

How to Train Your Church Using the Ten-Four Follow-up Plan

Two Months Out

Step 1: Select a date when you will teach the Ten-Four Plan.

You will need a least one hour for the training. Choose a time when it is most convenient for your key leaders to be present. The plan can be taught on Sunday afternoons, Wednesdays evenings, or any other time you choose.

Two Months Out

Step 2: Choose a Leader

The Leader should receive the materials and become thoroughly familiar with the Ten-Four Plan. Choose someone who is a good teacher and who can communicate the importance of follow-up.

One Month Out

Step 3: Begin Promotion

Send letters to all key Sunday School/small group leaders and encourage them to be present. Make and display signs around the church and in classrooms. Put sign-up sheets in Sunday School classes and encourage Bible study leaders to encourage sign-ups. Put announcements in your church mailings and Worship bulletins. Continue promotion until the date of the training.

One Month Out

Step 4: Order Materials

Order enough of the following resources from the North American Mission Board so each participant will have at least one of each by calling 1-866-407-6262 or visit www.namb.net/catalog.

Your Life: A New Beginning tract
Let the Celebration Continue
Beginning Steps

Two Weeks Out

Step 5: Make Copies of Handouts

Make enough copies of the following documents, one for each participant. The documents are available by clicking on the "The Ten-Four Plan" button on the *Evangelism Planner*.

1. Executive Summary
2. Overview
3. Schedule of Ten-Four Events
4. Ten-Four Checklist
5. Sample 1 and all Appendices

One Week Out

Step 6: Secure Teaching Equipment

If you are using the PowerPoint presentation, make sure that you have a computer or laptop along with a projection system. You can make copies of the PowerPoint presentation and then photocopy them onto overhead transparencies. Secure/reserve all other equipment needs such as microphones, sound needs, etc.

Day of Training

Step 7: Set up Room and Teach the Session

Make sure that all materials are ready and available. Set up room with tables and chairs. Set up equipment for the teaching session. Start on time.