

Church Partnership Evangelism Event Timeline

12 to 6 Months or 9 to 4 Months

- Determine Location and Dates of Event
- Determine Size of Team
- Determine Preliminary Event Cost
- Obtain Local Church Support
- Recruit Team Members
- Distribute Registration Forms
- Collect Registration Forms
- Forms, Fees and Testimonies go to CPE Coordinator

6 to 2 Months or 4 to 2 Months

- Prepare and Distribute Event Guidebooks
- Book Airline Tickets
- Order Bibles
- Organize and Start Team Training
- Confirm the Translation of Testimonies
- Inform Travel Agent or Coordinator of Roster Changes
- Receive/Send Campaign Air Travel Cost to Travel Agent or CPE Coordinator

2 Month

- Schedule Commissioning and Post Event Service
- Print and Package Evangelism and Discipleship Materials
- Confirm Final Payment of Airfare with Travel Agent
- Send/Receive 100% Cost of Event
- Make Arrangements for Transportation of Team to the Local Airport
- Assign Roommates and Small teams for Event

1 Month

- Withdraw Remainder of Funds for the Trip (use either traveler's checks or U.S. dollars)
- Prepare Listing of Emergency Phone Numbers
- Confirm Pick Up at National Airport

Completion Date	Completion Date	Completion Date	Completion Date
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Responsibilities:

Church Partnership Evangelism Associates or Coordinators are responsible to oversee confirm the carrying out of all blue colored aspects leading up to a Church Partnership Evangelism event.

Local Church team leaders/representatives are responsible to perform all green colored and/or underlined aspects of a Church Partnership Evangelism event and report their progress to the Church Partnership Evangelism Coordinator or Associate working with them.

Church Partnership Evangelism Ministry Event On site schedule				
Day 1 <u>Friday or Saturday</u> Depart for Country of Destination	Day 2 <u>Sunday</u> a.m. Services, Evangelism and Discipleship event begins	Day 3 to 6 <u>Monday to Thursday</u> Evangelism, Discipleship event moving from initial evangelism to follow-up	Day 7 <u>Friday</u> Day off for Shopping and Touring	Day 8 <u>Saturday</u> Return to home