



# Director's

## HANDBOOK

*Everything you need to use the **Living With Hope** Evangelistic curriculum in your church setting.*



- Quick Start
- Overview of this Adaptable Curriculum
- Description of DVD Contents
- Where to Get Supplies
- How to Print out Documents
- How to Market *Living With Hope* Externally and Internally



NAD CHURCH RESOURCE CENTER

# Living with HOPE

## Director's HANDBOOK

**Updated 4/24/09**

**Updates:** Check [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com) frequently to make sure that you have the latest update for all of the **Living With Hope** documents. If you see mistakes that need fixing please send your suggested corrections to [dave@acn.info](mailto:dave@acn.info).

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**Living With Hope** is a Vervent Production of the North American Church Resource Center.

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**Living With Hope** Graphics by SermonView.

**Licensing Information:** Seventh-day Adventist Congregations within the territory of the North American Divisions have permission to duplicate the **Living With Hope** Bible Marking Curriculum for use in their congregation. Sale of this product is prohibited.

## QuickStart

**Living With Hope** is a flexible 16 lesson Bible marking series designed to be used in either a big group or small group or a combination of both.

The **Living With Hope** DVD contains the following digital files:

- Director's Handbook
- Sermon Manuscripts with Thumbnails
- DVD and PowerPoint sermon slides
- Big Group Leader's Handbook
- Small Group Leader's Handbook
- Participant Handouts
- How to Conduct a Successful Evangelistic Meeting

You can order supplies from the following vendors:

**Living With Hope** Evangelistic Handbills: [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com)

**Living With Hope** promotional resources: <http://www.sermonview.com>

Participant Handout Color Paper Stock: [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com)

NIV Bible "The Story of God": <http://www.ibsdirect.com/p-14-niv-outreach-bibles.aspx>

Felt Tip Pens SKU#871679: <http://www.dollartreedirect.com>

Draw String Gift Bag 9X12 2 Mil S-2707W: <http://www.uline.com>

You can find updated files at:

[www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com)

## Overview

### About Living With Hope

There are sixteen lessons in the Living With Hope Series. This series is intended to teach most of the fundamental beliefs of the Seventh-day Adventist Church. The curriculum is designed to be extremely flexible allowing the leader to use it in a variety of configurations or even rewrite or supplement the curriculum while retaining the **Living With Hope** brand of graphics.

### Bible Marking

At the core of the curriculum is topical Bible marking. In this age of growing Biblical illiteracy this old school style of Bible marking now has a new relevance. Participants are given a NIV Bible, colored felt tip pens, and a handout with questions and texts. By the time an attendee has finished the **Living With Hope** series, he/she has possession of a color coded chain reference Bible with the teachings of the Seventh-day Adventist church underlined in a rainbow of colors.

### Applications for Living With Hope

The **Living With Hope** curriculum can be used in a wide variety of configurations. It can be used in a traditional evening evangelistic meeting series, in a church sermon series, in a small group, Sabbath school class, pastor's Bible class or a combination that will work for your particular setting. The recommended usage is a combination of church worship service and small group.

### Group Configuration Recommendation

The recommended usage of **Living With Hope** is to do an eight week series with half of the lessons done in the church service and the other half done in small groups. The advantages of this configuration are many.

The first advantage is that it is likely that you will have a phenomenal retention rate with this configuration. By the time the series is over, your new members will have attended eight worship services and eight small group classes. They have developed the habit of church and small group attendance. They have also developed a strong connection with the preacher and with the members of the small group. When week nine comes along it is highly likely that they will continue with their attendance habits and stay connected with their new friends.

The second advantage is that this configuration optimizes your existing volunteer infrastructure. You are not adding more work to your church; you are simply leveraging your current team of volunteers for the **Living with Hope** series. Furthermore, many of the tools that your team would have to come up with on their own are already provided in the **Living With Hope** curriculum. Your preacher doesn't have to write more sermons--the sermons tem-

plates are already completed. The computer graphics people don't have to design slides for the message because professionally designed slides are included with *Living With Hope*. The worship team is provided with worship notes with suggestions on how to build a metaphor into the worship service so that the entire experience will match with the theme in the presentation. The small group leader is provided with thematic icebreaker questions, Bible Study notes, and group decision questions.

**Here is a suggested schedule for a Big Group/Small Group combination:**

Week #	Group Size	Subject	Title	Pen Color
1	Big	(1) Bible	Soul Food	Gold
	Small	(2) Trinity	<i>Are You My Mother?</i>	Cornflower Blue
2	Big	(3) Salvation	Is There Hope for Me?	Crimson
	Small	(4) Great Controversy	<i>Just Desserts</i>	Gray
3	Big	(5) Second Coming	The Blessed Hope	Orange
	Small	(6) Commandments	<i>Hope for Your Driving</i>	Brown
4	Big	(7) Baptism	Racing With Hope	Powder Blue
	Small	(8) Spiritual Gifts	<i>Body of Hope</i>	Lime
5	Big	(9) Sabbath	Rechargeable Hope	Orchid
	Small	(10) Sanctuary	<i>Window of Hope</i>	Navy
6	Big	(11) Spiritual Disciplines	Growing With Hope	Olive
	Small	(12) Healthy Behavior	<i>Driving Hope</i>	Black
7	Big	(13) Heaven	Hope Mortuary	Hot Pink
	Small	(14) Stewardship	<i>Hope on a Rope</i>	Sea Green
8	Big	(15) Church	Mission of Hope	Teal
	Small	(16) Communion	<i>Living Bread; Forgiving Wine</i>	Purple

**Color Chart for using "Color Club" Felt Tip Pens**



- Gray (4) Great Controversy
- Black (12) Healthy Behavior
- Brown (6) Commandments
- Unused
- Crimson (3) Salvation
- Orchid (9) The Sabbath
- Hot Pink (13) Heaven
- Orange (5) Second Coming
- Gold (1) The Bible
- Unused
- Unused
- Lime (8) Spiritual Gifts
- Sea Green (14) Stewardship
- Olive (11) Spiritual Disciplines
- Teal (15) The Church
- Powder Blue (7) Baptism
- Cornflower Blue (2) The Trinity
- Navy (10) The Sanctuary
- Purple (16) Communion
- Unused

## DVD Contents

### Sermon Manuscripts with Thumbnails

The **Living With Hope** series contains sixteen suggested manuscripts. The digital files are provided both in an editable word format or printable pdf. The manuscript is laid out with the visual graphic on the right side and the corresponding slide thumbnail on the left side. You should print out two color copies of each manuscript, one for the presenter, and the other one for the person who changes the slides.

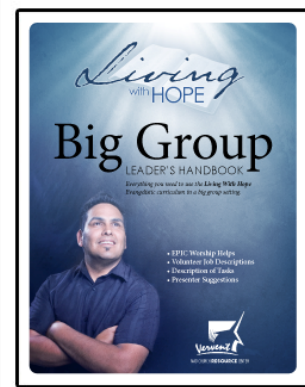


### DVD and PowerPoint sermon slides

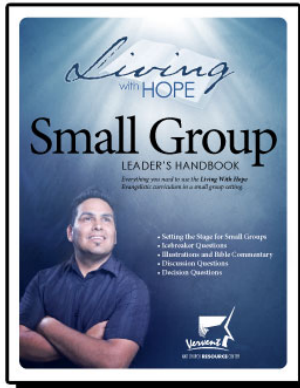
This DVD contains professionally designed graphics to go along with the presentation. These can be played either directly from the DVD on a set top DVD player, or the editable digital files can be played in presentation software such as PowerPoint on a computer. You have permission to make copies of this DVD for your small group leaders.

### Big Group Leader's Handbook

Print out the digital file entitled *Big Group Leader Handbook* and *Sermon Manuscripts* and give them to your pastor and worship team several weeks in advance of the **Living With Hope** series. The *Big Group Leader Handbook* provides unique learning experiences. There is empowerment that comes with a large group of people uniting with each other for a greater cause. With each lesson there are suggested worship team helps that take advantage of the big group potential. These include suggested hymns and choruses, scripture readings, EPIC worship experiences and themes. One of the most powerful components of the **Living With Hope** series is the metaphor. Every lesson has a big idea around which the service and the message are based. The metaphor is reinforced graphically in the presentation but can be greatly enhanced with visual props and handouts. The worship team helps give ideas on how to reinforce the metaphor. In addition the lesson helps provide for a personal decision for each lesson.



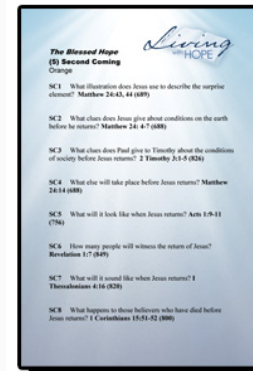
### Small Group Leaders' Handbook



Print out the digital file entitled *Small Group Leader Handbook* and *Sermon Manuscripts*. They are designed to fit in a three ring binder. Each Small Group leader and co-leader should receive one several weeks in advance of the **Living With Hope** series. The *Small Group Leader Handbook* helps you provide a powerful support group for someone who is on a journey with God. The intimacy provides a safe environment to explore the life changing transformation that happens when we begin **Living With Hope**. The small group helps provide thematic icebreaker questions and object lessons that will introduce the metaphor for the lesson as well as give individuals a chance to participate in safe ways. The small group leader is also provided with a complete manuscript of the lesson to provide some ideas and illustrations for presentation. The graphics DVD can be copied for a small group use to help participants confirm that they have underlined the correct Bible verse.

### Participant Handouts—English and Spanish

The participant handouts are designed to be printed out on your local copier on professionally designed color stock. This way you will only have to print up what you need. They are laid out two up so they can be printed on both sides of 8 1/2 by 11 paper. A fully editable MS Word document is provided so that you can rewrite it for your setting. You may wish to do a test print before you do the full run as not all MS Word documents print the same on every computer and printer. If you don't plan on editing it you may simply wish to print it from the Acrobat pdf document that is also included. The participant handouts are written in English and Spanish. Order the paper stock from [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com).



*Living*  
with HOPE

Is There Hope for Me?

I realize that I'm not good enough to enter heaven.  
 I accept God's free gift of grace and assurance of eternal life.  
 I desire to enter into a personal relationship with God.  
 I would like to be baptized.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Small Group \_\_\_\_\_

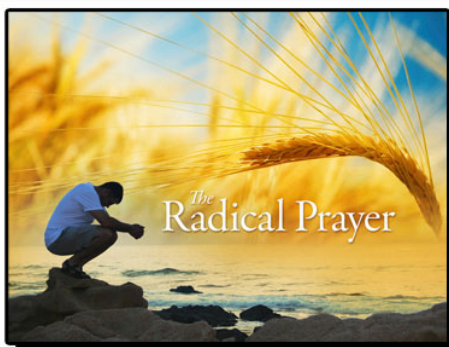
### Decision Cards

A decision card is provided for each of the sixteen lessons. They are laid out four up so they can be printed on 8 1/2 X 11 card stock. The text is editable so you can custom make them to fit your message and still keep the **Living With Hope** branding.



## Conducting Successful Evangelistic Meetings

Also included on the DVD is a pdf file entitled Conducting Successful Public Evangelistic Meetings. This is a step by step guide for pastors and evangelistic teams which covers the basics of public evangelism, care of new believers, and a plethora of other resources.



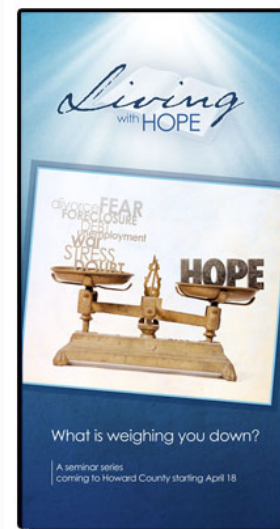
## The Radical Prayer

Derek Morris's six part sermon series entitled The Radical Prayer is included on this DVD. This makes for a great series to prepare your congregation for evangelism. Files include sermon manuscripts and PowerPoint templates.

## Ordering Supplies

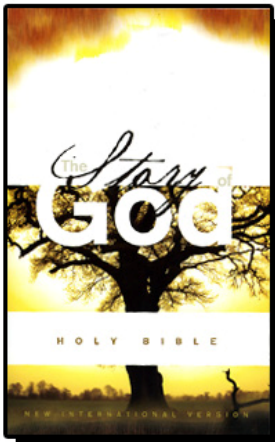
### Handbills and Print Resources

The North American Division Church Resource Center has partnered with SermonView to work side-by-side with you, helping you to punch through the media clutter to communicate more effectively in a visual world. SermonView offers a variety of high quality cost effective print materials and mailing services for you to get your word out to your community. Chose the design "Living With Hope" to find handbills, brochures, postcards, door hangers, banners and more print materials to get the word out about your community outreach. There are graphics available with white models, black models, or Latino models. You can order online at [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com) or contact a design specialist for assistance at 888-432-9370.



## Participant Handouts

The participant handouts are designed to be printed out on your local copier on professionally designed color stock. This way you will only have to print up what you need. You can order the professionally designed color paper stock from [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com). These come shrink wrapped in packs of 800. To calculate how many you need to order, consider that you need 16 for each attendee. For example, a pack of 800 will provide stock for 50 attendees. You may wish to order an extra supply for anything else you may wish to print up using the **Living With Hope** paper stock. Next you will need to take the digital file entitled *Participant Handouts* and print on the paper stock. The participant handouts are designed to be printed two up and printed on both sides of the paper. After you run it through your printer you'll need to cut it in half to 8 ½ x 5 ½.



## NIV Bible "The Story of God"

The New International Version outreach Bible entitled "The Story of God" has been chosen for the **Living With Hope** series. This paperback version is available for as low as \$1.99 per copy. For the person who is unfamiliar with the Bible, **Living With Hope** slides and participant handouts give the page reference to this edition. These attractive Bibles can be ordered at: <http://www.ibsdirect.com/p-14-niv-outreach-bibles.aspx>. The product number is #927.

## Felt Tip Pens

The key to the Living With Hope series is the bible marking experience. Participants will spend some time on their own in bible study underlining the key passages on each of 16 subjects. At the completion of the seminar they will have a rainbow colored Bible filled with the key texts of the teachings of the Seventh-day Adventist Church. Because some texts are used more than once it is recommended that a different colored felt tip pen is used for each lesson. At the time of this writing a pack of twenty felt tip pens was available for a dollar from Dollar Tree Direct: <http://www.dollartreedirect.com> (SKU#871679).



## Draw String Bags

All of the handouts including the Bible should be collated and organized in advance so that on opening day your guest will receive a Gift Bag. A cost effective solution is the 9 X 12" 2 Mil White drawstring bag item #S-2707 available from Uline shipping Supplies:

[www.uline.com](http://www.uline.com).



Another alternative is to order an imprinted sportpack. They are available through promotional sites such as [www.4imprint.com](http://www.4imprint.com). You will need to supply them with the artwork which can be found on the data portion of the *Living With Hope* DVD.



## Licensing

The *Living With Hope* Series is provided at no charge to Adventist Churches in North America by the North American Division Resource Center via Pastor's DVD volume 16. You have permission to duplicate any of the materials including the entire DVD for use in your congregation. Be sure to check with the website [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com) for continuing updates to all of the documents.

## Slides, Manuscripts, Big Group and Small Group Handbooks

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## Marketing

### Getting the Word Out

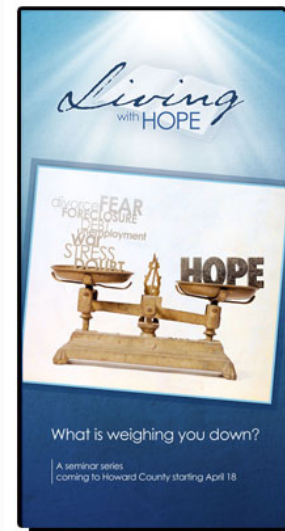
The **Living With Hope** series is designed as a reaping campaign for those who already have a connection with your church. The primary means of advertising is word of mouth--friends inviting friends. To help support the word of mouth, **Living With Hope** offers a rich supply of resources for church members to use to get the word out. In addition to external marketing **Living With Hope** also offers support in getting the word out to the congregation with internal marketing. Again, word of mouth is the primary tool, but we have some recommendations on how to optimize the word of mouth potential.

### External Marketing

Friends inviting friends has always been and continues to be the most powerful form of marketing. If a member invites 10 friends or acquaintances the law of averages suggests that at least one person will respond. **Living With Hope** handbills, brochures and cards are available for friends to give to their friends when the right moment comes to talk about spiritual things.

In addition there are people without a connection to your church family who will respond to a direct mail piece. Response rates vary widely from community to community but in some cases as many as three per thousand have come because of a direct mail piece. These brand new people are important to add to your community because each of them arrives with a brand new network of friends and contacts.

Other communication outlets in your community should also be explored such as radio, TV, internet, and the profound power of social networking.



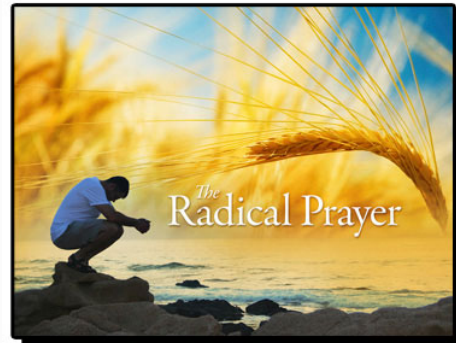
### Internal Marketing

A solid harvesting campaign begins a year in advance to prepare the congregation for the event. There is much information available in the document entitled "Conducting Successful Evangelistic Meetings" that is available on the **Living With Hope** DVD. Here are some ideas to help prepare your church:

### Sermons

It is natural for a congregation to focus on internal fellowship and begin to neglect the true mission of the church. Therefore it is imperative in the preparation for the **Living With Hope** series that the congregation be steered back to its original mission of sharing the hope with others.

Derek Morris has created a great series entitled “The Radical Prayer.” Derek has generously given his permission for you to use the sermon manuscripts and Power-Point graphics that are included in this DVD.



## Prayer

Sharing the Hope with others is a supernatural thing. Therefore the powers of heaven must be invoked for anything supernatural to happen. Congregations should leverage their current prayer ministry teams, prayer meeting services, and all the power of prayer for this supernatural mission of sharing the hope.

## Booth

In medium and large congregations one of the most effective forms of internal communications is to set up a **Living With Hope** booth in the lobby many weeks in advance of the event. An attractive banner can be obtained at [www.livingwithhopeseminar.com](http://www.livingwithhopeseminar.com). The booth serves as a focus point for church attendees to begin to prepare for the series. It can serve as a launching point to build the support staff of small group leaders and registration staff. It can also serve as a constant reminder for attendees to be thinking of inviting their friends to the series.

## Bulletin Announcements

Here's a sample bulletin announcement that could be customized for your church. Be sure to run it many weeks, changing it from time to time so that it still grabs people's attention:

**“Living With Hope:** Have you been wishing that your friends and family could experience your journey of hope? Its time to pray the radical prayer that God will change the world through you. The **Living With Hope** Bible marking series begins at (location) on (date) . Start praying today for ten people that you would like to invite to join you on your journey of hope.”