



SOWERS OUTREACH TEMPLATE

**A step by step guide to planning & executing
mission outreaches**

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INTRODUCTION

This template is provided as a guide to help you in planning your personal, chapter, zonal or special mission outreaches. If you are using the PowerPoint version, kindly save another copy of it for use in planning your outreach. However, if you are using the pdf version or if you do not have personal computer for this project, kindly print out a hard copy for the planning process.

Rely fully on the Holy Spirit to help you complete this project and bring forth testimonies.

God bless you.



DESTINATION

- You need to first decide on your destination for the proposed outreach. Below are suggestions on how to get a destination:
 - Have you reached out to a place previously that needs more work or consolidation?
 - Have you received a previous call to bring the gospel to a place or group of people?
 - Is there a burden in your heart(s) for a place or group of people? Confirm from the Holy Spirit that the Lord really wants you to go there.
 - Call on your missionary partners, Zonal Coordinator or CEC Mission Director for a field suggestion



DESTINATION REPORT

- Give a brief description of your chosen destination – *e.g. Dawakin Tofa, a muslim community on the outskirts of Kano.*

Enter your destination description here



SURVEY

- This is a very vital aspect of planning your outreach. Never go for any mission project without first going to survey out the place. Some vital information you need to get from the survey includes:
 - Nature of the people you are reaching out to – i.e. their culture, language, beliefs, religion, common diseases, source of joy, values, totems and forbidden acts, etc
 - Community leadership. You may need to establish contacts with the Community Leader and keep him in the know of your planned visit to his community
 - Lodging (accommodation) for participants
 - Venue for meetings & programs
 - Available facilities – power, water supplies, cooking facilities, toilet facilities, etc
 - Means of transportation.

Note: you may need to make prior arrangements for accommodation, venue, transportation, cooking, etc before leaving



SURVEY REPORT

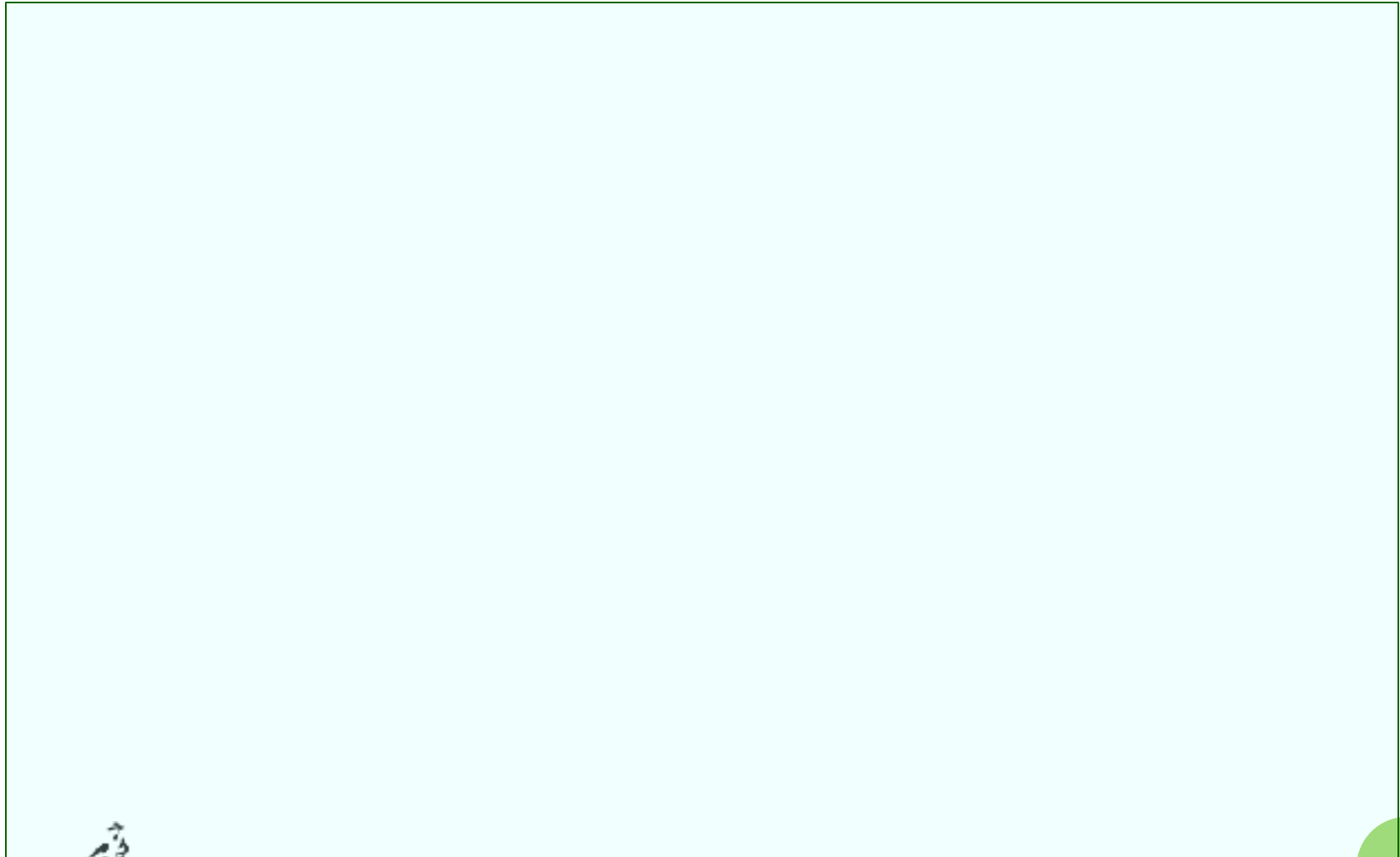
Give a brief description below of your survey findings. Note that the more information you can provide, the easier it is to plan an effective outreach.

1. Name of outreach location:
2. Contact persons (name & purpose – *e.g. Mr. Atibaka, 080222999000 – venue*):
3. Estimated population of the community:
4. Nature of the people:
5. Means of transportation:
6. Venue(s):
7. Accommodation(s):
8. Available facilities:
9. Travel time to location (*e.g. 2 hours from Enugu to Nkalagu by Bus, 2 hours from Nkalagu to Ofia-Akpoki on foot*):
10. Things to note (*e.g. community does not observe night activities, killing of snakes is forbidden, etc*):



SURVEY REPORT

Other useful information useful for effective planning of the outreach.



OBJECTIVES

- Set SMART objectives that would guide your purpose, operations and expectancy in the outreach. Your objectives must be specific, measurable, achievable, realistic and time-bound.
- For example:
 - *The outreach to Shimla is to expose the new Sowers India members on how to plan and organize effective outreaches; lead upto 500 souls to Christ for the first time, baptize upto 100 believers and establish SDS study groups in Shimla.*
 - *Sowers Serra Leone is reaching out to Mboela with the gospel of our Lord Jesus, to break the ancestral curses on the land, put a stop to the periodic fighting & bloodsheds and to establish a system for raising a godly generation amongst the people*
- The objectives and nature of the people will determine the Mission Strategy to employ during the outreach



OUTREACH OBJECTIVES

Enter the objectives of your forth coming outreach here



REACH-OUT STRATEGY

- Following your survey reports now set your strategic approach for accomplishing your set objectives for the proposed outreach.

- For example
 - Outreach to Shimla:
 - *Open air meetings*
 - *Street, farm, house-2-house evangelism/ mobilization*
 - *Counseling sessions*
 - *Establish at least 20 SDS BSGs in Shimla*
 - *Duration: 1 month, hand over to local field missionaries under Pastor Daniel Tudu's supervision*
 - Outreach to Mboela:
 - *Prayer missions*
 - *Medical missions*
 - *SDS*
 - *Start a school using volunteer teachers who will double as SDS teachers and/or health workers*
 - *Peace & conflict resolution*
 - *Duration: Outreach – 1 week, Field work- ongoing till we raise local missionaries to carry on*



REACHOUT STRATEGY

- Enter your strategies for the proposed outreach here



DELEGATION OF DUTIES

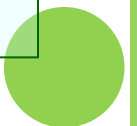
- Delegate key responsibilities to faithful members of the group, volunteers and other participants
- You may wish to invite guests to perform certain duties like Medicals, Long distance driving, etc

- Some duties you may assign persons to include:
 - *Prayer coordination*
 - *Evangelism / on-field outreach coordination*
 - *Welfare coordination*
 - *Photography & record keeping*
 - *Drama & Creative Presentations Directing*
 - *Transport & Organizing Coordination*
 - *Medical Team & Activities Coordination*
 - *Finance Mobilization & Accounting*
 - *Mobilization of Volunteers & External Participants*
 - *Charity Materials Mobilization*
 - *etc*



OUTREACH ORGANIZING COMMITTEE

- Enter here the various duties available for the outreach and names of persons assigned to oversee the duties



SETTING UP PRAYER WATCH

- Set a prayer watch in preparations for the outreach. You should decide on a format: daily or hourly watch and set persons for each watch. Send prayer guides/points to them via call, sms, email or a bulletin



LOGISTICS, ACCOMMODATION & VENUE

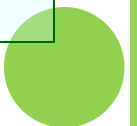
- Make concrete arrangements for transportation, on-field accommodation & venue for the outreach programs

- Below is a sample plan:
 - *Take off location:*
 - *Transport to mission field:*
 - *Name, address & contact of your driver:*
 - *Name, address & contact of the person providing lodging accommodation on the field*
 - *Name, address & contact of the person providing venue for evangelism programs*
 - *Name, address & contact of the person providing the PA systems, musical equipments, etc*



LOGISTICS, ACCOMMODATION & VENUE

- Enter your logistics, accommodation & venue arrangements here



PARTICIPANTS' WELFARE

- Make feeding plans for the participants
- Make a list of welfare materials needed for the feeding, comfort and well being of the participants



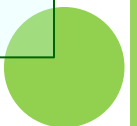
REQUIRED MATERIALS

- Make a list of all materials & resources you would need to effectively execute the outreach
- Below is a limited example list:
 - *Vehicle*
 - *Food stuffs*
 - *Public address system, musical equipments, mega phones, projector & screen*
 - *Digital & video cameras*
 - *etc*



REQUIRED MATERIALS

- Enter the list of materials needed for the outreach here



BUDGET

- Add costs to the list of required items that has financial values



MOBILIZATION OF FUNDS/ RESOURCES

- Make a list of sources of funds to finance your budget.
- It is important that you note that there could be alternative means of sourcing some of the resources & materials you need for the outreach



MOBILIZATION

- Make a schedule for mobilizations
 - Volunteers & External participants
 - Charity materials
 - Financial partnership

Note: suggested places to visit for mobilization: churches, fellowships, NGOs, recommended individuals. You may also request each member to join in the mobilization.



MOBILIZATION

Date	Whom to See	Contacts/ Address	Objective of visit



USING SOCIAL MEDIA

- The importance of social media in our generation cannot be over emphasized: Facebook, yookos, Blackberry, twitter, google+ and linkedIn
- Steps to effective use of social media for campaigns:
 - *Create an event page*
 - *Let all members and volunteers invite their friends to the event page*
 - *Use the event page for announcements & updates*
 - *Announce event on sowers facebook group page*
 - *Share testimonies and pictures of previous events on both event page and sowers group page as well*
 - *Encourage members to use the event information as their status messages*

www.facebook.com/groups/thesowers



REHEARSALS & TRAININGS

- Set schedules for rehearsals: dramas, etc
- Schedule to train volunteers and members on Missions, Sowers Vision, etc
- Ensure all participants fully understand the sowers vision, missions and the objectives of the outreach



D-DAY

- Go through your check list and ensure all “To-Dos” have been checked
- Ensure all leaders arrive ahead of time at the Take-off location
- Ensure the driver arrives ahead of the take-off time
- Ensure all materials and equipment arrive at the take-off location ahead of time
- Ensure all participants understand the culture of the people. Objectives of the outreach and the rules for all participants



ON FIELD CONDUCTS

- Ensure strict adherence to the Sowers WAIInTRA Rules
- Ensure effectual fervent prayers continue through out the outreach
- Stay focused on the objectives while also allowing for the leadership of the Holy Spirit
- Ensure everyone is carried along/ participates in the outreach proceedings



KEEPING RECORDS

- All events and testimonies in the outreach should be effectively recorded – video, pictures, notes
- Post all testimonies and pictures to Blackberry, facebook sowers group page and the outreach event page



FAMILY MEETING

- At the end of the outreach hold a family meeting to:
 - *Take a review of the outreach objectives and how well they were accomplished*
 - *Take a review of the outreach planning and execution process for ways of improving on it*
 - *Take a review of individual and group attitudes to the work and each other for corrections & future improvement*
 - *Collection of reports from those delegated with duties and assistants*
 - *Collection & compilation of pictures, videos and testimonies from individuals and sub-groups*
 - *Recognition & Acknowledgement of individual and group efforts*
 - *Family celebrations, breaking of bread, love feast, etc as may apply*



REPORTING

- A comprehensive report is expected by the Zonal Exco and Sowers CEC at the end of every outreach. You should also keep a copy of the report in your files to serve as a guide to your successors
- A report template is available from Missions Department of the Sowers CEC
- Testimonies and photos/videos from the outreach should be sent to all your financial partners



This template is prepared for a means of guide for Sowers
Outreaches by the Sowers CEC Missions Department

Mission Department

Sowers CEC

GPO Box 3165, Ikeja, Lagos, Nigeria

+2348060002562, +2348122251555

info@sowersintl.org

www.facebook.com/groups/thesowers

