

The Mission Speaker's Handbook

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Welcome!

So you're thinking about being a speaker at a university Mission Week? That's great news! University missions are some of the best opportunities for evangelism in Europe today and so are a brilliant investment of your time. Here are a few reasons why:

- The university years are a unique time of life for students. It's probably the only time when their friends, neighbours and colleagues are all the same people! This means that deeper relationships come more easily than at other times of life. This makes evangelism easier than in many other contexts. In my experience, even a not very well organised university mission can be more effective than a well organised mission in other contexts – people are just more likely to come!
- University is a time when many students are thinking about the big questions of life and deciding which direction their own lives will take. They are also free from their home situation and the pressure to maintain their families' beliefs. This means they are more open to the gospel than at many other points in their lives.
- In reaching students we are working with people who have the potential to be key influencers of society in the future.
- Many Christian students have found that it is involvement in a university Mission Week that has launched them into a life of evangelism, building convictions and confidence in the truth and power of the gospel to change lives.

John was struggling as a Christian at the University of Southampton. He was filled with doubts and on the verge of giving up completely. He came along to each of the lunch bars and at the end of the week was so encouraged to see that the gospel really did stand up to scrutiny and criticism. Filled with new confidence, he got involved at his church and the CU and is going on well today.

For all these reasons and more, I believe that speaking at a university mission is a tremendous privilege and a massive responsibility. I'm thankful for the opportunities I have had to speak at nearly 100 missions around the UK and the rest of Europe over the last 10 years. I'm also incredibly grateful for the input and advice that I have received from other evangelists and from the UCCF and IFES staff teams during that time.

This resource is an accumulation of much of that experience and the collective wisdom of others who have been in this ministry much longer than myself. I do hope that it helps you as you get involved in this exciting ministry and that you see much fruit that will last for eternity.

Michael Ots
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How to use this manual

This manual will be most helpful if you also have to hand a copy of the 'Definitive Mission Planning Manual' available from UCCF. This manual is primarily intended to help students plan their mission, but it will also be helpful for you to read yourself. Also, make sure that the Mission Planning Team of the Christian Union that you are working with have a copy each.

The Definitive Mission Planning Manual will help you think through all the aspects of the mission and what the students will need to be considering.

This manual will...

- Help you know how to help the students to plan their mission.
- Recommend the best way to work with the Christian Union during the Mission Week itself.

This manual won't...

- Guarantee that the mission will be a success – we are ultimately and utterly dependant on the Spirit to take our efforts and use them for eternal value!
- Tell you how to prepare your talks! One of the best ways to learn to do this better is to listen to a range of examples of mission talks from experienced university missionaries. Many are available online (www.motsy.org/downloads is a good place to start).

I met Nathan after a lunch bar at a Mission Week in Manchester. He had come along after receiving a flyer. We chatted at length and had dinner together before the evening meeting. That night I preached on the cross and it was a joy to pray with him as he trusted Christ at the end. Since then we have kept in touch, and it's been a joy to hear that he has been growing in his faith, as he is being discipled by a student who had himself come to Christ through the previous mission one year earlier!

Abbreviations

CU – Christian Union

UCCF – Universities and Colleges Christian Fellowship

IFES – International Fellowship of Evangelical Students

DMPR – Definitive Mission Planning Resource

Getting booked

You may have already been booked to speak at a Mission Week . You may be wondering how to get started? Or you may even have too many invitations and are wondering how to decide which to accept!

- Wait to be invited! It doesn't sound good if a speaker is fishing to get invited to speak at a Mission Week. Good advice that was given to me at the outset of my ministry was, "*you are to focus on the depth of your ministry – let the Lord worry about the breadth.*"
- If you want to express your availability, then it's best to mention this to the local UCCF Staff Worker. They could mention your name to one of their Christian Unions who may then choose to invite you.
- Don't be offended if the Christian Union ask you for a recording of yourself giving an evangelistic talk. It's good practice for the Mission Planning Team to have heard those they are inviting to speak at their mission. It helps them to know if your style will be suitable.
- Similarly don't be offended when they ask you to sign the doctrinal basis of UCCF. This is standard practice when inviting any speaker. Rather than being offended, use it as an opportunity to show that you gladly endorse the core truths of the gospel. A friend of mine was on a CU committee who had invited John Stott to speak at an event. They were very apologetic and embarrassed as they asked John Stott to sign the doctrinal basis! Dr Stott replied, "*My dear boy, it gives me great pleasure to affirm such wonderful truths!*"
- It's good practice not to accept invitations directly from the UCCF Staff or Relay Worker, even if they are a good friend of yours. The Christian Union is led by the students and the students need to own the decision. The Staff and Relay Workers are able to offer direction and ideas, but the leaders need to have heard you, and agreed together that you are the speaker they want. Several years ago I accepted an invitation from a Staff Worker, but it soon became clear that the students hadn't owned the decision. In fact, none of them had heard of me, or heard me speak before. This led to the rather awkward situation of being 'uninvited' later on!
- Make sure both you and the CU are clear on what they are inviting you to do. The mission won't have been fully planned at this point but it is a good idea to set some expectations. Do they want you to do lunch time talks *and* evening talks, or have they got another speaker coming as well? How long is the mission to last, and how many talks are they planning? It may affect your decision if they want you to come for the whole week but are only planning two short talks! It can be good practice in bigger CUs to share the week with another speaker, one of you taking control of the lunch time events and another the evening events. You may even have a third speaker taking the internationals' events. If this is the case, then you will need to keep good communication, not only with the CU, but also with the other speaker(s). It helps if you know them, at least a little, and feel that you could work well with them
- Check whether they are inviting you to speak at their annual weekend away (this is normally held in the autumn term) and at their carol service. If not, then express your availability and explain that it can be helpful to have a continuity of speaker through these three key events. It helps you to get to know the CU, and helps the CU to get to know you and have confidence in bringing their friends to hear you. If you can't do the weekend away then see if you can speak at the CU weekly meeting sometime before the Mission Week, while also taking the

opportunity to meet with the planning team. Many mission speakers have found this important and beneficial.

- Check what dates they are inviting you for. Sometimes there is flexibility in the dates of the mission, and so it is good to negotiate – but make sure that it is good for the students, and leaves enough time to do effective follow-up after the mission, before the end of term.
- The booking stage is a good time to check the commitment of the CU to the mission. You want to work with a group who are committed to working well with you, and doing the best they can. Check that the CU leaders will be at the annual UCCF Forum conference in September. (Forum is UCCF's biggest training event for CU leaders each year – around 1,000 student leaders gather to be equipped for the year ahead). If they are not booked in, then why not? If they are not willing to receive training to help them in their role as leaders, then it may reveal that they are not very committed to their roles. You could explain that you will only do the mission if they commit (as many as possible) to be at the conference. This has often meant that more have booked in, and you may be able to meet them there.
- Make sure at the same time that you are willing to commit to them. You need to make sure that you commit fully to the period of the mission and weekend away. It is not good to have a speaker who is always heading home to do other things, or hiding away doing other work. You want to be available to the students as much as possible. This also means that you need to factor in time to have your talks prepared *before* the week starts, and also time for on-going communication with the planning team before the mission starts.
- If you have several invitations, you may need to make a decision about which to accept. It is, of course, possible to speak at more than one mission per year – but, from experience, I strongly advise you not to do more than two in a row, with a good amount of recovery time afterwards! In deciding which group to work with, remember that big is not always beautiful. You are also looking for their commitment to work with you. I'd rather help a small CU that is keen to learn and work with me, than a large CU who think they know it all, and don't want to take any advice.

More than just a speaker: how can you help the Christian Union put on a better mission?

CUs are student-led. That means that the Mission Week is not yours, or the Staff Worker's, but it is owned, and led, by the students.

What this doesn't mean: You sit back and just turn up to do some talks. You may not be the organiser but you can be a catalyst, feeding in ideas, offering advice, raising expectations and helping the mission become better because of your involvement.

What this does mean: Ultimate responsibility for the mission belongs to the students. It is their final say in decisions that are made. They need to be happy with ideas. If they are not, they probably won't be very enthusiastic about implementing them. This means that, though you may speak at several missions in different places, they shouldn't all look identical.

As a speaker you have great potential to influence the planning of the mission. They have asked you to come and help them, and so you should feel able to feed in ideas and make suggestions. However, though you have influence, remember that it is down to the CU leaders to actually implement the ideas. You need to be willing to accept that the mission may not look exactly as it would had you planned it. Decide which battles to fight in the planning process and be willing to compromise on some issues; if you object to and try to change everything then you aren't going to get on well!

The chemistry between you and the planning team is important. Try to establish a strong relationship from the outset. They will be much more willing to listen to your ideas if they get on well with you and respect you.

Share stories; this is often the best way to feed in ideas, and one of the best ways to roadblock bad ideas is to illustrate how that went wrong somewhere else. If you have been involved in a mission before, share what worked well and what didn't. If you don't have much experience, find out what others have done and share their stories.

Encourage creativity and enthusiasm. If the planning team are excited by an idea they are much more likely to implement it well.

Different Types Of Universities

As you start to work with the Christian Union to plan the mission, it is helpful to remember that each university is different. This means that a model that has worked well in one university won't necessarily work so well in another. An event that works well in a collegiate university like Cambridge will need to be quite different to what you would organise at a new university like Bournemouth.

We need to be careful to listen well to the students and think carefully about their university. Admittedly sometimes students may say "that won't work here" when they're really just reluctant to try something new. But it may also be a genuine discovery that has been borne out by experience. Encouraging a CU to run lunch bars in a University where they have never worked may just lead to discouragement.

We need to listen carefully to what has been done before. You will need to ask good questions about the university and the CU:

- What worked and what didn't?
- If something didn't work, why didn't it work?
- Are there details that could be adjusted to make it work? Was the problem with the idea (e.g. a lunch bar), or with the venue (it wasn't convenient), or the title (it wasn't engaging), or something else?
- If an idea won't work, what could you do instead?

Broadly speaking I would say there are three types of university in the UK:

- **Redbrick**

Traditional universities offering a range of traditional subjects, although some of them were founded relatively recently. Within this category you would also find the collegiate universities like Cambridge, Oxford and Durham.

- **New Universities**

Many of these were formerly polytechnics. They tend to offer more vocationally based courses.

- **Specialist Universities and Colleges**

A university that specializes in one type of subject, such as the arts or sports science.

What difference does it make?

CUs in redbrick universities are generally larger than in other universities. This can be partly because there are more Christians at the university. Some new unis don't have the same culture of getting involved in societies, and others tend to attract more local students so people don't come to evening activities.

Lunch bars and first contact are generally harder (though not impossible) in new unis. This may be because the university itself is quieter during the day – students have fewer classes and more course work, and are also frequently on placement. New universities tend to be more care focussed, so the university is seen more about providing a service than creating an environment where people think and ask questions. Attendance at lectures is often lower than at redbricks, and the concept of going to hear a talk that has no connection or benefit to their study can seem strange. Arts students, on the other hand, may be more willing to engage with ideas but the way they do so may not always be by listening to a 40 minute talk.

Generally the best way to get people to events is through them being bought by friends. Of course first contact is worth doing, but is often less effective in a new uni - these universities often have fewer central areas and communal spaces, so making an impact on campus takes real creativity. It is important then that the CU members have real confidence in the events and want to bring their friends along. They will need to be creative and imaginative.

The titles and style of the talks you give should be different depending on the university in question, although the main points and arguments will often be the same. A university that specialises in the sciences will need a different approach to an arts college. Generally new unis need more creative titles. For instance rather than a talk on '*Is faith irrational and illusory?*' you could have a talk on '*Jesus and Derron Brown: is faith an illusion?*'.

Sometimes the differences are more due to practical considerations. If the uni has multiple campuses should you run events on each or focus your efforts on only one? If the halls are a long way from the second and third year accommodation then where will you hold evening events?

Finding out more:

- Listen to the CU leaders and ask them about their university – help them to reflect on the challenges and opportunities their University presents.
- Talk to the UCCF Staff Worker and listen to their observations.
- Visit the university and have a walk around - look for where the students hang out.
- Read up about the university online, or try to get hold of a copy of the university newspaper.

Meeting the planning team

Where should you meet?

Once you have been booked to speak at a mission it's a good idea to meet with the students who will be organising it. Establishing a good working relationship early on is key. One of the best times to do this is at the national UCCF Forum conference in September, even if you just pop in for a day (you'll need to book in in advance). It's a great time to plan a mission as the academic year is just beginning, and your planning will be set in the context of lots of great Bible teaching and training. It's also much easier than trying to squeeze in a planning meeting between uni lectures.

Who should you meet with?

If you are meeting at Forum there may well be quite a few different people from the CU present, not just the leaders. For planning purposes it is impractical to have more than about 10 present. However, if there are more than that, you may want to meet with everyone to start with so they can all meet you – share about yourself, your experience of missions and your expectations, and pray together. Then meet with a smaller group.

If the CU are ahead of the game they may have already decided who is planning the mission. With a larger CU this may well be a separate team to the committee. In a smaller CU, due to lack of personnel, it may be the job of the CU committee.

If they have a separate planning team you could meet with them, along with the Evangelism Secretary and the President. If not, then meet with the committee and anyone else who will definitely be involved in planning.

What do you want to achieve?

Ideally, you need at least 90 minutes together in a place where you can all hear each other without interruptions. Make notes of the meeting, and encourage the CU Secretary to do the same (it's amazing how many don't think to do this, and rely on memory to recall all the decisions made)! Email the notes round after the meeting so everyone knows what was agreed.

Get to know the name and role of each person. Remembering names will be a real help in establishing good relationships.

Listen. Get them to share about their CU, how the last Mission Week went, what was good and where they would hope to improve. Encourage them to be honest.

Share your expectations of the mission too. I often use the concluding verses of Acts 17 and point out the response that Paul received in Athens (a context that was very similar to our own). Some laughed, others wanted more, and some believed. I want them to be prepared for and expecting all three. This means not being afraid of opposition – a good mission will not make everyone happy! A good mission will need good follow up – we'll come back to that. But a good mission should also see people coming to faith. If the CU have been prayerful and worked hard, and if you have presented the gospel, then there is no reason why you shouldn't expect fruit. Let your expectations shape your plans.

Then go through each aspect of the mission, and discuss what plans they will need to make. The aim is not to do all of the planning now, but to come out with a rough plan of action for each area, and a shared sense of direction.

Areas that need to be covered are:

- Theme of the week
- Weekend away
- Carol service
- Prayer
- 1st Contact
- Lunch time events
- International events
- Evening events
- Publicity
- CU Guests
- Follow-up

Here are some of the things you may want to discuss in each area. There's a lot to go through, so you will need to keep things moving, and avoid unprofitable tangents. You can find more information on many of these in the DMPR.

Theme of the Week

- This is more than simply agreeing a title; the theme communicates something of what the week is about. It will also massively affect the individual talk titles. The CU may already have ideas. You need to come to a decision that you are both happy with. Feed in ideas that you have seen work well - they may well want to use one of them.
- Try to avoid themes that will sound clever to Christians, but won't mean much to guests. For example, "Cross-Examined" may seem like a clever double entendre, but a non-Christian guest is unlikely to make the connection. Also, avoid themes which seem to side with the Christians. "Who is Jesus?" assumes guests are already asking the question, whereas "Jesus for Sceptics" invites questions and critical thinking.
- If you're not happy with a theme, try to explain why, and suggest others. It's important that you are happy with it, because of the way it will impact the titles of the talks.

Weekend Away (see DMPR, p25)

- Check the dates.
- Share ideas of how you think it could work best. The following is what I have found effective, but it needn't be a straight-jacket.
 - The weekend away is a great place to encourage and equip the students in evangelism, so provide both Biblical motivation and practical equipping. Students need practical help, but it needs to be grounded and motivated from seeing Jesus in the Bible - a mixture of preaching and seminars works well.
 - Provide evangelism training at a session for the whole CU. If you make this optional, then the people that will most benefit often won't come! Then have a choice of seminars on the Saturday afternoon, covering a range of other practical issues.
 - The weekend away is a good time to launch the mission and start praying for it together. This can often be done on the Saturday evening.
 - Help the students to see that a weekend away can have a lot of good teaching opportunities, and still plenty of time for fun and team-building.

Carol Service

- Check the dates.
- Encourage them to think how they can grow this. It is not uncommon for a CU to get at least four times their normal number of attendees to a carol service. This can be done through good publicity, a great venue and involving other people from the uni (e.g. asking the Vice Chancellor or sports team captains to do a reading; the gospel choir to sing, etc).

- Make sure they will have follow-up in place. They should have feedback forms available on every chair, just as they would for the mission.
- Find out who's job it is to organise so that you can be in contact and plan further together. It would be good to meet them at the weekend away and spend time with them making more detailed plans and talk through how the event will be publicised.

Prayer (see DMPR, p30)

- I often share that the most fruitful missions I have been involved in have also been the most prayed for ones. Not surprising really! So encourage them to drench the whole planning process in prayer, and get the whole CU praying. A 5-a-day scheme works well; everyone is encouraged to pray for five non-Christians each day before the mission. It's hard to pray for someone for six months and then not to invite them!
- Find out what proportion of the CU came to the morning prayer meetings during the mission last year. (Normally each day of the Mission Week begins with either a central prayer meeting, or smaller meetings in colleges or halls). Raise their expectations: why couldn't they get 80% of their CU along?
- Will they meet centrally to pray? If so it needs to be accessible to all. Or, if the university is collegiate, then college groups may work better.
- Plan so that everyone should be able to come.
- It's a good idea to provide some sort of breakfast as an added incentive! Aberystwyth CU provided a cooked breakfast every morning – unsurprisingly the numbers grew every day!

First-Contact Evangelism (see DMPR, p10)

(This is usually done each morning during a mission, with the aim of interacting with the many students on campus who don't know any Christians.)

- What have they done before? What worked? Feed in ideas if you can.
- If they haven't done first-contact evangelism, or are not planning on doing so, then encourage them to re-think. I often do this in the following way:
- Ask how many students there are in the Christian Union. Let's suggest that each student has five non-Christian friends that they get to know, pray for and invite to the mission. That would be great! But how many students are there in the university? – what proportion will you have reached if you just stop with your friends? (Often this is less than 5%). How will you reach the other 95% of students and engage with them?
- Make sure that they will train the CU in how to do the first-contact evangelism, and that they will get everyone to sign up to do it at least once. The UCCF Staff and Relay Workers are great people to help to do this.

Liverpool University CU had an effective way of training their members in how to use questionnaires. In the CU meeting before the mission they were given advice on how to do a questionnaire. They then all had to go outside into the Student Guild and do a questionnaire with the people they found there. They didn't know that the people were actually members of local churches who had been brought in specially! Being able to do it once meant that many of them did it during the mission itself, and to great effect.

Lunch Bars (see DMPR, p13)

Lunch bars are a brilliant opportunity, although their success can vary massively. I have had attendance from 3 to 300! The most common reason why lunch bars fail is that the venue is unsuitable, so thought needs to be given to where they will be held.

- If lunch bars haven't gone well, encourage them to think of other venues. Sometimes there are venues that would be ideal, but they haven't tried booking them, because in the past they

haven't been allowed, or they are used by another society. Encourage them to try again – can they do a deal with the other society? Could they pay for the venue? Can they get in contact with someone who has influence? Encourage them to be persistent and creative, and not to stop at the first barrier.

- Get the CUs to take ownership of the subjects that you will deal with at the lunch bars. I normally suggest that the CU does a survey of their friends: Each CU member is given five sheets of paper with 'My biggest objection to Christianity is...' written at the top, and they get their friends to write down their responses. These are collated, and the top five issues become the subjects of the lunch bars. This ensures that you will 'scratch where people itch' but is also gets the whole CU talking to their friends, and makes it easier for them to invite them to the events.
- Have the CU considered doing double lunch bars each day? As many universities don't have a set lunch hour, two consecutive lunchbars mean that people are more likely to be able to come to at least one of them. It can double attendance, but it doesn't have to be double the effort; the venue is already set up, you just need more food and flyers.
- If they do go for double lunch bars, then you can either repeat the same subject twice (so everyone can hear a talk on each issue), or do two similar yet different talks (so that those who come to the first may well stay for the second).

At one mission they had a great central venue in the Student Union for the lunch bars, and around 200 came each day. On one of the days they had to move downstairs to a less convenient location, and they had less than 50 people attend. Venue is key! With every door that a guest needs to come through, and with every flight of stairs, the chances of them coming reduces dramatically!

International Events (see DMPR, p20)

- These can become the Cinderella of the Mission Week – easily forgotten and left behind. Have the CU done them before? How did they go? Are they familiar with the concept?
- Help them to see the value of an international track – not just a more simple English talk (many internationals have good English already), but also to deal with some of the specific objections to the gospel that internationals may have. (Objections to the gospel are often culturally defined - Western European objections may be very different from the objections of a student from East Asia).
- The key elements of a successful international track are good food and a well known location that is close to the main evening venue (which encourages students can come along to the main evening event afterwards).
- The CU should invite a separate speaker to do the international talks. Encourage them to find someone with experience in speaking to internationals who can be around for the whole week to help with the follow-up of those who come along. Some churches have an international student worker, or there may be a member of Friends International staff local to the Uni.
- Separate flyers should be produced for internationals, and the mission events should also be well advertised through the regular international events.

Evening Events (see DMPR, p36)

This is one area that often requires a little more discussion. The evening events are key to the fruitfulness of the mission, yet are often not as effective as they could be. This is sometimes because CUs think there is a dichotomy between events that are good, that people are likely to come to, and events where the gospel can be explained at length. However, evening events can do both very effectively if they are planned well. Resist the pressure to keep the talk short in the evening - in a culture where people have such little knowledge of the gospel we actually need to create plenty of time to communicate it well.

- Continuity of venue and format is important. From experience, people are much more likely to come back the following day if they know that the event will be in the same place.

- If the CU is uncertain where to locate the events, it is normally best to make it most convenient for first-year students. Going for a compromise in the middle can be a mistake.
- The talk should be central to the evening, and the other elements should serve that. This means there are some events that don't work so well; a quiz night or band night may work as a mission launch but would make it difficult to have a talk which is long enough for a mission event.
- Music and food help to make an evening event attractive. The music needs to serve the event, so it is best if it is background music that you can talk over, rather than a concert. However, the quality should still be good! Food can either be a full meal or could be simply desserts, pancakes etc.
- Rather than just having one long talk, you might want to split it up, with video, drama, testimony and Q and A. This can be more engaging, and it keeps people's attention.
- It is important to think carefully about the titles of the evening talks. Often publicity just says 'with a short talk' as if this was a warning about the unpleasant part of the event. Talks that engage with existential desires (love, hope, success, etc.) are a good way in.

Publicity (see DMPP, p35)

- Encourage creativity. There is no 'silver bullet' when it comes to publicity but a combination of good forms of publicity can make a cumulative impact.
- Suggest different ideas that they haven't thought about. Encourage them to look at what other CUs have done.
- The aim is to make sure that everyone in the university will know about the mission.

CU Guests (see DMPP, p27)

- Check they understand the concept of a CU Guest, and the importance of them.
- Encourage them to think widely about who they could invite, not just those in full-time ministry jobs. If they invite people early then they may well be able to get people to take holiday to enable them to come.
- They need to plan to use the CU Guests well. Ideally they should have someone on the planning team for whom this is their sole responsibility.
- Don't just rely on the CU inviting CU Guests. As a speaker you can also bring CU Guests with you. Think of who you can invite, and get them booked in early as well. It can really help to have a team of people you already know and can rely on to help throughout the week.

Follow-up (see DMPP, p38)

- Emphasise the importance of follow-up – much fruit will often come after the mission has finished, but follow up is often overlooked, or done badly.
- Find out what happened last year. How many signed up, and what percentage actually came along? There is always some drop-off, but often this is much greater than it should be. What mistakes did they make, and what can they learn from them?
- They need to make sure someone on the planning team takes full responsibility for organising the follow-up. This needs to be a specific type of person – both very organised, and diligent (to make sure that they don't lose track of people), but also outgoing and confident (willing to call people they don't know).
- The follow-up needs to be organised in advance of the mission (it's too late to sort it properly during the week). That means venue booked, leaders trained, resources purchased. During the week, those signing up for follow-up need to be contacted by phone within 24 hours, and an initial meeting set up with a student or CU Guest during the mission.
- Bear in mind that there will be different people to follow up – sceptics who still have questions, seekers who are very open, and baby believers who need discipling. The CU need to plan how they will follow up each of these.

- Emphasise that follow-up is the responsibility of everyone in the CU. It needs someone to spearhead the organisation, but it must not be left to one person to do it! Courses only work well if there is a culture of follow-up through the whole CU. As with mission events, people are most likely to come to a follow-up course if a friend invites and brings them. Contacts made during the mission need to be befriended.

Ongoing Communication

After the initial meeting you need to keep good communication with the CU. Just because you have come up with good ideas is no guarantee that these will become reality! Try to be in regular communication with the CU to check what progress is being made.

To help keep things on track we have produced a series of checklists which will help to establish deadlines and to keep track of progress. You can find a copy in Appendix 2, or download a copy from www.motsy.org/downloads.

Regular communication should highlight any possible areas that need talking through. It may be that the CU have made plans that you think are really not going to work; the sooner you can raise the issues and discuss them, the more likely it is that appropriate changes could be made. It's too late if you just wait for the week before the mission. For instance, it's often a good idea to see the publicity before it is sent for printing, to check they have the right talk-titles on the right days! You can also sit down with the Mission Planning Team at the weekend away and get an update on the plans.

Two weeks before the mission, check that the publicity is ready to go and that follow-up forms are being printed.

Check what the committee are doing to motivate the CU in the weeks building up to the mission. Although you are not there, there are ways to encourage the CU in your absence - you could produce some short video clips, or use the ones available on the MOET website (www.motsy.org/downloads).

Check that they have organised accommodation for you, if you need it. Make sure you make known your requirements well in advance, otherwise you might end up sharing a double bed with a CU Guest (it has happened!). See if the CU can find a supportive local Christian for you to stay with - you need somewhere to get a good night's sleep, and somewhere you can get some time to yourself in the afternoons if needed.

During the mission

Arrive in good time. If the mission starts on Monday morning don't arrive 10 minutes before the first talk! If possible, arrive the night before so that you can meet with the planning team and check the plans, and so you can get to the first prayer meeting on Monday morning.

Be around and available for as much of the week as possible. You are not just a speaker - you are a coach and a catalyst for the mission, and an example to the students.

Attend the prayer meetings – they are early, but it is a great time to get to know the CU, and you can often request a couple of minutes to encourage the CU or to offer some advice or ideas.

ENCOURAGE! ENCOURAGE! ENCOURAGE! Sometimes it is easy to get discouraged if things don't match our expectations. However, getting frustrated with the CU won't help! Remember many are very young and will be organising a mission for the first time. Focus on the things that are good and encourage what you can. Encouragement is the oxygen that will fuel the fire of mission.

You may want to lead a meeting for CU Guests, normally after the prayer meeting. Even if you don't lead this, be there and offer your reflections on how things are going. Try to be as positive as you can in these meetings - the rest of the team will take their cue from you. And if you have to point out a problem, aim to offer a solution too. In particular, you will want to check how the follow up is going as the week goes on. Who has signed up? Have they been contacted? What was their response? It will give you an idea of how things are going.

You don't have to be involved in all the first-contact evangelism as you may want some time to get ready for the talk – but do try to be around for at least some of it, and know what is going on. As the week goes on, you will hopefully get to know people who have come to the talks and are interested. You could offer to meet them during the mornings or afternoons to chat further.

Be at the lunch bar venue early to check it is set up correctly with everything there, that way you have time to sort out things that may need changing. After the talk and Q and A, be available for people who want to talk more – don't make plans that mean you have to rush away at the end.

In the afternoon take time out to rest – you have got a big evening coming and you need to be on the ball!

Arrive early to the evening event to check everything is set up – you don't want to be running around at the last minute. Take time to sit down with the hosts so you can run through the plan for the evening and pray together.

After the talk your work is only half done – now is the time for personal follow-up. It can be tempting to hide away as you will most probably be tired, but you can rest later! Don't wait for people to come and find you – be proactive and go round and chat to people. I find it helpful to have a booklet that I can offer to those who have professed faith (I recommend 'Yes!' by Michael Green, published by tenofthose.com). As I cruise round the tables people can take a booklet, and this gives me a chance to have a conversation with them and introduce them to a Christian who can help with follow-up.

After the mission

Unless you are local to the university, your opportunities for ongoing involvement with the CU will be limited. But there are several helpful things you can do as the mission draws to close:

- Some people like to give feedback in person at the end of the mission. While face-to-face communication is always best, the context is not – the end of a tiring week is not a good time for students to hear or process feedback! Instead, make notes yourself at the end of the week while it is fresh in your mind, but send the feedback a week later, when the CU leaders are in a better state to process it. Encourage them to also constructively reflect themselves, and to pass all of this on to the next CU leadership. If they don't, mistakes will be replicated each year.
- Feel free to ask how the follow-up is going. You will want to pray intelligently for what is happening, but you won't always hear unless you ask, and you can miss out on some big encouragements!
- You may want to keep in touch with some of the students you met during the week. Sometimes I have written to students and sent them a copy of a helpful book.
- If and when you know who is speaking at their mission the following year, you could send the next speaker a copy of your feedback (so make sure you save it!). This will help them build on what you achieved.
- Keep praying! It is wonderful to know that long after your involvement in a place has finished, God's Spirit continues to work. Unlike us, He is not limited by geography and schedules! So pray on for God to work in the lives of those you met. You will be amazed by the encouraging answers to your prayers, which sometimes come months or years later!

Appendix 1: Taking Questions

While most mission speakers will have had previous experience of evangelistic speaking, you may not have had the same experience in fielding questions afterwards, especially from non-believers. Doing this can be a challenge, but it can also be one of the best parts of the mission. Good Q and A sessions show that the gospel is public truth, and that we are confident in it. Here are some tips:

- Decide the format: Will it be hands up, written questions, texted questions, or a mixture of all three? I find that in a lunch bar situation it helps to allow hands up and vocalised questions – this makes the event more dynamic, but it also adds some challenges that we'll look at below. Texted questions can be better for evening events as there is less chance of one person railroading the whole session. You can also order the questions so that you finish with ones that will get you back to the heart of the gospel.
- Be positive when you receive questions. Say something like, "that's a great question, thank you," or "that's a really interesting point, I'm glad you asked that." It will encourage others who are nervous to ask their questions, and it will also help to defuse more antagonistic questioners.
- Ask for clarification if you don't understand the question being asked.
- Feel the force of the question. Don't attack a strawman! Sometimes it's good to dig your hole a little deeper before you try getting out of it - show how it is a real objection and how you understand why people would find it such an objection.
- Be brief; you won't be able to say everything you will want to say. Ask the Lord for discernment so that you can focus on what will be most helpful. Don't get bogged down on one question – a good Q and A needs to keep moving, as not everyone will be interested in every question. Refer people to where they can find out more, such as books or websites they could read.
- Focus on Christ – aim to bring your answers back to Him. He is the reason for our hope.
- Be positive! The gospel is good, and even if people's questions are very negative, try to turn them round to show the goodness of the gospel.
- Be gentle and respectful, even if the questioner isn't! (See 1 Peter 3:15).
- Let people come back at you – ask them if the answer makes sense, and if anyone wants to come back on it.

There are various pitfalls that you can fall into during a Q and A, but there are ways around them:

- *People make long statements but don't ask questions...*

Ask them what their question is. If they haven't got one, politely suggest that they allow others who have questions to have a chance.

- *One person is asking all the questions...*

- Explain at the start of the Q and A that you want to allow as many people the chance to ask a question as possible.
- Allow people to come back once when you have answered their question.
- If they want to come back at you again, then politely say something like, "it's great you have lots of questions, but I do want to let others have an opportunity to ask too. I'll be around afterwards so I'm happy to talk more if you want to discuss it further..." This shows that you are not trying to avoid hard questions, but are being fair to everyone. A dialogue between just two people can become uninteresting for the rest of the audience.

- If this turns out to be a particular problem, you could ask for all the questions at the start of the Q and A, and write them down. Then you can work your way through in your chosen order. This ensures you don't get side-tracked on just one issue, and it also means you can pick which question you want to deal with last (it's this one people will remember most).

- *People butt in while you are answering...*

Politely ask them to wait for you to complete your answer first.

- *Other people try to answer the questions for you...*

Explain that people are welcome to stay and discuss together at the end but, for now, could they allow you to answer the questions.

- *No one wants to ask any questions...*

- It may be that people need encouragement to ask questions. You will find that at some universities people are reluctant to ask questions, because it is seen as impolite. So it is good to say something like, "we really welcome your questions. It's absolutely fine to disagree with me! We won't be offended!"
- You might also need to buy some time for people to think of questions. Have a few one-liners up your sleeve for a situation like this, for example: "It's ok if you don't have any questions – I'll assume you all agreed with me 100%!" or "It's always hard to ask the first question, so let's go straight to the second one."
- Once one person has broken the silence, many more questions will probably come in. So you could get one of the CU members to ask a question to get things going (but make sure it is the type of question that a non-Christian would ask – there is nothing worse than an obviously-planted question!).
- If you are still struggling, try getting people to submit text or written questions so that people don't have to ask their questions publicly.

- *There are too many questions to get through in the time...*

- You don't have to answer all the questions – it's better that people go away wishing for more, rather than less.
- However, make sure you leave enough time to get through a good number of questions. At lunchtime reserve the same amount of time for questions as for the talk (usually 20 minutes for each). People feel short-changed if the Q and A is too short.
- Encourage people to stay and chat, or to come back to other events.
- If there is not another talk starting straight afterwards, you could have an extended Q and A after the official end of the session. Just make sure you leave a short break, so that anyone who needs to get away can do so without feeling awkward.

Appendix 2 - Mission Countdown Checklists

First Things First

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

This checklist concentrates on the big decisions that need to be made as you begin to plan your mission. For more details, make sure you read *The Definitive Mission Planning Guide!*

12-6 months before the mission... (i.e. as early as you can)	Complete by:	✓
Book a main speaker or speakers.	(/ /) 26 wks	<input type="checkbox"/>
Arrange for your main speaker to speak at your carol service and weekend away (or another event before the mission week).	(/ /) 26 wks	<input type="checkbox"/>
6 months before the mission... (/ /)		
Assign responsibilities for different elements of the mission: (Make sure each one gets a copy of <i>The Definitive Mission Planning Guide</i> . There's also a separate Countdown Checklist for roles marked with a * below).	(/ /) 24 wks	<input type="checkbox"/>
Lunchbars*	<input type="checkbox"/>	
Evening Events*	<input type="checkbox"/>	
Internationals*	<input type="checkbox"/>	
First Contact Evangelism	<input type="checkbox"/>	
Publicity*	<input type="checkbox"/>	
Treasurer	<input type="checkbox"/>	
CU Guests*	<input type="checkbox"/>	
Follow Up*	<input type="checkbox"/>	
Prayer*	<input type="checkbox"/>	
Begin to discuss an overall plan for the week, and (with your speaker) choose a theme and title for the mission.	(/ /) 20 wks	<input type="checkbox"/>
Decide on a budget for the mission, and make sure each member of the team is clear how much they have to spend.	(/ /) 20 wks	<input type="checkbox"/>
5 months before the mission... (/ /)		
Decide how you will launch and communicate about the mission to the whole CU.	(/ /) 16 wks	<input type="checkbox"/>
Organise any training the CU might need (eg answering difficult questions, sharing testimonies etc).	(/ /) 4 wks	<input type="checkbox"/>

Mission Countdown Checklist

Lunchbars

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

This checklist will help you plan a series of lunchtime apologetic talks, often called 'lunchbars.' For lots more ideas and tips, make sure you read *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)		Complete by: ✓
Decide who will be responsible for lunchbars.	(/ /) 21 wks	<input type="checkbox"/>
Decide how many lunchbars you will have. (How many days? How many per day?)	(/ /) 21 wks	<input type="checkbox"/>
Book a central, easy-to-find venue.	(/ /) 15 wks	<input type="checkbox"/>
5 months before the mission... (/ /)		
CU ask their friends for their top 3 objections to Christianity (to help with choosing titles).	(/ /) 16 wks	<input type="checkbox"/>
4 months before the mission... (/ /)		
Discuss and choose talk titles (with speaker).	(/ /) 11 wks	<input type="checkbox"/>
3 months before the mission... (/ /)		
Plan food. Approach local churches if necessary.	(/ /) 3 wk	<input type="checkbox"/>
2 months before the mission... (/ /)		
Design and print publicity (or coordinate with publicity team).	(/ /) 22 wks	<input type="checkbox"/>
2 weeks before the mission... (/ /)		
Begin advertising	Ongoing	<input type="checkbox"/>
1 week before the mission... (/ /)		
Check final arrangements.	Next week!	<input type="checkbox"/>

Mission Countdown Checklist

Evening Events

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

This checklist will help you plan a series of evening evangelistic events, which will probably be at the heart of your mission week. For more details, tips and ideas, make sure you look at *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)		Complete by: ✓
Book a suitable venue.	(/ /) 15 wks	<input type="checkbox"/>
Decide how many evening events you will have.	(/ /) 21 wks	<input type="checkbox"/>
4 months before the mission... (/ /)		
Discuss and choose talk titles (with speaker).	(/ /) 12 wks	<input type="checkbox"/>
3 months before the mission... (/ /)		
Begin to plan running order for each evening	(/ /) 1 wk	<input type="checkbox"/>
Organise music/entertainment for each evening.	(/ /) 3 wks	<input type="checkbox"/>
Organise food	(/ /) 1 wk	<input type="checkbox"/>
2 months before the mission... (/ /)		
Design and print publicity (or coordinate with publicity team).	(/ /) 2 wks	<input type="checkbox"/>
Organise team to decorate evening venue.	(/ /) 1 wk	<input type="checkbox"/>
Organise MCs.	(/ /) 2 wks	<input type="checkbox"/>
Organise set up/clear up teams.	(/ /) 1 wk	<input type="checkbox"/>
2 weeks before the mission... (/ /)		
Begin advertising	Ongoing	<input type="checkbox"/>
1 week before the mission... (/ /)		
Check final arrangements.	Next week!	<input type="checkbox"/>

Mission Countdown Checklist

Internationals

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

This checklist will help you plan a series of evangelistic events for international students. For more details, tips and ideas, make sure you look at *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)		Complete by: ✓
Book a speaker for these events if you haven't already.	(/ /) 21 wks	<input type="checkbox"/>
Book a suitable venue.	(/ /) 15 wks	<input type="checkbox"/>
Talk to Friends International about your plans, and check what other international events are planned.	Ongoing	<input type="checkbox"/>
4 months before the mission... (/ /)		
Work out how international students will travel to the main event.	(/ /) 11 wks	<input type="checkbox"/>
3 months before the mission... (/ /)		
Discuss and choose talk titles (with speaker).	Ongoing	<input type="checkbox"/>
Begins to plan food for the evenings.	(/ /) 2 wks	<input type="checkbox"/>
2 months before the mission... (/ /)		
Design and print publicity (or coordinate with publicity team).	(/ /) 2 wks	<input type="checkbox"/>
1 month before the mission... (/ /)		
Plan food. Approach local churches if necessary.	(/ /) 1 wk	<input type="checkbox"/>
2 weeks before the mission... (/ /)		
Begin advertising to international students.	Ongoing	<input type="checkbox"/>
1 week before the mission... (/ /)		
Check final arrangements.	Next week!	<input type="checkbox"/>

Mission Countdown Checklist

Publicity

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

Well-organised publicity is hugely important for a successful mission week - how will anyone come to events if they don't know what's happening? This checklist will help you keep on top of the publicity as in the run up to the mission week. And for more details, tips and ideas, make sure you look at *The Definitive Mission Planning Guide*.

2 months before the mission... (/ /)	Complete by:	✓
Collect details of each event:	(/ /) 7 wks	<input type="checkbox"/>
Evening Events	<input type="checkbox"/>	
Lunchbars	<input type="checkbox"/>	
International Events	<input type="checkbox"/>	
Follow Up	<input type="checkbox"/>	
Others	<input type="checkbox"/>	
Design and print posters.	(/ /) 2 wks	<input type="checkbox"/>
Design and print a programme of all events.	(/ /) 2 wks	<input type="checkbox"/>
Design and print daily flyers for each day.	(/ /) 1 wk	<input type="checkbox"/>
2 weeks before the mission... (/ /)		
Put up posters.	(/ /) 1 wk	<input type="checkbox"/>
Distribute weekly programmes.	(/ /) 1 wk	<input type="checkbox"/>
Organise flyering teams for mission week.	(/ /) 1 wk	<input type="checkbox"/>
During the mission...		
Monitor stocks of flyers, printing more if necessary.		<input type="checkbox"/>

Mission Countdown Checklist

CU Guests

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

CU Guests are non-students who join you to help with your mission week, and a good team of guests can make a huge difference to a mission week. This checklist will help you put a team of guests together for your mission. For more details, make sure you look at *The Definitive Mission Planning Guide*, and #CUGsLife, our top tips for CU Guests.

6 months before the mission... (/ /)		Complete by: ✓
Work out number of CU Guests required.	(/ /) 16 wks	<input type="checkbox"/>
Begin to make a list of graduates, church workers, Relay workers who could be CU Guests.	(/ /) 16 wks	<input type="checkbox"/>
4 months before the mission... (/ /)		
Invite CU Guests.	(/ /) 12 wks	<input type="checkbox"/>
2 months before the mission... (/ /)		
Arrange accommodation for CU Guests.	(/ /) 2 wks	<input type="checkbox"/>
Keep CUGs informed about mission plans.	Ongoing	<input type="checkbox"/>
1 month before the mission... (/ /)		
Produce welcome packs including timetables and details of accommodation.	(/ /) 1 wk	<input type="checkbox"/>
1 week before the mission... (/ /)		
Check final arrangements.	Next week!	<input type="checkbox"/>

Mission Countdown Checklist

Follow Up

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

Good follow up is crucial if a mission week is to have a lasting impact. This checklist will help you to plan you follow up, and to keep a focus on follow up throughout the planning and the mission itself. You'll also find lots of details and helpful ideas in *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)		Complete by: ✓
Ensure follow up is kept central in mission planning and communication.	Ongoing	<input type="checkbox"/>
Plan and run one-to-one Bible study training for CU if required.	(/ /) 4 wks	<input type="checkbox"/>
5 months before the mission... (/ /)		
Decide how you will follow up interested non-Christians.	(/ /) 16 wks	<input type="checkbox"/>
Decide how you will follow up new Christians.	(/ /) 16 wks	<input type="checkbox"/>
4 months before the mission... (/ /)		
Set dates and times for follow up courses.	(/ /) 12 wks	<input type="checkbox"/>
Book a suitable venue.	(/ /) 12 wks	<input type="checkbox"/>
Arrange speakers if necessary.	(/ /) 12 wks	<input type="checkbox"/>
3 months before the mission... (/ /)		
Get resources (DVDs, workbooks, Bibles etc) for courses.	(/ /) 12 wks	<input type="checkbox"/>
Recruit and train group leaders for follow up courses, if required.	(/ /) 4 wks	<input type="checkbox"/>
1 month before the mission... (/ /)		
Design and print feedback forms for all events.	(/ /) 1 wk	<input type="checkbox"/>
During the mission...		
Ensure feedback forms are distributed and collected at all events.		<input type="checkbox"/>

Mission Countdown Checklist

Prayer

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

The best missions are usually the ones where lots of people are praying for the CU, and where the CU are committed to expressing their dependence on God by meeting together for prayer each day. This checklist will help you to get people praying. For more advice and ideas, get hold of *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)		Complete by: ✓
Write a prayer letter outlining your plans for prayer supporters.	(/ /) 22 wks	<input type="checkbox"/>
Prepare Powerpoint presentation of prayer info for use in local and home churches.	(/ /) 22 wks	<input type="checkbox"/>
5 months before the mission... (/ /)		
Send prayer letter to local and home churches.	(/ /) 19 wks	<input type="checkbox"/>
Arrange opportunities for members of committee/planning team to talk about the mission in local churches.	(/ /) 8 wks	<input type="checkbox"/>
Encourage CU members to talk about the mission in home churches.	Ongoing	<input type="checkbox"/>
3 months before the mission... (/ /)		
Encourage CU members to be praying regularly for 5 friends.	(/ /) 12 wks	<input type="checkbox"/>
Book a suitable venue for morning prayer meetings during the mission.	(/ /) 4 wks	<input type="checkbox"/>
2 months before the mission... (/ /)		
Recruit people to prepare and lead each prayer meeting.	(/ /) 2 wks	<input type="checkbox"/>
Decide if you will provide food at the prayer meetings, and organise who will bring it.	(/ /) 1 wk	<input type="checkbox"/>
1 month before the mission... (/ /)		
Write and distribute another prayer letter to local churches.	(/ /) 1 wk	<input type="checkbox"/>
After the mission...		
Write and send a follow up prayer letter to local and home churches.		<input type="checkbox"/>

Appendix 3 - Feedback Forms

Mission Event Feedback Forms

Feedback forms are a great way of helping people to take the next step after hearing the good news about Jesus explained. On the next page you'll find some example forms which you can edit and use.

The aim of feedback forms at mission events is not primarily to gather information, although any feedback you do get can be really helpful. The aim of these forms is to give people an opportunity to let you know they want to take things further, either because they have trusted Jesus, or because they are seriously interested.

The form doesn't make a lot of sense without explanation, but this is intentional. Imagine what a guest at your event might think if they arrive and see a feedback form with a tick box marked "I want to become a Christian"! The idea is that the speaker or the host of the event will talk through the form at the end of the event. That way, they can encourage people to fill them in, and provide an opportunity to do it.

The essential details on the feedback forms are:

Space for comments: you can invite everyone to leave a comment, even if they don't want to leave their details. That way, everyone will be writing something, and the people who do want to find out more won't feel self-conscious. And any comments you receive could be helpful in organising future events.

Tick boxes: there are just two boxes. It's tempting to add lots of options ("I'd like to meet one-to-one," "I'd like to sign up for Alpha," etc). But it's much better to keep things simple; you can find out everything else later when you talk to them).

- *Count me in* - this is for people who have prayed a prayer of response, or decided that they want to follow Jesus.
- *Tell me more* - for people who want to sign up to a follow-up course, or who would like to meet up with a CU member to talk more.

Contact details: by far the best way to get in touch with people is to phone them. Emails are impersonal and easily ignored, so make sure you ask for their phone number.

It's also really helpful to find out if they came with a friend, as this will make follow-up easier.

Think very carefully before you add anything else to the feedback form! Will it make things confusing? What will a guest who isn't a Christian think when they read it? Remember, the aim is not primarily to collect information, but to provide a point of contact so you can get in touch personally.

Using the feedback forms

- It's vital that someone explains the form clearly at the end of your event - make sure you leave time for this, and that the speaker or host has thought about this. Make sure there are plenty of pens around.
- Invite everyone to write a comment, even if they don't want to give their details.
- Explain the follow-up options you have planned (e.g. Alpha, Christianity Explored, Uncover, etc).
- Explain that someone from the CU will be in touch with anyone who ticked a box within the next 24 hours. Explain that any details will only be used to contact people who ticked one of the boxes.
- Get some friendly CU members to collect the forms - if you collect them at the door, people will put them away or lose them.
- Once a form is filled in, it is precious! Keep them safe!
- Get friendly CU members to contact those who left their details **within 24 hours**. Call them if at all possible (if you don't get through after a couple of tries, leave a message saying when you'll call back).
- When you phone them up, ask them what they thought of the event and what kind of follow up they'd be interested in. Try to work out where they're at and what would be helpful (regardless of which box they ticked). Then give them the details of follow-up meetings, or arrange to meet one-to-one.

Comments:

CU Logo

Count me in

Tell me more

Name: _____

Phone number: _____

Email: _____

I came with:

Comments:

CU Logo

Count me in

Tell me more

Name: _____

Phone number: _____

Email: _____

I came with:

Comments:

CU Logo

Count me in

Tell me more

Name: _____

Phone number: _____

Email: _____

I came with:

Comments:

CU Logo

Count me in

Tell me more

Name: _____

Phone number: _____

Email: _____

I came with:

Comments:

CU Logo

Count me in

Tell me more

Name: _____

Phone number: _____

Email: _____

I came with:

Comments:

CU Logo

Count me in

Tell me more

Name: _____

Phone number: _____

Email: _____

I came with: