and effectiveness of the retreat in bringing about that "profound interior renewal" to which --

-all followers of Jesus have been invited by the Vatican II Council Fathers in the "Decree on the Missionary Activity of the Church."

-The retreat provides the opportunity for a conversion experience that opens a person to desire and accept a renewed life in the Spirit.

- ii) The team gives an application form for one of the above renewal retreats, (if any are available in the area), to the person/family being visited.

- c) to invite the person/family to come to the weekly small group meeting **only after the person/family has been led to --**

-commit/recommit his or her life to Christ, and has been prayed with for the outpouring of the Holy Spirit (men to the men's group; women to the women's group).

C. Pope Paul VI states so well in his Apostolic Exhortation, "On Evangelization in the Modern World", the importance of the entire family communicating the Gospel:

"At different moments in the Church's history and also in the Second Vatican Council, the family has well deserved the beautiful name of "domestic Church." This means that there should be found in every Christian family the various aspects of the entire Church. Furthermore, the family, like the Church, ought to be a place where the Gospel is transmitted and from which the Gospel radiates.

"In a family which is conscious of this mission, all the members evangelize and are evangelized. The parents not only communicate the Gospel to their children, but from their children they can themselves receive the same Gospel as deeply lived by them" (n. 71).

1. It is so important for the evangelizer **to seek to evangelize the entire family, parents and children, and to lead all of them to commit/recommit their lives to Jesus Christ.**

-It is best to do this one person at a time, **followed by the laying on of hands and the prayer for a new outpouring of the Holy Spirit.**

2. Each person within the family is invited to come to the weekly small group home gathering: **the father to the men's group and the mother to the women's group.**

a) It should be stressed that the parents bring their children, as young as seven years of age, to the weekly small groups that are held for the children.

b) It is important for the child's ongoing growth as a Christian to learn how to share the Scriptures.

VII. Immediately after completing their home visitation, the team members complete their Evangelization Outreach Forms before proceeding to the next home.

- A. Doing more than one home visitation during an outreach requires that the team leader complete:

1. The Evangelization Outreach Report Sheet; and the

2. Evangelization Outreach Team Evaluation

before proceeding to the next visit. Let's look at these forms now. You will find them in your EOH, Appendix 1, pages 42 and 44 (4A: Appendix 1: pp. 58 and 60).

B. This ensures:

1. an accurate record of the home visitation.
2. that the team members are benefiting from their evaluation of the previous home visitation before proceeding to the next visit.

C. We will look now at Appendix Five which is concerned with the "Various Ways Evangelization Teams can explain the reason for their visit."

-You will find it in the footnote referred to at the end of the paragraph under Roman Numeral VII.

3. GO OVER Study Guide.

-Study, memorize and make your own the dynamics of evangelistic outreach.

COMMUNITY BREAK	15 MINS.
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CLOSING PRAYER	15 MINS.
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1. GIVE ten minutes for prayer partners to pray together.
2. ASK group to turn to EOH page 27 and stand.
3. SIGNAL for music and prayer leaders to begin.
4. DISMISS group once prayer time is finished.

LEADER'S EVANGELIZATION TRAINING GUIDE

SESSION TWO

POST VISITATION RESPONSIBILITIES

OBJECTIVE

To learn the post visitation responsibilities of the evangelization outreach team.

REQUIRED PREPARATIONS--TRAINING INSTRUCTOR

1. Plan for and implement personal prayer time.
2. Study instructional content on page 29.
3. At the end of presentation, ASK if there are any questions about presented material and ANSWER questions by quoting from presented material.
4. Pray with training team 20 minutes before session.

TRAINING INSTRUCTOR PATH

TOTAL TIME: 65 Minutes

OPENING PRAYER

15 MINS.

1. ASK group to turn to EOH page 28 and stand.
 2. SIGNAL for music and prayer leaders to begin.
 3. REQUEST Blessing Prayer.
 4. THANK group and ask them to be seated.
-

BEGIN SESSION TWO

ASK group to turn to EOH page 13.

This session is concerned with learning and making your own the post visitation responsibilities that you, as evangelizers, are to fulfill.

1. LOOK OVER key points to be taught:
 - I. The evangelization outreach team's immediate post visitation responsibilities.
 - II. Evaluation of the ongoing evangelistic outreach.
 - III. The day after the evangelization outreach visits.
 - IV. Saturday and Sunday following evangelization outreach.
 - V. Summary of the evangelization cycle.
 - VI. A follow-up visit by the original team.
 - VII. Model ideas for developing reconciling responses.
2. TEACH expanded outline of above key points:
 - I. **The evangelization outreach team's immediate post visitation responsibilities.**

The evangelization outreach teams return to the parish assembly room, placing their evangelizing materials in the appropriate storage place.

- A. Team leader makes sure that the Evangelization Outreach Report Sheet has been completed, one for each person/family actually visited. Let's look at that report sheet again. (See: Appendix 1).
- B. Team leader also lists the telephone number of each person who committed/recommitted himself or herself to Christ so as to contact him or her the very next day.
- C. Evangelization Outreach File Card is filled out with the appropriate information on each person visited that day/evening including those who were not home:
 1. Date visited.
 2. Team members' names.
 3. Results of the home visit according to the Evangelization Out-

reach Report Sheet and Gospel Presentation Code.

4. Sample follows.

Side One of Card

EVANGELIZATION OUTREACH FILE CARD

Home Visitation	Date _____	
	Team	
Name _____	_____	
Address _____	_____	
City/Zip _____	_____	
Phone _____	_____	
Revisited	Team	Results
Date _____	_____	_____
Date _____	_____	_____
Date _____	_____	_____

Side Two of Card

RESULTS:

- _____ CXTN
- _____ UC
- _____ A/I
- _____ CMTMT
- _____ RCMTMT
- _____ EIR
- _____ UND
- _____ DNII
- _____ NPG
- _____ XTNE
- _____ RJTN
- _____ FV
- _____ RV
- _____ RFL
- _____ RT
- _____ OTHER

REFERRALS:

- _____ Religious Education:
 - _____ Baptism
 - _____ First Communion
 - _____ Confirmation
 - _____ Sacrament of Reconciliation
- _____ Healing:
 - _____ Shut-In Visitation
 - _____ Eucharist: Daily ___ Weekly ___
 - _____ Prayers for Healing
 - _____ Sacrament of Anointing of Sick
 - _____ Sacrament of Reconciliation
 - _____ Grieving
 - _____ Divorced
 - _____ Annulment
 - _____ Special Education
- _____ OTHER: _____

-Affixes each Evangelization Outreach File Card to the Evangelization Outreach Report Sheet (if a visit took place), and puts them in the file basket to be completed by the Evangelization Outreach Director.

- D. Writes follow-up notes to each person/family visited (See: Appendix 1 for sample notes that can be written to those visited to fit the different circumstances encountered).
- E. Gets together with his or her assigned team partner(s) to pray for those they have visited.
- F. Each team is committed to pray for the other evangelization outreach teams as well.

As a result of this commitment, each team member consecrates himself/herself anew each day to the Person and work of Jesus Christ and prays for all of the other evangelization outreach teams.

II. Evaluation of the ongoing evangelistic outreach.

- A. The Evangelization Outreach Director/Co-Heads supervise the evaluation of the visits made.
- B. The evaluation of the ongoing evangelistic outreach is a learning experience both for the Evangelization Outreach Director/Co-Heads and for the outreach teams.
- C. This evaluation is done, then, in two parts: individual team evaluation; small group sharing for the teams to learn from one another.
- D. The individual team evaluation is done in the following way:
 - 1. Each team is to share briefly and to evaluate their home visit(s) using:

-their Evangelization Outreach Report Sheets and their

Evangelization Outreach Team Evaluations as a guide from which to share.

2. They are to listen carefully to one another to see how well they interacted as a team.

E. Now that they are prepared to share their experiences and to learn from one another, the small group sharing takes place in the following way:

1. Two or three teams meet together as a small group. One of the team members in each small group volunteers to be the secretary for the group.
2. They are given time to share on the following questions:
 - a) Positive Points: How well were you able to present the Gospel Proclamation? Explain. How well did you use the team dynamics given in 4B? Explain.
 - b) Challenges: How did you handle difficult situations? For example, what kind of resistance did you encounter and how did you handle it? How has this prepared you for the next outreach?
 - c) Specific Problems: What problems did you encounter and how did you handle them? What helps or further training do you need in being better prepared for such problems in the future?
3. At the conclusion of the time given for this evaluation, the secretary of each small group reports to the large group the fruit of his or her small group's sharing.
4. The secretary of each small group turns in his or her notes to the Evangelization Outreach Secretary to be typed and kept as "helps" for future evangelizers who will carry out the ongoing evangelistic outreach of the parish.

F. The Evangelization Outreach Director/Co-heads:

1. Note carefully any possible problem areas or difficulties.
2. Answer questions raised by the experiences of the evening.
3. Give encouragement and exhortation where necessary.
4. Help team members to make practical application of their experiences to their lives.

G. The team members, the Evangelization Outreach Director/Co-Heads, and the Evangelization Outreach Secretary gather together for a closing time of praise and thanksgiving.

H. Some time is spent enjoying refreshments and having fellowship with one another.

I. Team members are free to leave at _____ .

III. The day after the evangelization outreach visits.

A. The team leader's responsibilities.

1. The team leader calls all those persons/families who were visited the night before, those who made **a commitment or recommitment to Christ and who --**

-were prayed with for the outpouring of the Holy Spirit -- and simply expresses how happy (s)he is about last night's visit.

2. The team leader also notifies the respective small group leader(s) if any of those who **committed/recommitted to Christ** will be coming to their small group home gathering.

-The small group leader calls and welcomes that person/family to his or her home for the small group home gathering,

giving whatever specifics are necessary, and offering to have someone pick him/her up.

B. The other team member's responsibility.

-The other team member mails the notes that were written the evening of the home visit.

C. All evangelization outreach teams that made the visitations the night before begin to pray on a daily basis for:

1. all those who **committed/recommitted to Christ with the laying on of hands and the prayer for the outpouring of the Holy Spirit.**
2. those who plan to make the Life in the Spirit Retreat (or one of the other renewal retreats).
3. all of them to come to the weekly small group home gatherings for ongoing evangelistic follow-up.

IV. Saturday and Sunday following the evangelistic outreach.

A. **On Saturday**, the team leader of each evangelization outreach team phones each person or family who made a **commitment/re-commitment to Christ** --

1. and talks about the possibility of attending the Eucharist together on Sunday morning;
2. offers transportation to the church if this is necessary; and
3. again invites the person or family to come to the weekly small group home gathering where ongoing evangelization can take place.

B. **On Sunday**, the leader of the team meets that person or family to:

1. celebrate the Eucharist together.

2. introduce the person or family to some of the parishioners.
3. acquaint the person or family with the church and parish center.
4. remind the person or family about coming to the weekly small group home gathering where ongoing evangelization can take place.

V. Summary of the evangelization cycle from Sunday to Sunday activities.

A. On Sunday.

1. An evening (or day) evangelistic outreach visit is made, usually by two persons, where **a commitment/recommitment to Christ is made with the laying on of hands and the prayer for the outpouring of the Holy Spirit.**
2. An invitation to attend a Life in the Spirit Retreat (or any of the renewal retreats mentioned earlier) is extended.
3. An invitation to come to the small group home gathering for on-going evangelization is extended as well.

B. The very next evening (or day).

1. A telephone call is made by the team leader to this person or family who has committed to Christ.
2. Notes that were written the evening (or day) of the home visit are mailed by the other team member.

C. On Saturday.

-Another telephone call is made by the team leader about the possibility of attending the Eucharist together on Sunday morning.

D. On Sunday morning.

1. The person or family celebrates the Eucharist with the team

leader.

2. The team leader introduces the person or family to some of the parishioners and acquaints the person or family with the church and parish center.
3. Again reminds the person or family to come to the small group (men to the men's group; women to the women's group).

VI. A follow-up visit by the original team.

A follow-up visit by the original team is made to the person or family who did **not** make a **commitment/recommitment to Christ** but who wish a return visit.

COMMUNITY BREAK

15 MINS.

VII. Model ideas for developing reconciling responses.

Please turn to EOH p. 46. We will go over the "Model Ideas For Developing Reconciling Responses" now (4A: p. 62).

3. GO OVER Study Guide.

- I. Study and make your own all post visitation responsibilities.
- II. Sessions Three through Six are concerned with the evangelization outreach role-plays that will prepare you to do evangelistic outreach.

You are to memorize the "Model Ideas For Developing Reconciling Responses" in preparation for the role-plays that begin next week. Write out the "Ideas on Which to Build a Response" in your own words.

CLOSING PRAYER

15 MINS.

1. Give 10 minutes for prayer partners to pray together.
2. ASK group to turn to EOH page 29 and stand.
3. SIGNAL music and prayer leaders to begin.
4. DISMISS group once prayer time is finished.

LEADER'S EVANGELIZATION TRAINING GUIDE

SESSIONS THREE THROUGH SIX

EVANGELIZATION OUTREACH ROLE-PLAY

FOUR SESSIONS BASED ON "MODEL IDEAS FOR DEVELOPING RECONCILING RESPONSES"

OBJECTIVE

To provide the opportunity for trainees to practice the entire outreach visit: from the time they arrive at the door of the person/family to be visited to the closing of the visit and their departure.

REQUIRED PREPARATIONS--TRAINING INSTRUCTOR

1. Plan for and implement personal prayer time.
2. Review role-play process from Leader's Guide: Be An Evangelizer? Me?, Session Fourteen.
3. Study Coordinator's task on page 38.
4. Copy the Evaluation of Role-Play for Supervised Outreach (Appendix 2), one for each trainee for each role-play that will be done. (Note: the outreach team and the husband and wife being visited will not need the evaluation sheet.)
5. Estimate that each role-play will take approximately 40 minutes since the entire visit from arrival to departure needs to be done (Note: 10 minutes will be needed in addition for the evaluation).
6. The number of role-plays needed for the four sessions of outreach role-play depends on the number of trainees.
7. Each trainee needs the opportunity to be the leader of the outreach team. If necessary, divide the trainees into six groups, having one coordinator with each group, in order to have six role-plays going on at the same time during each of the sessions, so that all trainees have the opportunity to be the leader of the outreach team.

If one or two more sessions are needed, so that every trainee has the opportunity to role-play being the leader of an outreach team, then reduce the supervised outreach sessions by one or two but not more than two.

8. Place the trainees into teams of a man and a woman. Designate which member will be the leader for the specific role-play.
9. Choose from the trainees who will be the husband and wife to be visited for a specific role-play.
10. Assign one of the generalizations given from "Model Ideas for Developing Reconciling Responses" to each couple to be visited for a specific role-play (See: Appendix 2).
11. Prepare the outreach visit packets for the teams to use during the role-plays (only what is needed for the role-play is included):
 - Where Am I With Christ? Card.
 - The Four Gospel Truths Booklet.
 - The Prayer of Commitment Card.
 - The Good News New Testament.

TRAINING INSTRUCTOR PATH
TOTAL TIME: 135 Minutes

OPENING PRAYER 10 MINS.

1. ASK group to turn to EOH page 30 (pp. 32, 34, 36) and stand.
2. SIGNAL for music and prayer leaders to begin.
3. REQUEST Blessing Prayer.
4. THANK group and ask them to be seated.

BEGIN SESSION

STATE:

This session and the next three sessions will be given over to the Evangelization Outreach Role-Plays based on the "Model Ideas for Developing Reconciling Responses" given in your EOH on pages 46 and 47.

COORDINATOR'S TASK **15 MINS.**

I. Preparation.

- A. MEET with the trainees who have been designated to be the husband and wife for this particular role-play.
 - 1. Give them one of the generalizations from the: "Model Ideas for Developing Reconciling Responses" that they are to role-play.
 - 2. Explain that they should express this problem within the flow of the conversation with the outreach team, making their objection seem as real and natural as possible.
 - 3. Ask them to decide together how they will respond to the following questions that may come up in the conversation.
 - a) How many children do they have?
 - b) How long have they been married?
 - c) How long have they been parishioners?
 - 4. Decide which of them will answer the door when the outreach team arrives.

B. GIVE the team their outreach packet.

The team is to role-play how they would interact in the home in trying to present the Gospel Proclamation using the tools and information they have in their outreach packet.

C. GIVE time to the outreach team to pray together and to prepare for the role-play (about 5 minutes).

D. ARRANGE the setting for the role-play.

- 1. Have four chairs in the center or have one couch and two single chairs.
- 2. Place chairs around the outside for the trainees who are observing.

E. GIVE out the Evangelization Outreach Role-Play Evaluation sheets to all of the observers.

F. ANNOUNCE the outreach team.

-Specify who the team leader is.

ROLE-PLAY 1 & EVALUATION**50 MINS.**

II. Setting the stage.

- A. The coordinator leading the role-play announces the name of the family that this particular outreach team is visiting.
 - 1. The role-play begins when the team knocks on the door (imaginary).
 - 2. The role-play ends when the team says good-bye and leaves the home.
- B. It is the responsibility of the team to watch their time so as not to extend the visit beyond 40 minutes.

III. Call for the evaluation.

- A. The coordinator leading the role-play calls for the evaluation.
 - 1. First the couple visited evaluates, then the team, followed by one of the observers, and finally the coordinator.
 - 2. The trainees are asked to put their names on the evaluation sheets so that the leader of the team can get clarification if (s)he has a question about the evaluation.
- B. The evaluation sheets are collected and given to the leader of the outreach team.

COMMUNITY BREAK**5 MINS.**

ROLE-PLAY 2 & EVALUATION**50 MINS.**

CLOSING PRAYER**5 MINS.**

- 1. ASK group to turn to EOH page 31 (pp. 33, 35, 37) and stand.
- 2. SIGNAL music and prayer leaders to begin.
- 3. DISMISS group once prayer time is finished.

LEADER'S EVANGELIZATION TRAINING GUIDE

SESSION SEVEN

A PARISH CENSUS FOR EVANGELIZATION

OBJECTIVE

To acquire an in-depth understanding of how to carry out a Parish Census for Evangelization.

REQUIRED PREPARATIONS--TRAINING INSTRUCTOR

1. Plan for and implement personal prayer time.
2. Study instructional content on page 42.
3. At the end of presentation, ASK if there are any questions about presented material and ANSWER questions by quoting from presented material.
4. Pray with training team 20 minutes before session.

TRAINING INSTRUCTOR PATH

TOTAL TIME: 70 Minutes

OPENING PRAYER

15 MINS.

1. ASK group to turn to EOH page 38 and stand.
 2. SIGNAL for music and prayer leaders to begin.
 3. REQUEST Blessing Prayer.
 4. THANK group and ask them to be seated.
-

BEGIN SESSION

ASK group to turn to EOH page 19.

1. In this session, we would like to come to some in-depth understanding of how to carry out a Parish Census for Evangelization which is a door-to-door effort to try and reach everyone who is in need of being evangelized.
2. It fits in very well with the Holy Father's call to take the Good News of Jesus Christ to everyone. We are not to fear to go into the marketplace with the Good News of Jesus Christ.

INSTRUCTIONAL CONTENT**25 MINS.**

1. LOOK OVER the key points to be covered:

- I. The Parish Census.
- II. What is a Parish Census for Evangelization?
- III. Reasons for a Parish Census for Evangelization.
- IV. Who are the unchurched?
- V. The specific purpose of the Parish Census for Evangelization.
- VI. Guidelines for carrying out the Parish Census for Evangelization.

For the coordinators team only:

- I. The dynamic of the Parish Census for Evangelization.
- II. Commissioning and post visitation responsibilities.
- III. Summary.

2. TEACH expanded outline of above key points:

I. The Parish Census.

- A. Most Catholics are well acquainted with a parish census. Many, if not all, have experienced a team coming to their door and, in the name of the parish, asking a number of questions concerning their religion, status with the Church, etc.

1. The census was taken within the boundaries of the parish and was to be completed within a certain time. A tremendous amount of statistics were obtained and turned into the parish.
 2. Very little follow-up took place. But the statistics gave the parish an awareness of what the actual state of affairs was within their parish boundaries.
- B. Reports were made from these statistics giving the number of active Catholics, alienated/inactive Catholics and unchurched.

II. What is a Parish Census for Evangelization?

- A. The point of the Parish Census for Evangelization is specifically to target the unchurched and the alienated/inactive Catholic with the hope of being able to:
1. Proclaim the Good News of Jesus Christ at the time the census is being done, or
 2. Set up an appointment for the following week to give the Proclamation.
- B. A Parish Census for Evangelization, then, is similar to a Parish Census yet different.

Let's take a moment now to look over the following forms:

-Census For Evangelization Survey Form, and the

-Summary Sheet of Total Door-To-Door Calls Made.

(See: 4A, Appendix 4, Evangelization Forms, nos. 2 and 3; 4B, Appendix 3, Evangelization Forms, nos. 2 and 3).

- C. The goal of the Parish Census for Evangelization is to go door-to-door in order to be able to proclaim the Good News of Jesus

Christ to a person or a family at the time the census is being done.

1. If that is not possible, for whatever reason, the hope is to be able to set up an appointment for the following week for a follow-up visit in order to share with the person or family the Gospel Proclamation.
 - a) The Census For Evangelization Survey Form is geared toward enabling the outreach team to be able to enter the home when the census is being done.
 - b) Question 15 of the Census For Evangelization Survey Form gives you the possibility of being able to give the Good News Presentation.
 - c) Your aim is to be able to enter the home and give a Gospel Proclamation at the time that you are doing the census for evangelization.
2. Don't lose any opportunity, as you go from door-to-door, to proclaim the Gospel when the opportunity arises.
3. You want to be able to share the Good News of Jesus Christ with that person or family at the time you are doing the census for evangelization. You want to be able to:
 - a) Lead the person to commit his or her life to Jesus Christ.
 - b) Pray with him or her for the outpouring of the Holy Spirit.
 - c) And, finally, invite him or her to the weekly small group home gathering for ongoing evangelization.
 - i) If the person is unchurched, that person will eventually be invited into the Church through the R.C.I.A.
 - ii) If the person is an alienated/inactive Catholic, that per-

son will be invited back to the Church through a remembering process such as ACTS II.

D. To bring someone to the Lord Jesus Christ and into the Church requires a body of people willing to care for this person.

1. Everyone needs someone to help him or her grow in his or her personal relationship with Jesus Christ.
2. Everyone needs a caring, bearing, sharing community that will help nurture and sustain them in their relationship with Jesus.
3. Each person needs to grow in his or her relationship with Jesus or it will fall by the wayside.

E. No matter how sincere, commitment to Jesus Christ has a way of evaporating if not tied to and reinforced by the support of others.

1. The need, therefore, is not only to initially evangelize a person or family, but to invite the person or family to come to the weekly small group home gathering for ongoing evangelization.
2. This is clearly spelled out in the Parish Small Group System Policy Manual which we will be looking at later.

F. Pope Paul VI says in his Apostolic Exhortation, On Evangelization in the Modern World:

- "Finally, the person who has been evangelized goes on to evangelize others. Here lies the test of truth, the touchstone of evangelization: it is unthinkable that a person should accept the Word and give himself to the kingdom without becoming a person who bears witness to it and proclaims it in his turn" (E.N. 24).

1. Therefore, there is a great need for training in evangelization.

As Pope Paul VI says, "A serious preparation is needed for all workers for evangelization" (E.N. 73, para. 6).

2. The ACTS II Evangelization Training offers this kind of serious preparation for those who wish to be trained in how to take the Good News of Jesus Christ to others.

III. Reasons for a Parish Census for Evangelization.

A. At least three-to-five hundred families in the parish are unregistered.

1. According to various studies, if the parish records show that there are 1000 families in the parish, it is quite likely that at least three-to-five hundred families are unregistered, and approximately the same number attend the Eucharistic celebration less than weekly.
2. So it is quite clear why we are undertaking a door-to-door Parish Census for Evangelization.

B. Through the ACTS II Evangelization Training, you have been prepared to undertake this long-term evangelistic outreach of the parish.

C. All followers of Jesus Christ are to evangelize as a lifestyle: to "evangelize as they go" instead of "go to evangelize".

1. Evangelizing our "household/marketplace" environment is what we, as trained evangelizers, are strongly urged to do. We are to evangelize right where we are planted.
2. Evangelizing where we are planted means that we are to evangelize our families, our neighborhoods, those with whom we interact throughout the week, those we work with, and those we celebrate the liturgy with in our parish.
3. This way of evangelization is the natural way of reaching out to others.

- a) It is the way of building upon what is already known and experienced.
- b) The source of our contacts is far-reaching.

D. However, this does not negate door-to-door evangelization because it, too, must be done.

1. Doing a Parish Census for Evangelization -- "going to evangelize" on a regular basis -- is something you are being asked to do in addition to evangelizing where you are planted -- "evangelizing as you go."

-However, this is not the only way in which the parish can utilize you as trained evangelizers.

2. As the number of trained evangelizers increases, various target groups can be reached out to as well, such as:
 - a) Families whose children were baptized in the past few years and who are now not attending Church (E.N. 52).
 - b) Persons inquiring into the Catholic faith (E.N. 51-53, 55-57).
 - c) Families whose children were baptized recently or are going to be baptized (E.N. 54).
 - d) Persons seeking to be married (E.N. 54).
 - e) Those who are sick: the chronically ill, the critically ill, the dying (E.N. 54).
 - f) Those who have experienced a death in the family in the past year (E.N. 54).
3. New parishioners can always be a target group for evangelization.

E. The long-term outreach of the Parish Census for Evangelization is a means used to reach:

- the unchurched,
- the alienated/inactive, and
- the active Catholic.

All are in need of evangelization (E.N. 15).

IV. Who are the unchurched?

A. In a Gallup Research Study called The Unchurched American, the unchurched were defined as --

-those who say they do not belong to any church, synagogue or temple, or --

-those who claim membership but have not voluntarily worshipped in a church, synagogue or temple of their choice for six months or more, not counting funerals, weddings, Christmas, Easter or holy days.

B. "A variety of reasons are given by those who reduced their involvement with a church or synagogue.*

1. Four in ten (40%) indicated that they had become less active because of church related factors.
2. 24% said they had specific problems with the church.
3. 16% said the church was no longer a help to them in finding

*Statistics from: Missionary Society of St. Paul the Apostle, c. 1988, p. 10.

the 'meaning and purpose' of life.

4. "Other reasons had more to do with the circumstances of their lives:
 - a) Finding other activities (25%).
 - b) Moving to a new community (25%).
 - c) Conflicting work schedules (15%).
 - d) Incompatible lifestyles (12%).
5. "Those who cited that 'church related factors' were involved, most often cited:
 - a) The church's excessive concern for money (36%), and
 - b) Nearly one in four (23%) said they wanted 'deeper spiritual meaning.'"

V. The specific purpose of the Parish Census for Evangelization.

- A. The specific purpose of the Parish Census for Evangelization is for trained evangelizers --
 1. To try to do a home visitation at the time the census is being done in order to give the Gospel Proclamation; or,
 2. To set up a follow-up home visitation for the following week.
- B. When a team accomplishes the purpose of doing a home visitation, which is to proclaim the Good News of Jesus Christ, or sets up a follow-up visit, the door-to-door census for evangelization is completed for them for that week.
- C. The dynamic of the Parish Census for Evangelization unfolds

in the following way: the evangelization outreach team goes door-to-door --

1. to identify the unchurched and the alienated/inactive Catholic and anyone else in need of evangelization (E.N. 51-57).
 2. to attempt to do a home visitation at that time in order to give the Gospel Proclamation.
 - a) If that time is inconvenient, the team tries to set up a time that is convenient for the coming week in order to do a follow-up visit to share the Gospel Proclamation.
 - b) If a follow-up visit is arranged, the same evangelization outreach team actually does the follow-up home visitation the following week at the time scheduled.
- D. Commissioning and post visitation responsibilities take place at the designated time at the parish (See: p. 5; pp. 6, 29-33).

VI. Guidelines for carrying out the Parish Census for Evangelization.

- A. The evangelization outreach team doing the door-to-door census goes in the name of the pastor of the parish and, therefore, should be identified with name badges and be able to present a card with a brief note of introduction from the pastor.**
- B. At the door of the home establishes relationship by stating:**
1. "Hello, we are from _____ Catholic Church and are taking a census. Would you be willing to answer some questions to help us complete this census?"
 2. If the answer is "Yes", then the team should introduce themselves. The leader of the team should take the lead in this and in what follows.
- C. It is important for the outreach team to keep in mind their purpose.**

1. The outreach team is not there to lecture or to ask a multitude of questions, although questions need to be asked and asked with respect and humility.
2. Rather, the outreach team is to sow seeds of understanding and kindness that will lead to an openness on the part of this person or family:
 - a) to the Gospel Proclamation at this time, or
 - b) to a follow-up home visit later.

D. Initial difficulties encountered are not to be given much thought even when there is obvious rudeness present.

1. An attitude of respect and acceptance will turn that behavior into regret and later bring about a harvest. Paul tells us in Romans 12:18-21,

If possible, so far as it depends upon you, live peaceably with all. Beloved, never avenge yourselves, but leave it to the wrath of God; for it is written, "Vengeance is mine, I will repay, says the Lord." No, "if your enemy is hungry, feed him; if he is thirsty, give him drink; for by so doing you will heap burning coals upon his head." Do not be overcome by evil, but overcome evil with good.

2. It is better to absorb any rudeness shown with love. In so doing, the team is preparing the soil for the harvest that will come.

E. Fills out the Census For Evangelization Survey Form.

1. The leader of the outreach team is to ask the person the questions on the Census For Evangelization Survey Form and mark the answers given.
2. Great skill is needed to do this well in order to accomplish the purpose for doing this census. Such skill will grow with

experience, evaluation, and learning from the experience of the other evangelizers.

3. The Census For Evangelization Survey Form is a tool enabling the trained evangelizer to enter into relationship with this person or family that will lead to the evangelizer sharing his or her 100 word personal testimony.
 4. Being able to share his or her personal testimony will hopefully:
 - a) allow for a home visitation at that time so that the Gospel Presentation can be given; or,
 - b) prepare the way for a follow-up home visitation when the team can return to share the Gospel Proclamation -- the Good News of Jesus Christ.
- F. If the time is inconvenient, arranges a definite time and date that is convenient for this person or family for a follow-up visit in order for the team to return and share the Gospel Proclamation.**
- The team gives the person or family the Home Visitation Appointment Card so that the person or family has a record of the date and time of the follow-up visit.
- G. At the designated time, the outreach teams return to the parish assembly room to complete all immediate post visitation responsibilities (See: 4A, pp. 6, 29-33; 4B, pp. 13-15).**
- H. Completes the Summary Sheet of Total Door-To-Door Calls Made and staples to the Census For Evangelization Survey Forms.**
- I. Each week turns in the following to the Evangelization Outreach Secretary:**
1. Summary Sheet of Total Door-To-Door Calls Made.
 2. Census For Evangelization Survey Forms.

Do you have any questions about any of this?

3. GO OVER Study Guide.

- A. Study and make your own the goal, reasons, and specific purpose of the Parish Census for Evangelization.
- B. Study and make your own the guidelines for carrying out the Parish Census for Evangelization.

COMMUNITY BREAK 15 MINS.

CLOSING PRAYER 15 MINS.

1. GIVE ten minutes for prayer partners to pray together.
2. ASK group to turn to EOH page 39 and stand.
3. SIGNAL for music and prayer leaders to begin.
4. DISMISS group once prayer time is finished.

For The Coordinators Team Only

When the ACTS II Evangelization Training is completed, the trained evangelizers begin the long-term outreach of the Parish Census for Evangelization with the hope of evangelizing all those they will meet in this effort.

I. The dynamic of the Parish Census for Evangelization.

- A. Each evangelization outreach team is assigned a number of blocks of homes to which they are to make door-to-door calls. They are to do the following:
 1. Complete the Census For Evangelization Survey Form and do a home visitation, if at all possible, in order to present the Gospel Proclamation.
 2. If the time for a home visitation is inconvenient, the team sets up a follow-up home visitation for a definite time and date the following week to share the Gospel (See: 4A, p. 69; 4B, p. 51).

B. Door-to-door calls are made until the outreach team is able to do one home visitation in order to present the Gospel Proclamation or until one follow-up home visitation is obtained for the following week.

C. Each evangelization outreach team completes in total the Census For Evangelization Survey Form.

-For those persons or families desiring follow-up visits, each evangelization outreach team completes side 2 of the Census For Evangelization Survey Form (See: Appendix 4: p. 71, n. 2; 4B, Appendix 3. p. 53, n. 2) as well as the Home Visitation Appointment Card which is given to the person or family.

D. At the designated time, the outreach teams return to the parish assembly room to complete all immediate post visitation responsibilities (See: 4A, pp. 6, 29-33; 4B, pp. 13-15).

E. The Evangelization Outreach Director/Co-Heads receive weekly:

1. The Summary Sheet of Total Door-To-Door Calls Made by each evangelization outreach team which is stapled to their Census For Evangelization Survey Forms.
2. The Summary Sheet of Follow-Up Home Visitations to be Made.
3. All Evangelization Outreach File Cards and Reports (See: 4A, pp. 9, 29-31; 4B, pp. 13-15).

After these are reviewed, they are returned to the Evangelization Outreach Secretary to be used for the monthly, quarterly, and yearly reports that are given to the Evangelization Director/Co-Heads and to the Pastor.

II. Commissioning and post visitation responsibilities.

A. If the parish evangelization outreach takes place on a Sunday, all of the following teams meet at the parish at the designated time for a period of praise, thanksgiving, and commissioning (See: p. 5):

1. those teams going out to do the door-to-door census for evangelization,
2. those teams going out to do follow-up home visitations, and
3. those teams having to report on a follow-up home visitation done within the week rather than on a Sunday.

- B. Outreach teams that have done a follow-up visitation within the week do the Parish Census for Evangelization with the rest of the teams that Sunday and report on their follow-up visitation and on their present outreach at the designated time that Sunday (See: p. 6, pp. 31-33).
- C. All outreach teams return to the parish to fulfill all immediate post visitation responsibilities (See: 4A, pp. 6, 29-33; 4B, pp. 13-15).
- D. All responsibilities pertaining to the day after and the Saturday and Sunday following any evangelization outreach are carried out (See: 4A, pp. 33-35; 4B, 15-17).

III. Summary.

- A. The evangelization outreach teams go out weekly to do the Parish Census for Evangelization in order to accomplish a three-fold purpose:
 - 1. to identify the unchurched, the alienated/inactive Catholic and anyone else in need of evangelization (E.N. 51-57);
 - 2. to attempt to do a home visitation at that time in order to give the Gospel Proclamation, or, to arrange an appointment for a follow-up visit in order to give the Gospel Proclamation;
 - 3. to invite those initially evangelized to the weekly small group home gathering for ongoing evangelization.
- B. As a result of being ministered to by the church in the small group home gatherings, many will eventually enter the Church through the R.C.I.A. or return to the Church through a re-membering process such as ACTS II.
- C. As the number of trained evangelizers grows, a team captain is appointed for every eight evangelization outreach teams (See: p. 10, IX. The Evangelization Outreach Co-Heads and the Evangelization Outreach Team Captains).

* * * * *

APPENDIX ONE

**SAMPLE NOTES THAT CAN BE WRITTEN
TO FIT THE DIFFERENT CIRCUMSTANCES MET BY THE
EVANGELIZATION OUTREACH TEAMS**

1. Commitment Prayer Made (CMTMT).

Dear Martha,

John and I appreciated being able to visit with you last night. It is always a joy to be able to share the Good News of God's great love for us with others. The prayer of commitment that you made last night to the Lord Jesus is the most important commitment that you will ever make in your life. As the Lord Jesus Himself says: "I am the light of the world; he who follows me will not walk in darkness, but will have the light of life" (John 8:12).

2. Recommitment To The Lord (RCMTMT).

Dear John,

Mary and I appreciated being able to visit with you last night. How wonderful it is to be able to surrender our lives to Jesus and let Him be Lord. By so doing, we become a fragrant offering to the Lord, as Paul so powerfully states in his letter to the Ephesians, chapter 5, verse 2, "And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God."

3. Christian Encouragement (XTNE).

Dear Sara,

Marie, John, and I appreciated being able to visit with you last night. How consoling it is to know that for those who believe in the Lord Jesus Christ nothing is impossible, as Paul so powerfully states in his letter to the Philippians, chapter 4, verse 13, "I can do all things in him who strengthens me."

4. Undecided (UND).

Dear Matthew,

Jeanne and I appreciated being able to visit with you last night. How wonderful it is to know that in God's plan, when we turn to His Son Jesus, we become a new creation and enter into a new relationship with Him.

St. Paul states this so beautifully in his second letter to the Corinthians, chapter 5, verse 17, "Therefore, if anyone is in Christ, he is a new creation; the old has passed away, behold, the new has come."

Note: Could encourage strongly that this person attend the next Life in the Spirit Retreat (or any other renewal retreat mentioned earlier).

5. Rejection (RJTN).

Dear Daniel,

Robert and I are very grateful to you for your kind welcome of us into your home last night, and for giving us the opportunity to share the Good News of God's love given to us in His Son, Jesus Christ.

Our hope is that the message was clearly presented, made sense, will further challenge you to give more thought to the claims of Christ for you personally, and with time lead you to realize the wonderful privilege that is ours of knowing His love in and through a personal relationship with Him. This is brought out so beautifully by St. Paul in his letter to the Ephesians, chapter 2, verses 4 to 10.

6. Commitment (CMTMT) And Life In The Spirit Retreat (LSR) or (Any Other Renewal Retreat Mentioned Earlier).

Dear Nancy,

Ralph and I appreciated being able to visit with you last night. It is always a joy to be able to share the Good News of God's great love for us with others. The prayer of commitment that you made last night to the Lord Jesus is the most important commitment that you will ever make in your life. As the Lord Jesus Himself says: "I am the light of the world; he who follows me will not walk in darkness, but will have the light of life" (John 8:12).

The Life in the Spirit Retreat will deepen the commitment you have made to Christ. It will give you an experiential awareness of God's love for you and the power of the Holy Spirit, who desires to work in and through you mightily to the glory of God (See: John, chapter 14, verses 12 to 17, verse 26; chapter 15, verses 26 to 27; chapter 16, verse 7, verses 12 to 15).

EVANGELIZATION OUTREACH REPORT SHEET

Date: _____

VISITATION AND GOSPEL PRESENTATION CODE

- CXTN** Already Catholic Christian
- UC** Unchurched
- A/I** Alienated/inactive
- CMTMT** Commitment
- RCMTMT** Recombitment
- EIR** Established Initial Relationship
- UND** Undecided
- DNII** Did Not Invite In
- NPG** No Opporunity To Proclaim The Gospel
- XTNE** Christian Encouragement
- RJTN** Rejection
- FV** Friendly Visit
- RV** Return Visit
- RFL** Referral
- RT** Retreat

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Approximate Age: _____ **Ph. No.:** _____

Marital Status (circle one): **S** **M** **W** **D**

VISITATION CODE (CIRCLE)

CXTN	UC	A/I	CMTMT	RCMTMT	EIR
UND	DNII	NPG	XTNE	RJTN	FV
RV	RFL	RT			

GOSPEL PRESENTATION CODE (CIRCLE)

- GP** Gospel Presentation
- T-1** Truth One Only
- T-2** Truth Two Only
- T-3** Truth Three Only
- T-4** Truth Four Only

GP **T-1** **T-2** **T-3** **T-4**

CHECK WHERE APPLICABLE

COMMENTS AND SUGGESTIONS

<input type="checkbox"/> _____	Personal Testimony	_____
<input type="checkbox"/> _____	Good News New Testament	_____
<input type="checkbox"/> _____	Four Gospel Truths Booklet	_____
<input type="checkbox"/> _____	Where Am I With Christ? Card	_____
<input type="checkbox"/> _____	Parish Information Booklet	_____
<input type="checkbox"/> _____	Pastoral Follow-up Appointment Made for:	_____
	_____	_____
<input type="checkbox"/> _____	Spontaneous Prayer Shared	_____
<input type="checkbox"/> _____	Formal Prayer Offered Together	_____
<input type="checkbox"/> _____	CDs Suggested	_____
	_____	_____
	_____	_____
<input type="checkbox"/> _____	Recommend Pastoral:	_____
	_____ Letter	_____
	_____ Telephone Call	_____
	_____ Follow-up Visit By:	_____
	_____	_____
<input type="checkbox"/> _____	Recommended a Renewal Retreat	_____
<input type="checkbox"/> _____	Invited to Small Group Home Gathering	_____
<input type="checkbox"/> _____	Is _____ Is Not _____ Coming.	Team: _____

EVANGELIZATION OUTREACH TEAM EVALUATION

OUTREACH TEAM: Leader _____

Team Member _____

PERSON/FAMILY _____

DATE _____

The evangelization outreach visit has a three-part dynamic. The outreach team must be prepared to meet the different challenges and opportunities of each of these parts. Please evaluate your outreach visit on the basis of your application of the Evangelization Outreach Guide.

FIRST PART: ESTABLISHING RELATIONSHIP.

1. Leader listens, identifies, puts family at ease, etc? Explain. _____

2. Team member follows leader's lead in becoming involved in this time of establishing relationship? Explain.

3. Team member is supportive of leader in his or her sharing and in prayer? Explain.

SECOND PART: TRANSITION FROM ESTABLISHING RELATIONSHIP TO PROCLAMATION OF THE FOUR GOSPEL TRUTHS.

1. Leader recognizes the opportunity to share his or her personal testimony and leads into the Four Gospel Truths at the appropriate time? Explain.

2. If the opportunity arises for the leader to lead into the sharing of the Four Gospel Truths or one of the Truths, is this well done? Explain.

3. Does the leader use well the dynamics to be used during a Gospel Presentation and after the Good News Proclamation to lead the person/family to Christ? Explain.

4. Is the leader sensitive to how the person/family is responding? Explain.

5. Does the leader do a good job in involving the team members during the Gospel Proclamation? Explain.

6. Team member follows leader's lead and invitation to share Scripture and to comment on it? Explain.

7. Team member is supportive of leader in his or her sharing and in prayer? Explain.

THIRD PART: CLOSING THE EVANGELIZATION OUTREACH VISIT.

Leader gets a definite commitment from the person/family and/or offers a follow-up visit; closes visit at the appropriate time? Explain.

OTHER COMMENTS: _____

APPENDIX TWO

MODEL IDEAS FOR DEVELOPING RECONCILING RESPONSES*

Generalization	Ideas on Which to Build a Response
"I have been divorced (and remarried), and I know I have no place in the Church."	<ul style="list-style-type: none">• Inform the person of the Church's efforts to minister to the divorced.• Inform him/her of the new possibilities for grounds for annulment and second marriages.• Be aware of divorce support groups in the area.
"The Catholic Church does not value the Bible."	<ul style="list-style-type: none">• Own the criticism; for years we have not put enough emphasis on God's Word.• Mention the centrality of both Old and New Testaments, as well as the homily, at each Eucharist.• Be aware of Scripture study groups in the area.
"The changes in the Mass, some years ago, turned me off."	<ul style="list-style-type: none">• Identify with the situation: either you or others you know have had difficulties accepting liturgical changes.• Mention the variety of liturgical styles present in the parishes in the area: traditional, choir, guitar, etc.
"The Church changed too much, too quickly. I was comfortable with the old Church."	<ul style="list-style-type: none">• Again, identify with the situation, perhaps mentioning changes that you or others were uncomfortable with.• Stress that the changes were not an alteration of revelation or doctrine but rather a shaping of style as to how things are done in the Church.
"The Church is too bureaucratic and It is quite different of the sides of the Church. from the Church that Christ began."	<ul style="list-style-type: none">• Admit that the "institution" is indeed one institutionalized.• State the ideal: The value of the institution is in helping the other sides of the Church shine forth, namely, the dimension of community.• Own the problem that some have stressed the institutional dimension too much, too often.
"The Church is too slow in changing things like mandatory celibacy for priests and discrimination against women in leadership."	<ul style="list-style-type: none">• Again, own the negativity: Like other institutions, the Church changes very slowly.• Mention that the issues of celibacy and the role of women are seriously being studied on many levels of Church membership.

"A priest or parish representative hurt or disappointed me."

- Apologize on behalf of the Church family.
- Identify with the situation, sharing an example of how you have been hurt.
- Share the insight that the people are the Church, and therefore the Church is much bigger than one person who is offensive or who had a bad day.

"I no longer see a great need for organized religion in my life."

- Respect the person's feelings.
- Humbly share the difference that God and Church make in your life.

"To be honest, I have just gotten too busy (or lazy) and the Church has not been a high priority."

- Again, identify with the situation, talking about the busyness of your own life.
- Talk about the struggle in each person's life to prioritize well.

"I have trouble with the Church's sexual ethics. I disagree with the official teaching on birth control."

- Offer support, reminding the person of how many people are confused about sexual ethics and by different opinions about sexual matters present in the Church.
- Reassure him/her that many people are forming their own personal consciences, using the guidance of the Church.
- Mention that the post-Vatican II emphasis on personal moral responsibility has resulted in a plurality of opinions and behaviors.

"I wouldn't fit in the Church. My lifestyle has involved a lot that the Church doesn't agree with."

- Remind the person of the lifestyle of Jesus, always inclusive of all types of people.
- Talk about the truly Catholic nature of the Church--universal and inclusive.
- Speak of the Church as a Church of sinners; we approach Church and Christ, not because we are already perfect, but because we need Him and each other in our imperfection.

*The Evangelizing Parish by Patrick J. Brennan, Tabor Publishing, Valencia, CA, c. 1987, pp. 81-83.

EVALUATION OF ROLE-PLAY FOR SUPERVISED OUTREACH

OUTREACH TEAM: Leader _____

Team Member _____

PERSON/FAMILY: _____

GENERALIZATIONS
ENCOUNTERED: _____

The evangelization outreach visit has a three-part dynamic. The outreach team must be prepared to meet the different challenges and opportunities of each of these parts. Please evaluate the team on the basis of their application of the Evangelization Outreach Guide.

FIRST PART: ESTABLISHING RELATIONSHIP.

1. Puts person/family at ease? Explain. _____

2. Relates to the generalizations that the couple present? Explain. _____

3. Listens well? Identifies well? Explain. _____

4. Expresses the love, care, and concern of the Church? Explain. _____

5. Leader involves team member and the person/family visited? Explain.

6. Team member follows leader's lead in becoming involved in this time of establishing relationship? Explain.

7. Team member is supportive of leader in his or her sharing? Explain. _____

SECOND PART: TRANSITION FROM ESTABLISHING RELATIONSHIP TO PROCLAMATION OF THE FOUR GOSPEL TRUTHS.

1. If the opportunity arises for the leader to share his or her personal testimony. is it well done? Explain.

2. If the opportunity arises for the leader to lead into the sharing of the Four Gospel Truths or one of the Truths, is this well done? Explain.

3. Does the leader use well the dynamics to be used during a Gospel Presentation and after the Good News Proclamation to lead the person/ family to Christ? Explain.

4. Is the leader sensitive to how the person/family is responding? Explain.

5. Does the leader do a good job in involving the team members during the Gospel Proclamation? Explain.

6. Team member follows the leader's lead and invitation to share Scripture and to comment on it? Explain.

7. Team member supports the leader? Explain. _____

APPENDIX THREE

SUGGESTED PROCEDURE FOR SETTING UP A SUPERVISED OUTREACH FOR TRAINEES

Outreach to Families Who Have Experienced a Recent Baptism Or Are Going to Experience a Baptism

1. Evangelization Outreach Secretary obtains the names of parents of children baptized recently (and/or those to be baptized within the coming weeks).
2. Divide these names into geographic locations. This will enable the teams to go to the same area at the same time and will help in determining travel time each week.
3. Begin making phone calls ten days to one week in advance of the home visitation. Sunday evenings are a good time to find people at home. Before calling, pray! Pray that the Lord will open the hearts of those being called so that they would be willing to receive a home visitation.
4. A suggested dialogue follows.

With Families Who Have Experienced A Recent Baptism

"Good evening! I am _____ of _____ parish. I am calling on behalf of the Baptismal Follow-up Ministry which we have in the parish. This ministry has people available to you who would like to come and visit you and spend a short time with you as a follow-up to your child's baptism (mention the child's name and the date of the baptism).

"They would be able to come and visit with you on (day and date) at approximately (time). Could they possibly stop by your home at that time?"

If this date and time is unavailable, the following could be suggested:

"Would the following week be open (give date)?" or, "When is a convenient time for you?"

With Families Who Are Going To Experience A Baptism

"Good evening! I am _____ of _____ parish. I am calling on behalf of the upcoming baptism of your daughter/son. We have people in the parish who visit those who are about to experience the baptism of their child. They would like to visit you and spend a short time with you in preparation for your child's baptism (mention the child's name and the date of the baptism)."

"They would be able to come on (day and date) at approximately (time). Could they possibly stop by your home at that time?"

If this date and time is unavailable, the following could be suggested:

"Would the following week be open (give date)?" or, "When is a convenient time for you?"

* * * * *

- a) Check on names, correct spelling, pronunciation, etc.
 - b) Check on their address and how to get there, if unknown. Leave your name and telephone number.
 - c) Repeat date and time before ending your phone conversation.
 - d) Close by saying, "We are here to let you know that the Church loves and cares about you. We are interested in knowing how you are doing and how we can be of help to you."
5. When you have obtained a sufficient number of families for the teams to visit, type up a list of the families.
 6. Pray that the Lord move the Evangelization Outreach Director/Co-Heads to put the right team with the family they can best relate to and to whom they can be a servant. Having talked to the person/family, the Evangelization Outreach Secretary might make suggestions to the Evangelization Outreach Director/Co-Heads in this regard.
 7. Type up a list of the teams and the person/family that each team will visit once the listing has been received from the Evangelization Outreach Director/Co-Heads. Give a copy of this typed list to the Evangelization Outreach Director/Co-Heads. Use this list in the scheduling of teams for the following weeks.
 8. Type individual sheets with the names of the team and the family to be visited for each team; include special little notes of anything that might be of help to the team, such as the age of the child and the religion of the parents, if known (one may not be Catholic).
 9. Place all pertinent information in the packet along with the items listed in 4A on page 4. Pray as you go through all of these steps, asking the Lord to bless each piece of information, so that each piece used will touch the hearts of those to be visited.
 10. Have the packets containing everything that the teams will need ready the evening or day of the visit.

APPENDIX FOUR

1.

HOME VISITATION APPOINTMENT CARD

NAME _____

ADDRESS _____

FOLLOW-UP HOME VISITATION

DATE _____ **TIME** _____

SIGNED BY CENSUS TEAM LEADER _____

DATE _____

2.

CENSUS FOR EVANGELIZATION SURVEY FORM

- 1. a) Sex. Male Female
- 1. b) How many people live here? _____
- 2. Are You Married? Yes No
- 3. Are you a member of a religious group or church?
 Yes No Used to be In Process of Joining
- 4. Would you care to give the name of this group?
 Not a Member Assembly of God Baptist Buddhist Christian Science
 Church of Christ Congregational Episcopal Hindu Independent Christian
 Islam Jewish Lutheran LDS Mormon Methodist Nazarene Presbyterian
 Reformed Roman Catholic Seventh Day Adventist Other
- 5. At present, how often do you attend services?
 More than once each week Once a week Once a month Once a year Twice a year
- 6. Are there any baptized Catholics who live here?
 Yes No
- 7. Have all the children been baptized?
 Yes No
- 8. Would you like to have your children baptized?
 Yes No
- 9. Who is Jesus Christ according to your understanding?
 The Second Person of the Trinity; Savior; God-Man Creator; Supreme Being; Ruler of the world
 Founder of a Church Man; Leader Prophet Not sure Other
- 10. In your opinion, how does one become a Christian?
 Believe in Jesus Christ as personal Lord and Savior Understand and follow the teachings of Christ
 Join a Church See a minister Believe the Bible Live a good life Hold personal convictions
 Reared to be one Baptism Born one Don't know
- 11. According to earlier results of this survey, the majority of people today feel the need for a more personal religious faith. Why do you think they have this need?
 I don't know Insecurity Need guidance Need to believe in something Away from home and family Conflicting moral standards Complex personal problems Need additional strength
 Other
- 12. Have you ever wondered: where did I come from? Why am I here? Where am I going? In other words, are you interested in the purpose of life?
 Yes No
- 13. Do you feel the need for a more personal religious faith?
 Yes No

- 14. If appropriate, lead into your 100 word personal testimony: how you came to a personal religious faith, a personal relationship with Jesus Christ as Lord and Savior, through a personal realization of God's love for you. Gave my 100 word personal testimony Yes No.
- 15. Would you be willing to invest 45 minutes of your time in order to have a personal relationship with Jesus Christ?
 If "YES", state: _____ Can I come in now and share with you about this? Yes No.
 If "NO", state: _____ Can I set up a definite date for a follow-up visit with you for the coming week?
 Yes No.

(Turn page and fill in the information about the follow-up visit)

Side 2

CENSUS FOR EVANGELIZATION SURVEY FORM

1. If the person said "YES" to your coming in NOW, to share the Gospel Proclamation, FILL in the following:

NAME _____

ADDRESS _____ ZIP _____

PHONE _____

GOSPEL PROCLAMATION GIVEN _____ TIME _____

NAMES OF CENSUS TEAM _____

DATE OF CENSUS INTERVIEW _____

2. a) If the person said "YES", to a Follow-up Home Visitation, FILL in the following:

NAME _____

ADDRESS _____ ZIP _____

PHONE _____

DATE OF UPCOMING FOLLOW-UP VISIT _____ TIME _____

NAMES OF CENSUS TEAM _____

DATE OF CENSUS INTERVIEW _____

b) If the person said "YES", to a Follow-up Home Visitation, FILL in the **HOME VISITATION APPOINTMENT CARD** and give to the person so (s)he has all the information needed about the follow-up visit.

3.

SUMMARY SHEET OF TOTAL DOOR-TO-DOOR CALLS MADE

TOTAL NUMBER OF DOOR-TO-DOOR CALLS MADE

Number of people home to respond to the survey

Number of people who were willing to respond to the survey

Number of people who were willing to hear the Gospel Proclamation

Number of people who accepted Jesus Christ as their Lord and Savior

Number of people who will attend the PSGS

Number of people who declined attending the PSGS

Number of people wanting a follow-up home visitation

Number of people who declined a follow-up visit

NAMES OF CENSUS TEAM

DATE OF CENSUS INTERVIEW

Explanatory Notes to Any of Above Statistics:

4. SUMMARY SHEET OF FOLLOW-UP HOME VISITATIONS TO BE MADE

=====

NAME _____

ADDRESS _____

DATE & TIME OF FOLLOW-UP VISIT _____

=====

NAME _____

ADDRESS _____

DATE & TIME OF FOLLOW-UP VISIT _____

=====

NAME _____

ADDRESS _____

DATE & TIME OF FOLLOW-UP VISIT _____

=====

NAME _____

ADDRESS _____

DATE & TIME OF FOLLOW-UP VISIT _____

=====

NAME _____

ADDRESS _____

DATE & TIME OF FOLLOW-UP VISIT _____

=====

APPENDIX FIVE

**VARIOUS WAYS EVANGELIZATION TEAMS CAN EXPLAIN THE
REASON FOR THEIR VISIT**

FROM SITUATION TO PROCLAMATION

MODEL IDEAS FROM DEVELOPING RECONCILING RESPONSES

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session on: Establishing Relationship, especially the section on RUNNER) and, if necessary, given the response(s) from "Ideas on Which to Build a Response," the leader can say the following.

The reason we have come to visit you is to share with you about Jesus. We talk a lot about Church and the need for the Church and the sacraments and that is very important, but seldom do we talk about Jesus who founded the Church (Mt. 16:18). Isn't that true?

Would you like to know how Jesus can make a dynamic difference in your life?

It won't take a whole lot of time.

I would like to go through what the Good News of Jesus is all about and what He wants to do for you. We will be looking at a number of scripture passages and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

ACTIVE CATHOLIC -- RESPONSE 1

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

We would like to share with you about Jesus.

PERSON SAYS: "I already believe in Jesus. I am an active Catholic and attend Church regularly. Why would you want to share about Jesus with me?"

LEADER SAYS: Pope John Paul II said that each of us needs to be brought into a deeper relationship with Jesus so that He might become the center of our lives -- guiding and directing each one of us.

What that means is that each of us needs to be brought to an explicit attachment to the person of Jesus Christ so that He is in the center of our lives.

In other words, every Catholic needs to have a personal relationship with Jesus. And if they already have a personal relationship with Jesus, then they need to renew or deepen that relationship so that He is at the center of their lives, guiding and directing each of the decisions they make.

We talk a lot about Church and the sacraments and they are very important. But seldom do we talk about Jesus who founded the Church. Isn't that true?

Would you like to know how Jesus can make a dynamic difference in your life?

It won't take a whole lot of time.

I would like to go through what the Good News of Jesus is all about and what He wants to do for you. We will be looking at a number of scripture passages and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

ACTIVE CATHOLIC -- RESPONSE 2

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

We would like to share with you about Jesus.

PERSON SAYS: "I already believe in Jesus. I am an active Catholic and attend Church regularly. Why would you want to share about Jesus with me?"

LEADER SAYS: The reason we want to share with you about Jesus is to give you the opportunity, as an adult Catholic, to make a decision for Jesus Christ and to accept Him as your Savior and Lord.

When you were a baby, someone else made that commitment to Jesus Christ for you when you were baptized. I am sure that you would like to take this opportunity, as an adult, to reaffirm your commitment to Jesus Christ that someone else made for you when you were baptized as an infant. Would you like to do this?

Our sharing with you will give you the opportunity to learn how Jesus can make a dynamic difference in your life.

It won't take a whole lot of time.

I would like to go through what the Good News of Jesus is all about and what He wants to do for you. We will be looking at a number of scripture passages and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

ACTIVE CATHOLIC -- RESPONSE 3

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

We would like to share with you about Jesus.

PERSON SAYS: "I already believe in Jesus. I am an active Catholic and attend Church regularly. Why would you want to share about Jesus with me?"

LEADER SAYS: The reason we want to share with you about Jesus is to give you the opportunity, as an adult Catholic, to make a decision for Jesus Christ and to accept Him as your Savior and Lord.

When you were a baby, someone else made that commitment to Jesus Christ for you when you were baptized. I am sure that you would like to take this opportunity, as an adult, to reaffirm your commitment to Jesus Christ that someone else made for you when you were baptized as an infant. Would you like to do this?

Pope John Paul II said that each of us needs to be brought into a deeper relationship with Jesus so that He might become the center of our lives guiding and directing each one of us.

In other words, every Catholic needs to have a personal relationship with Jesus. And if they already have a personal relationship with Jesus, then they need to renew or deepen that relationship so that He is at the center of their lives, guiding and directing each of the decisions they make.

We talk a lot about Church and the sacraments and they are very important. But seldom do we talk about Jesus who founded the Church. Isn't that true?

Would you like to know how Jesus can make a dynamic difference in your life?

It won't take a whole lot of time.

I would like to go through what the Good News of Jesus is all about and what He wants to do for you. We will be looking at a number of scripture passages and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

RECENT BAPTISM OF A CHILD -- RESPONSE 1

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

As you know, we are here from St. Mark's Parish doing follow-up on the recent baptism of your child.

Did you find the preparation sessions given helpful in preparing you to bring up your child in the faith?

Another reason we have come is to share with you about Jesus. We talk a lot about Church and the need for the Church and the sacraments and that is very important, but seldom do we talk about Jesus who founded the Church. Isn't that true?

Would you like to know how Jesus can make a dynamic difference in your life?

It won't take a whole lot of time.

I would like to go through what the Good News of Jesus is all about and what He wants to do for you.

We will be looking at a number of scripture passages and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

RECENT BAPTISM OF A CHILD -- RESPONSE 2

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

As you know, we are here from St. Mark's Parish because we realize that you recently had your child baptized.

Did you find the preparation sessions helpful to you?

Another reason we have come is to share with you about Jesus. We talk a lot about Church and the need for the Church and the sacraments and that is very important, but seldom do we talk about Jesus who founded the Church. Isn't that true?

Pope John Paul II said that each of us needs to be brought into a deeper relationship with Jesus so that He might become the center of our lives guiding and directing each one of us.

Do you realize just how important Jesus is for us? So often we take Him for granted. But the point is, He can make a dynamic difference in our lives if we let Him. And that is why we are here.

We are here to help one another come to the realization of what Jesus wants to do for each one of us.

We can only come to this realization by looking at what the Bible shows us.

So what I would like to do is briefly go through some of the Scriptures that bring out why Jesus came and what He wants to do for you.

It won't take a whole lot of time and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

UPCOMING BAPTISM OF A CHILD -- RESPONSE 1

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

As you know, we are here from St. Mark's Parish because you will soon have your child baptized. And you and I know how important your role is in bringing up your child in the faith.

So we have come to share with you about Jesus. We talk a lot about Church and the need for the Church and the sacraments and that is very important, but seldom do we talk about Jesus who founded the Church. Isn't that true?

Would you like to know how Jesus can make a dynamic difference in your life?

It won't take a whole lot of time.

I would like to go through what the Good News of Jesus is all about and what He wants to do for you.

We will be looking at a number of scripture passages and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

UPCOMING BAPTISM OF A CHILD -- RESPONSE 2

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

As you know, we are here from St. Mark's Parish because you will soon have your child baptized. And you and I know how important your role is in bringing up your child in the faith.

So we have come to share with you about Jesus. We talk a lot about Church and the need for the Church and the sacraments and that is very important, but seldom do we talk about Jesus who founded the Church. Isn't that true?

Pope John Paul II said that each of us needs to be brought into a deeper relationship with Jesus so that He might become the center of our lives guiding and directing each one of us.

Do you realize just how important Jesus is for us? So often we take Him for granted. But the point is, He can make a dynamic difference in our lives if we let Him. And that is why we are here.

We want to help one another come to the realization of what Jesus wants to do for each one of us.

We can only come to this realization by looking at what the Bible shows us.

So what I would like to do is briefly go through some of the Scriptures that bring out why Jesus came and what He wants to do for you.

It won't take a whole lot of time and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

PARTICULAR TARGET GROUP

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

We are from St. Mark's Parish.

The reason we have come is to share with you about Jesus. We talk a lot about Church and the need for the Church and the sacraments and that is very important, but seldom do we talk about Jesus who founded the Church. Isn't that true?

Pope John Paul II said that each of us needs to be brought into a deeper relationship with Jesus so that He might become the center of our lives guiding and directing each one of us.

Do you realize just how important Jesus is for us? So often we take Him for granted. But the point is, He can make a dynamic difference in our lives if we let Him. And that is why we are here.

We are here to help one another come to the realization of what Jesus wants to do for each one of us.

We can only come to this realization by looking at what the Bible shows us.

So what I would like to do is briefly go through some of the Scriptures that bring out why Jesus came and what He wants to do for you.

It won't take a whole lot of time and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

This will give you an opportunity to renew and deepen your commitment to Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

FROM SITUATION TO PROCLAMATION

A PERSON YOU JUST MET, A NEIGHBOR, ETC.

EVANGELIZATION TEAM: After having established relationship with the person or family (See: 4B; 1B -- Session 8, especially the section on RUNNER), the leader can say the following.

You know, it's interesting -- we talk a lot about Church and we read or hear a lot about the Church and that's good, but seldom do we talk about Jesus who founded the Church. Isn't that true?

Would you like to know how Jesus can make a dynamic difference in your life?

We can only come to this realization by looking at what the Bible shows us.

So what I would like to do is briefly go through some of the Scriptures that bring out why Jesus came and what He wants to do for you.

It won't take a whole lot of time and I think you will be delighted over the conclusion we reach.

In doing this, I will be sharing with you a Four-Point Summary of the Gospel, the Good News of Jesus Christ.

Let's begin.

(Take Note: The leader begins his Good News Proclamation keeping in mind the dynamics of team interaction, as given in 4B, Session One, and uses them if appropriate.)

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ABOUT THE AUTHOR

Sister Angeline Bukowiecki, S.N.C. is Co-Foundress of the Sisters of the New Covenant, Private Association of the Christian Faithful, and a 1971 graduate of St. Louis University School of Divinity with an M.A. in Dogmatic/Systematic Theology.

Sister has worked extensively in the development and formation of community among the People of God since 1971.