

## Section Two

# *Preparation*

## Leadership

### **Not Just an Event—It's a Movement!**

Think back to the last time you saw the start of the Indianapolis 500 car race. You'll remember that one car circled the track slightly ahead of the others and was given the responsibility of bringing the whole field up to speed and into the race. While people don't usually think about the important role of the pace car, you can't have a race without one. And you can't have a prayer movement without prayer pacesetters or initiators.

Because of your interest in the material in this Manual, you are probably an initiator in the prayer movement for your area. 'Whether you're a pastor or lay person, man or woman, student or professional, young or old, you are being prepared to supply the backbone to a growing movement of united prayer. Both you and your convictions regarding prayer are a gift from God. And because God is calling and equipping you for leadership, **it** is a sure sign of His renewing activity in the Church in your community.

***You can't have a prayer movement without prayer pacesetters.***

As you begin to plan and prepare for a Concert of Prayer rally in your city or church, you must remember that this is more than just a one-time event. The Concert of Prayer should be just one key part of a movement of prayer. When believers begin seriously praying for spiritual revival, they pray until revival comes. So, a prayer rally isn't simply a one-night event. A prayer rally or "concert" is part of a building *cycle* of prayer, culminating in a move of God's Spirit toward revival and world evangelization.

So as you work to plan and organize a Concert of Prayer rally, you are actually working to build the *movement* of united prayer within and among the churches of your city. You aren't simply inviting others to join in an event, but calling other believers to join you in the growth of a movement.

## Initiators

In any given locality where a movement of prayer is forming and developing, there are initiators. These men and women have been personally convicted by the Holy Spirit regarding their own need for a deeper relationship with the Lord through prayer.

Then, they also sense the great need of the Church as a whole to place prayer at the center of its spiritual agenda. They realize that for God's Kingdom purposes to be accomplished, His people must seek Him for forgiveness, direction, and renewal in a recommitment of personal and material resources toward His cause.

These individuals have not only a *conviction* relative to prayer, but a *vision* of what a renewed Church could be like. They also have a desire to work sacrificially for the growth of a prayer movement in their community, regional area, state, or country.

## Steering Committee

As a core of initiators develops within a church or an area, they will often begin to meet together and encourage each other. Again, these believers share a personal conviction for the importance of united prayer and a desire to see a movement of prayer begin in their community.

Often, they form a Steering Committee in order to give leadership to the prayer movement in their church or city. One of their first concerns may be to organize a Concert of Prayer rally. Sometimes a Concert of Prayer is used first in a local congregation, with the city-wide rally coming later in the process. Sometimes the larger rally becomes the launch-point for increased united prayer in each participating congregation. Whichever the case, the Steering Committee becomes the **central source of leadership for the organization and promotion of the church-wide or city-wide Concert of Prayer.**

This group must be highly committed, because they will be the "work horses" of the Concert of Prayer rally. The Steering Committee members will plan, **organize, promote, and lead the Concert of Prayer rally.**

Because the Steering Committee of a city-wide gathering is providing leadership not only to the Concert of Prayer, but also to the whole Body of Christ, **it is vitally important that it be broad-based in its makeup.** Again, the Steering Committee membership should represent the various denominational communities and ethnic groups within the city. Within a local church setting, solicit leadership from a variety of outreach areas within the congregation.

In order to plan and develop a true city-wide Concert of Prayer, most larger metropolitan areas should have a Steering Committee of at least ten to fifteen people. If your Committee is not large enough or not fully representative of various denominations, worship traditions, and ethnic

*Initiators have:*

- *A conviction*
- *A vision*
- *A desire to work*

*The Steering Committee members are the "workhorses" of the prayer rally.*

groups, then it is extremely important to invite other leaders to participate. This is the only way to gain the citywide dimension that you desire.

In order to work efficiently, the Committee must be well organized. A Committee **Chairman** should be named and recognized by everyone present. The Committee should also have a **Secretary** and a **Treasurer**. The Secretary will provide notes from regular meetings and see that the notes are distributed to the Steering Committee members. The Treasurer will help develop a budget and make arrangements for the receiving and disbursement of funds related to the Concert of Prayer promotion, facility rental, and other expenses.

In addition, it would be good to name someone to be in charge of each of the following areas:

- Promotion
- Program
- Facilities and logistics
- Recruiting key contacts
- Recruiting section leaders and huddle leaders
- Coordinating of the prayer base that must grow around the development and planning of this prayer rally

## Board of Reference

The next level of leadership in a city-wide Concert of Prayer rally is the **Board of Reference**. This group is made of key pastors and Christian leaders who are not able to serve on the Steering Committee, but who are willing to endorse the Concert of Prayer rally. These leaders must be supportive of the plan to bring together many individuals and congregations in prayer, and also will allow their names to be represented on your letterhead.

Bringing pastors onto your Board of Reference is an excellent way to ensure ownership of the event by numbers of churches.

Although the Board of Reference isn't necessary within a single congregation Concert of Prayer, it is still a good idea to seek the endorsement of leaders from the various ministry areas of the church.

### *Key Steering Committee positions:*

- *Chairman*
- *Secretary*
- *Treasurer*

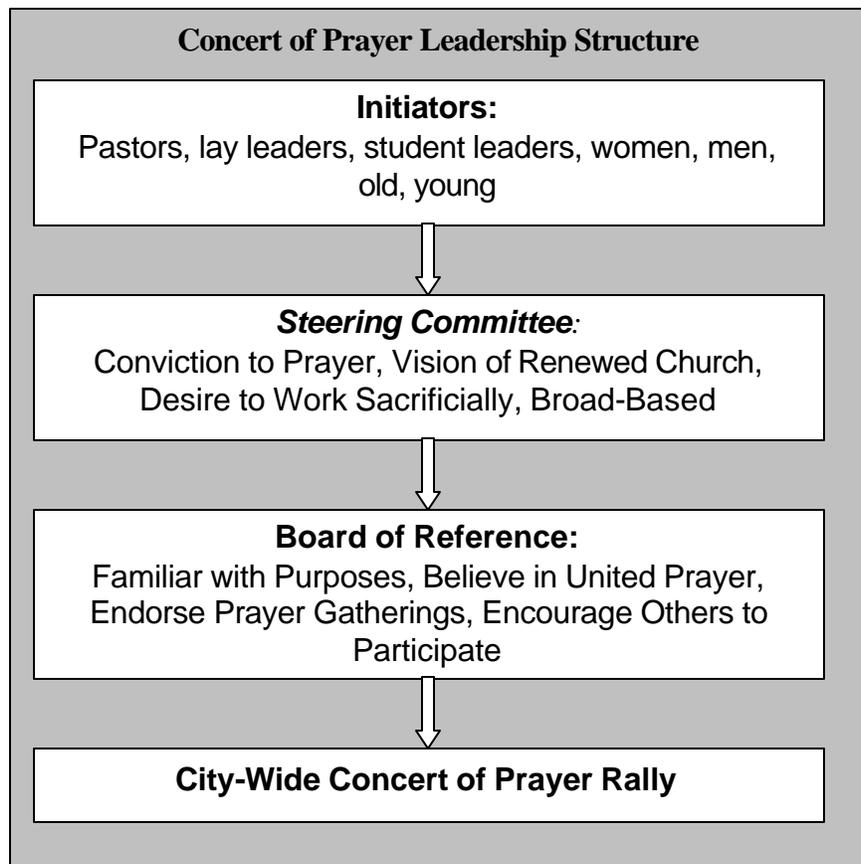
*The Board of Reference is made up of leaders who are supportive of the plan to bring together many individuals and congregations in prayer.*

It is important that the Board of Reference understand something about the Concert of Prayer and the importance of the prayer movement. Those who agree to serve on the Board of Reference would be willing to be involved as follows:

1. **Be familiar with the purposes of holding a city-wide Concert of Prayer gathering.**
2. **Believe in the importance of this kind of unity in seeking God for spiritual renewal and world evangelization.**
3. **Endorse the prayer gathering.**
4. **Encourage the people from his or her own congregation to attend.**
5. **Lead from the platform as needed.**

Many Steering Committees design a letterhead that incorporates the name of the event, as well as a list of the Steering Committee members and the Board of Reference. This in itself is a declaration of unity, lending credibility for the event to individuals in all the traditions and denominations represented.

*A well-designed letterhead conveys the fact that this is a well-planned event.*



If you design a letterhead, do so with quality and simplicity. A well-designed letterhead conveys the fact that this is a well-planned event. In addition to the names and church affiliation of your leadership team, you may want to include the event name, date, and an address and phone contact for someone on the Committee. Simple artwork, which can also be used in promoting the event itself, can be used if you wish. However, this is certainly not a necessity.

In the back of this Manual, you will find an example of a mutual commitment form one leadership team used for those on their Steering Committee. You'll also find a sample of a Board of Reference commitment form, sample letterheads, and a planning outline used by various committees planning Concerts of Prayer. (*See Appendix.*)

These examples are included to stir your own creative thinking. You will certainly want to adapt them to your own location and needs.

## Recruitment

The key to successfully informing and involving people in a city-wide Concert of Prayer is **recruitment**. General promotion helps inform people about the upcoming rally. But *the majority of people—whether pastors or genera/participants—will seriously consider participation only as they are personally approached*

***Recruitment is  
the key!***

If you are leading a Concert of Prayer within a single church, you may skip over the material on contacting pastors. However, the general recruitment information will still be of value to you in gaining the fullest participation from every group within the congregation.

It is important to begin planning your Concert of Prayer rally as far in advance as possible. This is because busy church calendars fill very rapidly. If you can, try to secure a date for your event at least six to nine months in advance. Get this date onto the calendars of as many participating churches as possible. This will help avoid conflicts with other area-wide and church-wide events.

## Pastor Contacts

The first contact with churches is often through the pastor. This initial contact usually takes place through a letter sent out many months before the planned Concert of Prayer.

***Ask pastors to  
provide a Key  
Contact in each  
church.***

With this letter, send a card that will allow the pastor to indicate a **Key Contact** in his congregation and enroll his church as a participating congregation in the Concert of Prayer.

In the months before the prayer rally, one or two more letters should be sent out to all the participating pastors, encouraging them with a report on the growing number of churches involved in the Concert of Prayer. This will also reinforce continued recruitment and participation from within these congregations.

In the following pages, we will outline a Pyramid of Communication that takes place in the recruitment process. Although Network Leaders within the Steering Committee work with Key Contacts within the churches, these Key Contacts are usually provided by the pastor. So, in addition to a letter, **it** may be necessary to make a personal or phone contact with the pastor.

## Tips for Enticing Pastors

Occasionally, ministers express reservations about “their” people being taken away from their own church to join interdenominational activities which expose them to other styles. Treat this matter wisely. It is important to stress that **a movement of prayer in a city exists to serve the local church**. Prayer for all the churches of the area will be a primary concern.

When meeting with pastors, you may wish to go over some of the benefits of a united prayer movement outlined in the *Introduction* to this manual. Be sure to stress that the spiritual life of church members is often enriched through participation in Concerts of Prayer, and a new level of commitment to prayer is generated.

In the early stages of one prayer movement, prior to a united prayer gathering, ministers were invited to nominate specific matters for prayer. This gave them a feeling of ownership and left them more willing to release their people to participate.

Inviting pastors to serve as members of the Board of Reference is certainly another way to generate a sense of ownership in the Concert of Prayer event.

To insure that the prayer movement really does serve the local church, here are some other suggestions that may give pastors more reason to commit themselves to joining your efforts:

***Inviting  
pastors to  
serve on the  
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generate  
“ownership”  
of the rally***

1. **Share reports about what God is doing with prayer movements elsewhere. This may stir up a vision for what can happen in your community.**
2. **Whether or not a pastor decides to participate in the Concert of Prayer, continue to ask for his evaluation and input along the way. Asking for ideas on how the movement can be even more useful to his congregation can go a long way in finally winning his full participation.**
3. **Help pastors see that there are specific ways larger prayer events can be translated back into their own local churches. For example, the 7 R's used in the Concert of Prayer program can easily be adapted for use in prayer times within the local church.**
4. **Promise follow-up information to pastors. The response cards gathered from a Concert of Prayer rally can provide a pastor with the names of potential prayer leaders from his own congregation. Let the pastor know that this information will be directed back to him after the rally is over.**
5. **Remind pastors that, without exception, the benefit returned to the local congregation is directly proportional to the level of participation of that church.**

## Pyramid of Communication

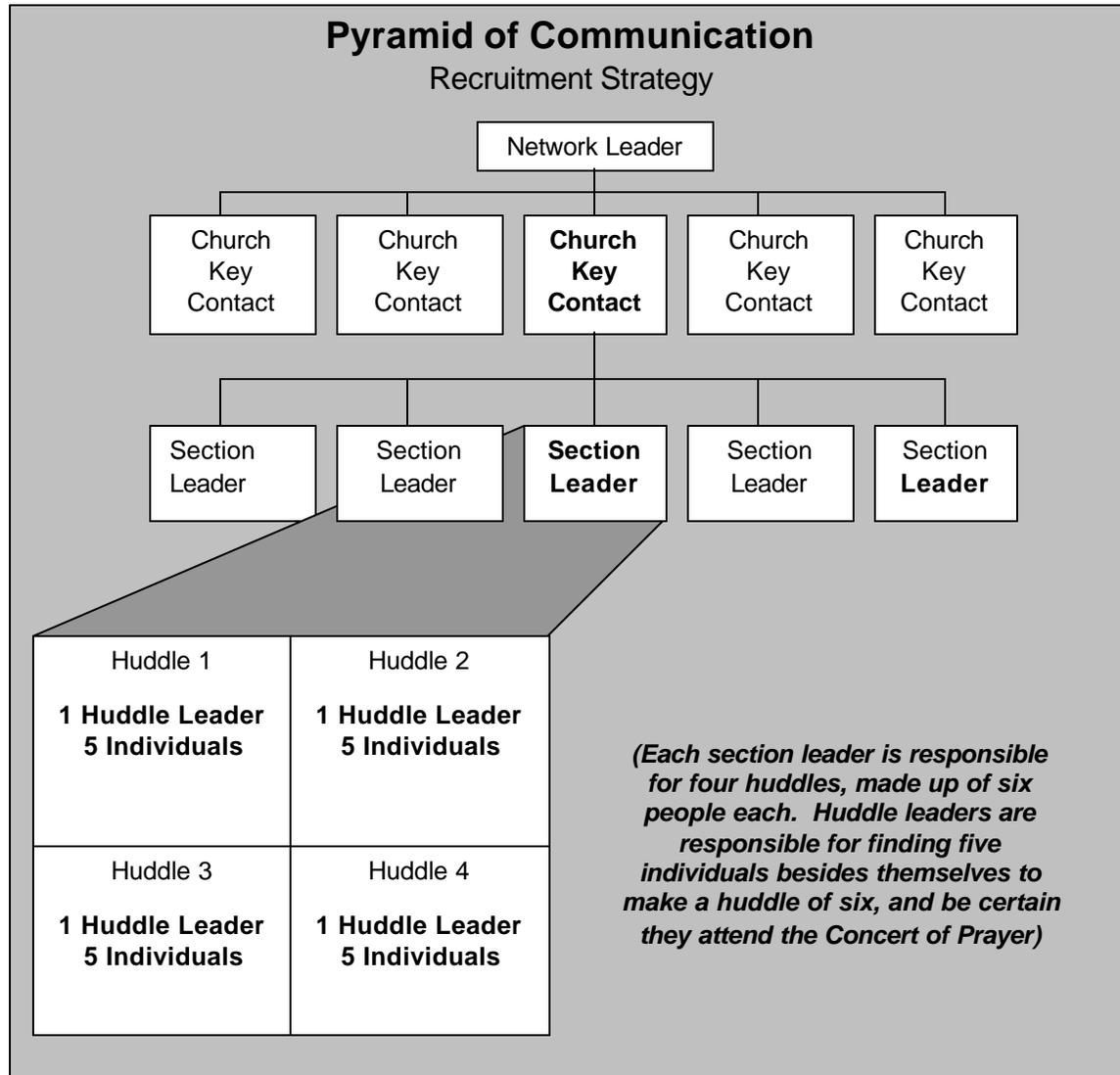
The recruitment system we recommend is based on a principle outlined in Zechariah 8:20-23: "Many people and the inhabitants of many cities will go to another and say, 'Let us go at once to entreat the Lord and seek the Lord Almighty. I myself am going.' ... In those days ten men from all languages and nations will take firm hold of one Jew by the edge of his robe and say, 'Let us go with you, because we have heard that God is with you.

In order for individuals to join in this kind of one-on-one, personal recruitment program however, **it is necessary to build what we call a Pyramid of Communication.** This Pyramid of Communication begins with the Steering Committee and ends with thousands of people being **personally invited to the Concert of Prayer.**

This system is based on years of experience in organizing and recruiting for Concert of Prayer rallies. **If you follow it carefully, it will work!** At first, it may seem overly organized or rigid. However, it actually provides

*The Pyramid of Communication is a simple way for hundreds or thousands to receive a personal invitation to the rally*

a very simple way for many hundreds or thousands of people to receive a personal invitation to your united prayer event.



If you are organizing a Concert of Prayer for your local church, you can modify this recruitment strategy by serving as the *Network Leader* for your congregation. Then, choose Section Leaders from the various “affinity groups” within the church. For example, you could appoint a *Section Leader* within Sunday school classes, women’s groups, Bible studies, choirs, or youth groups. In turn, Section Leaders then find *Huddle Leaders* who are responsible to get themselves and five others to the Concert of Prayer. The number of Huddle Leaders depends on the size of the affinity group and your recruitment goal for each group.

## Network Leaders

*Network Leaders* or community leaders are people who have contact and influence with more than one church. These Network Leaders usually come from within the Steering Committee. If the Steering Committee has six people who will stay in **contact with five churches each, you will guarantee the involvement of 30 churches. Determine the number of Network Leaders you need, based on the** number of churches you would like to actively involve. Remember that involvement at both the Steering Committee and church level should be broad-based and representative of the entire community.

## Key Contacts

As we've explained, *Key Contacts* within a congregation are usually provided by the pastor. This way, the pastor is not responsible for the day-to-day work of recruitment, but is still involved in the process. Key Contacts are individuals within a congregation or Christian organization, responsible for receiving and distributing information on the Concert of Prayer. They are also responsible for recruitment within that congregation.

### **A Key Contact recruits other individuals to serve as Section Leaders.**

The number of Section Leaders needed depends on how many people a church is able and willing to involve. For example, suppose a pastor thinks he can get half of his congregation to a Concert of Prayer event. If the church has a membership of 500, you are working with a recruitment goal of 250. Since each Section Leader is ultimately responsible for 24 people, ten or eleven Section Leaders are needed.

## Section Leaders

Under the Key Contacts are what we call *Section Leaders*. These Section Leaders are responsible for finding four Huddle Leaders. Section Leaders are responsible for seeing that 24 individuals come to the Concert of Prayer. However, to do this, they only need to personally recruit four individuals—Huddle Leaders.

## Huddle Leaders

Under the Section Leader are *Huddle Leaders*. The Huddle Leader finds five individuals beside themselves to make up a huddle of six. These huddles may be formed out of families, Sunday school classes, choirs, youth groups, etc. The Huddle Leader makes certain that everyone in his or her huddle actually attends the Concert of Prayer event.

Information on the Concert of Prayer is made available through the Key Contact to the Section Leaders and Huddle Leaders, helping them in their recruitment. This recruiting process should begin several months before the actual event.

In this Manual, we have included a page on Ten Steps/or Total Church Involvement along with Additional Suggestions for Involving Your Church in the Concert of *Prayer*. (See *Appendix*.) These suggestions were compiled by one city-wide Steering Committee and may be of value to your Network Leaders as they speak with Key Contacts in each church.

Again, as each church sets a realistic goal for participants they would like to have at the Concert of Prayer event, they can determine how many Section Leaders and Huddle Leaders they will need.

Occasionally a Steering Committee in a city will decide that there is something less than spiritual about this kind of personal recruitment. They decide to depend only on prayer to get people out for the event. Deciding that prayer does not call for action can be a fatal mistake. Without exception, they face disappointment, with attendance only reaching a quarter of their expectations.

On the other hand, Steering Committees which faithfully employ this personal invitation program *along with prayer*, see 60 to 100% of their attendance expectations.

### **Getting People There**

**An important job of the Huddle Leader is to actually make sure his or her huddle attends the prayer rally.** A huddle may travel to the Concert of Prayer together by car, or two huddles may decide to come together in a van. In other cases, Section Leaders arrange for bus transportation from the church for all of those participating.

At some Concert of Prayer rallies fully 30-40% of the people present travel together in church buses and vans.

In some Concert of Prayer rallies, the auditorium seating is actually divided up among the churches. Each congregation is asked to be responsible to fill a certain designated number of seats. This has been highly successfully in helping motivate churches to get out a good number of participants. Often, these church groups travel to the Concert of Prayer together, sit together, and even make placards or signs identifying the church affiliation of their group members.

Also, tickets have been used to increase participation. Although the Concert of Prayer is free, tickets tend to elevate an individual's

***To increase rally participation you may decide to:***

- ***Encourage huddles to travel together***
- ***Assign sections***
- ***Print tickets***
- ***Publicize and promote sign-up***

commitment level to the event. A ticket makes the participant aware that if he or she doesn't attend, a seat will stand empty.

Sometimes, when the time is short and a local congregation wants to sign people up for the rally, a poster can be placed at the back of the church or in the narthex, and people can sign up that way. It is still best to set a goal and publicize **it** on the poster to encourage people to meet that goal.

**With the personal contact strategy outlined here, you may wind up recruiting a lot of people who aren't really sure what the Concert of Prayer is really about. That's alright—in fact, it's good. The presence of the Lord is so strong and the praying so powerful at a Concert of Prayer event, those attending often gain a new understanding of the importance of prayer in their life and church.**

In a sense, those attending a Concert of Prayer rally experience a second "conversion" – to the cause of united prayer toward spiritual revival and world evangelization. That is why we want to do everything possible to overcome any spiritual opposition at work, and make sure everyone who should attend is present to receive what the Lord has for them.

If you are conducting a Concert of Prayer for your church, especially if you have a smaller congregation, some of this recruitment material may be more than you need. However, if your church is quite large, this recruitment strategy can be very effective in helping you to meet your participation goals.

## General Promotion

Recruitment is a plan to gain the commitment of individuals to participate in a Concert of Prayer rally. **General Promotion** helps make the public aware of the prayer rally, the date, time, and location. These two areas are the key to obtaining maximum participation in your united prayer event.

As soon as the Steering Committee has chosen a date, time, and location for the Concert of Prayer event, they can begin making this information widely known throughout the community.

### Pastor Letters

As explained in the section on Recruitment, **one of the first steps in promoting the Concert of Prayer is to send out a letter to all of the pastors in the community.** This letter should inform them of the upcoming Concert of Prayer for their city and ask them to enlist their congregations. This first letter to pastors is often primarily a promotional

***Recruitment  
and General  
Promotion  
work together  
to help you  
obtain  
maximum  
participation.***

letter, giving the basic information on the rally and asking them to put it onto their church calendar.

### **Letterhead/Posters/Flyers**

Early on in the planning of your Concert of Prayer, the Steering Committee should design and print **letterhead stationery**. A simple, yet professional design gives the event credibility, as well as a means to communicate with others about the event. **By including the names and church affiliation of your broad-based Board of Reference, you will also gain immediate acceptance from many of the churches and denominations in your community.**

After the letterhead, one of the first things most Steering Committees do is to design and print a poster. Effective posters should be simple, yet incorporate basic information like the date, time, and location of the Concert of Prayer. You may also want to include a theme for the event, along with some graphic element or photo to help catch people's attention.

Next, Steering Committees will often produce a flyer to be placed in church bulletins or to distribute widely in congregations throughout the city. Because these flyers often serve as bulletin inserts, they are usually only half a page in size. They do not need to be costly to produce. Simply present the basic information about the upcoming Concert of Prayer and explain how individuals can participate. You may also want to leave a place at the bottom for the church to fill in the name and phone number of Key Contacts or Section Leaders. If so, you may need to supply only one master copy of the insert and allow the church itself to duplicate copies for their members.

### **Radio/Television**

In many cities, **Christian radio** is one of the best means of general promotion. **Most Christian radio stations are eager for opportunities to cooperate with the efforts of the local church and especially with interdenominational events.**

If the Christian radio station is a commercial station, you will probably need to pay for an advertising package. However, when you do, be sure to ask if they are willing to donate additional time for interviews or other types of promotion.

If your local Christian station is non-commercial, they may be willing to air 30-second promotional spots at no cost several times a day beginning up to two months before the event.

*Christian radio and television stations are excellent tools for promoting your Concert of Prayer*

Most stations, commercial and non-commercial, have facilities available for recording promotional spots. Because Christian stations will be supportive of your efforts, they may be able to provide you with a writer, announcer, and studio time at a reasonable hourly fee. A professionally-produced radio spot will let people know this event is well-planned and worth attending. We have included several examples of radio spots that may help you get started. (*See Appendix.*)

In addition, most stations with a live “drive-time” show will consider airing an interview with members of your Steering Committee or Board of Reference. Be sure to involve a broad cross-section of leadership in this promotion, providing them with specific details of the event that they can share on air. You might also want to provide the announcer with interview questions ahead of time. (*See Appendix.*)

If you are not able to record promotional spots, an alternative is to provide clearly written copy that can be read by the local announcer. Be certain to include all pertinent details and to keep the spot within the time limits allowed.

Finally, most radio stations—both Christian and secular—air “bulletin board” announcements of community events. These are usually aired without charge, but details of the event must be delivered in writing, usually on official letterhead, several weeks ahead of the actual event.

If you have a Christian television station in your city, this provides another way to promote the Concert of Prayer and raise public awareness. Again, participating pastors or members of the Steering Committee can offer to appear on a news or interview program. Also, make sure that Christian musicians and others appearing regularly on the station are aware of the prayer rally. If they are supportive, ask them to mention the rally and the importance of united prayer.

Regarding television, another good way to promote the Concert of Prayer is to provide details to **local cable companies**. Most cable systems provide a community access bulletin board free of charge. Again, deliver the information in writing several weeks ahead of time.

## **Newspapers**

Christian **newsletters** and secular **newspapers** are also good vehicles for communicating about the upcoming Concert of Prayer rally. In addition to including the Concert of Prayer in an “upcoming events” column, it is wise to purchase several ads over a period of three to four months. If possible, one of these ads may be a full page.

### ***Ways to promote your rally through newspapers:***

- ***Space ads***
- ***Articles on the event***
- ***Articles on the global prayer movement***
- ***Photographs of pre-Concert Prayer events***

When purchasing the ad, you may want to ask the paper's editor to do one or two short articles on the Concert of Prayer or the local united prayer movement in anticipation of the event itself.

A religion editor at a secular newspaper may also be interested in writing about a gathering for united prayer that involves many congregations from across the community. You might also want to provide information on the broader prayer movement around the world and explain how your rally fits into these exciting developments.

Newspapers like to build articles around interesting photographs. If possible, provide photographs of a number of participating pastors, along with their quotes on the importance of united prayer. Representing a wide ethnic base in these photos and quotes is a good way to grab the attention of the secular media.

You can also ask local papers to provide a photographer to shoot film at a pre-Concert of Prayer event. A pastor's breakfast, a group of individuals working on a mailing, or even early set-up at the auditorium, would make a good photo opportunity for a paper, while providing your event with free promotion.

### **Christian Networks**

Once the date of the rally has been securely determined, be sure to inform local Ministers' Associations and Fellowships, Christian service agencies, Christian schools, campus ministries, Christian Men's Clubs, Christian sports organizations, and Christian Women's Clubs. If possible, ask for a few minutes to make a presentation on the Concert of Prayer at the group's next meeting. **This is also a good way to gain Key Contacts at churches which have not already been targeted.**

Other means of promotion have also been used in various cities. One Steering Committee was able to secure the use of billboards throughout their area without cost. The only expense was for the printing of the billboard signs themselves.

A word of warning with all promotion, however: As Marshall McCuhen said, "The medium is the message." Be carefully not to tarnish your message by the way you promote the event. If you err regarding general promotion, understate rather than overstate.

Good promotion for this event should communicate a spirit of humility, so that the people gathering to pray can bring this spirit with them, humble themselves, and seek God's face. **Feel free to make use of the great means of communication of our day, but do not allow your message to be overshadowed or compromised.**

## Facilities

City-wide prayer rallies usually take place in public facilities, although a few are also held in large church sanctuaries. By using a neutral public facility, people perceive the event to actually be community-wide. Taking on the financial responsibility of a public facility also says that the Steering Committee is serious about its commitment to unite the entire city in prayer. Consider choosing a local sports arena, public auditorium, civic center, school auditorium, or college stadium.

*A neutral, public facility conveys the message that the event is truly city-wide.*

## Sound Systems

Once your facility is chosen, one important area to consider is the sound system. Will your musicians be playing on an electronic keyboard? If you have a singing group, what kind of requirements will they have for microphones and other sound equipment? How will any needed additional equipment hook into the facility's existing sound system?

**Decide on a key person to be responsible for sound.** Be sure this person is knowledgeable in this area, or can recruit an expert sound team. Discuss all of your preparations in relationship to sound with this person. Find out early what equipment is available within the facility, and what equipment will need to be borrowed or rented.

## Seating/Tickets/Sections

Many questions must be considered relating to seating for the Concert of Prayer event. One of the first things you should do is acquire a diagram of the seating in the auditorium you've chosen. **If the facility is bigger than you need, select the best part of the facility in which to set up the platform and seat the people.**

You will also have to determine the size of the platform. How will this platform be provided? What arrangements need to be made for decorating the platform (plants, pulpit, curtains, etc.)? Determine how many people will be seated on the platform to find the number of chairs you'll need. Will you need a backdrop? Will you have banners or a large sign with the Concert of Prayer theme?

As we mentioned earlier, some Committees choose to print tickets for the Concert of Prayer event. Although these are made available without charge, **it** gives churches a tool for meeting their participation goals. When people have a ticket for an event, **it** helps them realize their seat will stand

empty if they decide not to attend. Samples of ticket designs are included with this Manual. (*See Appendix.*)

In some cases, tickets are provided with numbers for assigned seating. In other situations, the auditorium is divided into sections, with each participating church assigned to a particular area of the auditorium. Banners and signs in these sections help people locate their place quickly. If you do assign seats or sections, be sure to have a section for open seating as well. This will insure that those attending on their own will feel welcomed.

## **Access**

Another key question to consider is access to the facility. What gates or doors will be used? Where are they located? How many ushers do you need to help orient the people coming in? Where is the loading dock? Where should people who are arriving early enter the building? Where will buses, vans, and cars be able to park? Will you need attendants in the parking lot? Is there an entrance for those in wheelchairs? Can you mark off a special area for wheelchair seating?

**The earlier you can get these questions answered, the sooner you will be able to communicate this information to those who need it.** Find out when you will be able to enter the facility to begin your preparations and set-up. Then develop a schedule for set-up. Be sure it includes sound checks for the musicians and the podium microphones.

## **Book Tables/Signs**

If you are going to have materials for display or sale, determine how many tables will be needed and where they will be located. Be sure these tables are located near main exits so they are visible to everyone entering and leaving. You also need to determine what kinds of signs should be placed on doors and walls to orient and direct people coming in.

## **Meeting Room for Prayer Team**

A separate room is needed where people on the program can gather before the event to pray and receive orientation. This room can also be used as a counting room when the offering is taken. During the program you may want to arrange for people to have walkie-talkies so that any emergency can be met with the appropriate resources as quickly as possible.

Included in this Manual are samples of usher's guides, stadium check lists, and other materials that can be adapted for use in obtaining and setting-up your facility. (*See Appendix.*)

## Preparing for the Program

In Section 5, you'll find a detailed outline of a suggested program format for a Concert of Prayer rally. Following are some of the elements of the program which require advance planning and preparation.

### Emcee

The emcee for your Concert of Prayer rally should be chosen very carefully to do one very important job: *He or she must keep things moving!*

The emcee may or may not actually lead prayer from the podium. However, **he or she has to transition between segments quickly, and keep the program on schedule.**

In Section 5, you'll find suggested times for each of the segments in the program. The emcee should keep a close eye on the clock to be sure each segment finishes on time.

In addition, the emcee can help provide time signals to those who are praying from the podium. Up-front prayers should be limited to about 60 seconds each. So, working with a stop watch, the emcee can give a gentle pat on the back at 45 seconds into the prayer, and a gentle squeeze on the arm at 60 seconds to signal the times to wrap up and close.

The emcee should also be sensitive to the ultimate goals of the prayer rally, giving the Holy Spirit room to move uniquely in each situation. *If necessary, the emcee may need to make slight changes in the suggested time-allotments for various segments of the program.*

The emcee will also help move people in the audience in and out of their prayer triplets and huddles. If you've never participated in a Concert of Prayer *be sure to see how this is illustrated on the videotapes which are a part of this training package.*

If music is used to transition between segments, the emcee will also signal the musicians to begin and end.

Jesus Christ is the "Conductor" for our Concert of Prayer. The emcee's job is to keep things running smoothly and efficiently, so that the participants can concentrate on blending their hearts, minds, and voices together in prayer under the guidance of the Holy Spirit.

### Biblical Vision

*The emcee has the important job of keeping things moving, while still allowing for the Holy Spirit to move uniquely in each situation.*

Near the beginning of the program, a biblical vision is presented to the people. This brief message takes about 12 minutes and should focus people biblically on the issues that need to be addressed in prayer throughout the evening. They should also receive a text to which they can refer to as they develop their prayers.

**The key biblical text is usually determined in prayer by the leadership team early in the planning process. Select a passage that is relevant to the needs of the church, churches, or city involved in the rally.**

**The biblical vision helps people be clear on the hope toward which they are praying. Also, when believers of many different backgrounds come together in prayer, a biblical agenda is one way they can be united in their prayers.**

The biblical vision is usually presented by one or more members of the leadership team. One person may speak for the entire 12 minutes. Or, three pastors may talk for four minutes each. Choose a speaker who is familiar with the local prayer movement, and who is able to give perspective on how the local rally links up with other developments around the country and the world.

### **Prayer Leaders**

At various points during the suggested program detailed in Section 5, Christian leaders from the community will lead short prayers from the podium. These prayers are usually chosen from your Steering Committee or Board of Reference.

**Be certain those praying from the platform represent every facet of the church, community, or city involved in the Concert of Prayer rally.** In a city-wide rally, especially, work to insure a wide representation of areas, denominations, ages, races, and ethnic groups. Within a local church, 'invite representatives from among the deacons and elders, the women's ministry, the youth group, and other key areas of outreach.

Plan to meet with those on the platform before the Concert of Prayer begins. Take time to pray together about what will take place, asking God to move powerfully during the rally.

Take a few moments to instruct those who will be praying from the platform. Remind them of the four "B's" which will be shared later with the audience:

**1. Your prayers should be *biblical*, incorporating Scripture.**

### ***The biblical vision:***

- ***Clarifies the hope toward which you are praying***
- ***Unites you in a common agenda***

***Be sure to meet with those praying from the platform before the rally begins.***

2. **Pray *boldly*, as you've never prayed before.**
3. **Make your prayers a *blessing* being sensitive to the needs of others.**
4. **Finally, keep them *brief*!**

When you give these same instructions to the audience, you might even have the people turn to one another and say, "Pray brief prayers!"

## **Music**

Music is an integral part of most Concert of Prayer programs. In a city-wide event, designate a *music director* who will locate musicians, choose music that relates to the themes and biblical vision, and who can work with those who are responsible for the sound system. **Be sure this person can be sensitive to the many backgrounds represented at the rally.**

Special music or soloists are sometimes included in a Concert of Prayer rally. Music can also be used to signal a transition between segments. In these cases, the music director should take signals from the emcee.

Music may also be played softly while people pray in triplets or huddles. This lends a sense of movement and worship to the Concert of Prayer.

Keeping the music simple is actually a positive. When the elements are simple, people who are participating are more easily able to take what they have experienced back "home." They can then lead others in small groups or individual churches through the 7 R's, including music as a part of the prayer time.

## **Printed Program**

A printed program is a very helpful tool for those who are participating in the Concert of Prayer rally. This is especially true in a city-wide event, where some people who attend are initially uncertain of what is involved.

In the Appendix, we have included samples of Concert of Prayer programs used at city-wide events. Whether you're organizing a Concert of Prayer in your community or your church, here are some of the elements you may wish to include:

- Rally Theme and Key Biblical Text
- Date, Time, and Location
- Program Outline
- Vision Statement for United Prayer Movement
- Words for Choruses or Hymns
- Names of Emcee and Platform Participants
- Names of Steering Committee and Board of Reference
- News of Upcoming Prayer Events
- Address or Phone Number for Committee