

Making and Conducting Evangelistic Appointments

Purpose Statement: The purpose of this session is to equip you to set up and conduct evangelistic appointments.

Learning Objectives: This session will help you to:

1. Make evangelistic appointments with contacts from a comment card and through personal contact at the close of an evangelistic meeting.
2. Conduct evangelistic appointments while properly handling interruptions and differing circumstances.
3. Be confident in your ability to make and conduct an evangelistic appointment.

Key Verse: Colossians 4:5-6

I. Introduction

Instructor may want to briefly share a story about setting up and conducting an evangelistic appointment.

Think back on your first evangelistic appointment, or about a very memorable one. Some of you have had that privilege of making one. For others of you this will be a new and memorable experience.

II. Making Evangelistic Appointments

Why should we make evangelistic appointments?

Instructor may want to say, "Without looking at your notes, why would we want to set up evangelistic appointments?" (take a few answers for a few minutes).

A. Why Setup an Appointment?

1. You may not be able to present the Gospel to someone at that instant because of circumstances.
2. Appointments help to keep your motivation high by giving you someone specific to anticipate meeting.
3. Appointments help you spend your time wisely with responsive contacts rather than with random contacts who may be indifferent.
4. Statistics show that if you rely on random contacts for evangelism, you will probably not develop a discipleship ministry. The percentage of remaining fruit from random contacts is generally quite low.

So, setting up appointments is obviously important. How, then, would you go about making an evangelistic appointment?

Instructor could say, “Without looking at your notes, how would you go about making evangelistic appointments?” Allow a few minutes for their answers, then refer them to their notes in II.B. Just call their attention to whatever they missed.

B. Setting Up an Appointment

1. Explain to the person briefly why you want to meet and what you are going to talk about.
2. Decide together on a convenient time and meeting place.
3. Repeat the time and place of the appointment to be sure that there is no misunderstanding.
4. Suggest that the person write down the time and place of the meeting.
5. Communicate anticipation regarding the appointment.
6. Call the day before to "make sure we're still on for tomorrow."



Read the first two demonstrations that are in the back before proceeding to the next section. They will give you a good idea of how to set up an evangelistic meeting.

The instructor can conduct either Demonstration Dialogue #1 or Demonstration Dialogue #2. Consider using one of the mentors as an assistant. Be sure to give him/her a copy of the lines a few days in advance so he/she can have time to practice beforehand. Then, allow the students time to practice setting up an appointment from a comment card. Take about 10 - 15 minutes for all this.

After each demonstration, discuss with the trainees what they thought went well and what went wrong.

If you have time, conduct the other demonstration. Follow the same procedure.

C. A Missed Appointment

What do you think we should do when our contact misses an appointment?

1. Call them that night to find out what happened.

Ex: "Hi, this is (name) with (name of church or group). How are you doing?...I thought we were supposed to meet today at 10 am outside of the Bookstore. I'm sorry I missed you..."

2. If you sense that maybe they are just not interested, help them to feel free to say "No." Otherwise, you may set up another appointment to meet with them, and it will be another "No-show" and a waste of your valuable time.

Ex: "I don't want you to feel like you must meet with me. If you are not interested,

feel free to let me know. Otherwise, if you would really like to meet with me to hear about how you can know God personally, we could set up another time." Wait for response, and if interested, set up another time and place. Even when you say this, be positive. As you know, this is the best thing for them.

3. Pray. It's a spiritual battle. Pray for God to do what **only** God can do (John 15:5; 6:44; I Corinthians 3:6).

We just looked at how to set up an appointment, now let's take a few minutes and look at what we should do on one.

III. Conducting Evangelistic Appointments

Think back on the time when someone first shared the gospel with you, what were some of the things they did right? Wrong?

Instructor could say, "Without looking at your notes, let's come up with some do's and don'ts in sharing the gospel in an evangelistic appointment." Instructor could write these on the board as they are mentioned. After a few minutes, refer them to the "Do's" and "Don'ts" below.

The following is a list of do's and don'ts for conducting an evangelistic appointment.

Do's

- Be Personable
- Respect their time constraints
- Seek to be clear, ask questions
- Be honest
- Pay attention to the environment, share in a private, quiet place

Don'ts

- Be impersonable
- Ignore their time constraints
- Embarrass them
- Make your goal to get through the booklet
- Focus so much on the Gospel that you miss what's going on around you

Summary:

- A. Be Personable at the beginning, focus on them, not you
- B. Respond positively to interruptions, suggest alternatives
- C. Suggest a safe place to talk
- D. Move through the Gospel, don't become sidetracked
- E. Close with opportunity to talk more



If time permits, do the last two demonstrations at the end of the lesson. Evaluate what was done well, and what was not done well.

IV. Handling Distractions During an Evangelistic Appointment

There are three common distractions that one runs into during an evangelistic appointment: people interruptions, environmental noise and internal distractions. Let's talk for a few moments about how to handle each of these

A. People Interruptions

1. Try to find a place that minimizes people interruptions
2. Ask the person if they would like to join in.
3. Reschedule the time if the interruption is critical or the person interrupting won't leave.
4. Chat for a few moments and try to continue or find another place.

B. Environmental Noise

This is anything, other than a person, that distracts from an external source. It can be music, a bee buzzing around you, a beautiful sunset, people walking by, a painting on the wall, the aroma from a local sewer, anything in the environment that distracts the person's attention.

1. Move
2. Sit so neither of you can see the "noise"

C. Internal Distractions

This is anything either of the persons have internally that they bring to the appointment. It could be fear, anger, worry, sorrow, etc.

1. If you come with any of these, take a few minutes and give them to the Lord
2. If the distractions come with them, gently ask them what is wrong. If need be, talk about it and try to help them with it; as appropriate, move them to the gospel as a solution.

Instructor could ask, "Do you now feel you can set up an evangelistic appointment? Does anyone have any questions?"

V. Application

- A. Role Play with your mentor setting up and conducting an appointment and handling distractions. Practice handling these three common distractions.

Situation 1: Personal Interruptions

Pretend that you are sharing the Four Spiritual Laws with a student. Another student interrupts just after you've begun. How would you handle the interruptions?

Situation 2: Environmental Distractions

Pretend that while you are sharing the Four Spiritual Laws with a student a loud commotion breaks out. Show how you would handle it.

Situation 3: Internally Distracted

Pretend that you are sharing the Four Spiritual Laws with a student, but the student doesn't appear to be following. How would you respond.

- B. Set up and conduct one evangelistic appointment this week.

Demonstration Dialogue #1:

Example of Making an Appointment from a Comment Card by Telephone

Ann: Hello, Pat. My name is Ann and I'm calling about the event you attended the other evening. What did you think of it?

Pat: I thought it was good.

Ann: What did you like best?

Pat: The part about a relationship with God.

Ann: I'm glad you enjoyed it. Did it make sense to you?

Pat: Sort of.

Ann: On your comment card, you indicated that you wanted more materials about knowing Jesus Christ. Have you ever made a decision to trust Christ personally?

Pat: I'm not sure.

Ann: I'd like to meet with you and give you some of the materials you asked for. These materials have been very helpful to me and have clarified many of the questions about what it means to have a personal relationship with God. I'd be glad to get together with you tomorrow for a short time if that is all right with you.

Pat: Okay, that's fine.

Ann: How about meeting in the cafeteria at 10:00 a.m. Is that convenient for you? (Be specific where in the cafeteria, especially if you've never met the person)

Pat: Sure.

Ann: I'm going to write that down so I won't forget it. Also, I have brown curly hair, and I'll wear a blue striped blouse.

Pat: Okay, I'll find you. I'm tall with long blond hair.

Ann: I'll look forward to seeing you at 10:00 at the cafeteria.

Demonstration Dialogue #2:
Example of Making an Appointment After an Evangelistic Meeting.

Set the stage: "Jim and Dan have just met after attending a weekly evangelistic Bible study. This is Dan's first time at the meeting. Jim, a Christian, has an appointment soon and will not be able to talk with Dan for very long."

Jim: Hi, I don't think we have met. My name is Jim Johnson. (Extend hand to shake hands.) What is yours?

Dan: Dan Smith.

Jim: It's good to meet you, Dan. Have you ever been here before?

Dan: No, I haven't, but my friends have told me so much about the people that I wanted to come.

Jim: Now that you've come, did it measure up to your expectations?

Dan: Yes, I'm glad I came.

Jim: What did you think of the meeting?

Dan: I thought it was interesting.

Jim: Did it make sense to you?

Dan: Yes, it did.

Jim: Have you made the decision to put your faith in Christ personally?

Dan: I don't think so.

Jim: Would you like to?

Dan: Yes, I would.

Jim: Great. The best way I know to explain how a person can establish a personal relationship with Christ is through a little booklet called the Four Spiritual Laws. I'd be happy to meet with you tomorrow for a little while and show you the booklet. Have you seen the Four Spiritual Laws?

Dan: No.

Jim: Would you like to get together so we can go over the booklet?

Dan: All right.

Jim: Is 2 p.m. convenient for you?

Dan: Yes.

Jim: We can meet at the cafeteria, if that's alright for you.

Dan: That sounds fine.

Jim: Let me write that down so I won't forget (writes it down). Do you need a pen?

Dan: Yes, thank you (writes it down).

Jim: My phone number is 435-3521. If something happens and you can't come, will you please call me?

Dan: Yes.

Jim: By the way, what's your phone number?

Dan: 435-7797.

Jim: I'll be looking forward to seeing you at 2 p.m.

Conducting an Evangelistic Appointment Demonstration #1.

Setting the stage.

Doug, a Christian, met Bill, a non-Christian, in a night class. As they worked on a project together, they became friends. Bill commented to Doug that he noticed how Doug seemed different from other guys. Bill wanted to know why, so Doug set up an evangelistic appointment with him for the next day. Bill has been waiting at the coffee shop for 10 minutes, and Doug shows up late.

The dialogue.

Doug: Hello, Bill. I am sorry to be late. Because we do not have much time, we had better get started. Oh, yes--how has your day been?

Bill: Oh, pretty good--except that I am having trouble with my boss. It really bothers me, because I cannot figure out what to do to improve our relationship.

Doug: That is a good question. Where are you from?

Bill: Originally, from Illinois--a suburb of Chicago. Sometimes I really miss it.

Doug: Uh-huh.

Bill: You know, Doug, I cannot get this conflict with the boss off my mind. What do you think I should do?

Doug: Well, time is flying. I had better show you the Four Spiritual Laws.

(Explain that music is blaring from the jukebox. Doug taps his fingers to the beat and looks around.)

Doug: Have you heard of the Four Spiritual Laws? Just as there are physical laws.. (He reads through the booklet rapidly.) Does this prayer express the desire of your heart?

Bill: I think so..

Doug: We can pray this prayer right now and Christ will come into your life as He promised.

(At this point, Hank, Doug's old friend, approaches the table.)

Hank: Doug--I have not seen you in a long time! I was watching you from across the room, and I finally realized it was you.

Doug: It is good to see you. What are you doing now?

Hank: I am married and have gone into the lumber business with my father.

Doug: I didn't know you got married. When?

Hank: About a year ago. Marriage is really great. You should try it.

Doug: I would like to, but I am really busy with work and school. Would you like to join us?

Bill: Uh--Doug, I think I had better leave. It is getting late.

Doug: Oh--yeah--well-uh--call me if you have any questions. Okay?

Bill: Okay. Bye.

Reactions to This Dialogue:

Conducting an Evangelistic Appointment Demonstration #2.

Setting the stage.

Lori, a Christian, and Mary, a non-Christian, have all their classes together and sit next to each other in most of them. In Chemistry class they are lab partners. Lori is always busy and happy; rarely is she depressed. Mary wants to know why. They arrange to meet on Saturday afternoon at Mary's room so that Lori can explain the Gospel to Mary. As we look in on them, Lori is waiting for Mary at her door.

The dialogue.

Mary: I am sorry to be late, but I received a last minute phone call.

Lori: That is alright. It happens to me sometimes, too. I made use of my time by studying for our next chemistry quiz.

Mary: You know I am really worried about the quiz. Usually I do well, but this chapter confuses me.

Lori: I did not realize you were worried about it. I will study with you if you think it will help.

Mary: Yes, I would appreciate that. I just want to stop worrying.

Lori: Well, I think that what I have to show you today will be helpful in that area. Have you ever heard of the Four Spiritual Laws?

Mary: No, I have not.

Lori: It talks about how we can know God personally. Before we start, though, would it be alright if we turn down the music or go to another place?

Mary: Oh, sure.

Reaction to This Dialogue:

Note to instructor: if not already mentioned by the students, you could say:

1. *Arrive on time.*
2. *Establish rapport.*
3. *Act naturally and friendly.*
4. *Do not hurry.*
5. *Meet in a quiet, comfortable place.*

Another problem (Part B).

Lori: (Looking at Mary--allowing her to see the booklet.) Mary, God loves you and has a wonderful plan for your life.

(Continues through the booklet, reading clearly but in a conversational tone.)

Lori: Does this prayer express the desire of your heart?

Mary: Yes, it does.

Lori: You can pray this prayer and Christ will come into your life as He promised.

(At this point, Anne walks into Mary's room and says hello to Lori and Mary.)

Anne: What are you doing? (Anne sits down next to Mary.)

Lori: (to Anne) Hi! My name is Lori. I have been showing Mary a booklet that has been meaningful to me. Would you like to see it?

Anne: Sure.

Lori: Well, this booklet talks about how we can know God personally. The first principle..

Reactions to Dialogue.

How did Lori differ from Doug in handling this part of the appointment?

Discussion Questions:

1. What are the steps in making evangelistic appointments with contacts from a comment card and through personal contact at the close of an evangelistic meeting?
2. Demonstrate how to conduct an evangelistic appointment while properly handling interruptions and differing circumstances.
3. How has this lesson helped you to be more confident in your ability to make and conduct an evangelistic appointment?