

Seminar Preparation Instructions

Thanks for scheduling a **Landmarks of Faith** seminar! You are about to experience an intense and exciting time of learning based on the latest discoveries in Israel and the Middle East, and in our new seminar, "Evidence of the Creation," discoveries from around the world! This sheet is to confirm all the necessary preparations to make this a successful and meaningful experience for all who attend.

SEMINAR PARTICIPANTS

The Landmarks seminars have been enjoyed by thousands of Christians--in the Philippines, Taiwan, the U.S., and Canada--but they are especially designed for pastors, Bible school students, church leaders, and all who teach Bible studies or Sunday School. The primary purpose of these seminars is to provide the background knowledge believers need to understand the Bible better and teach it more accurately. For this reason we especially encourage pastors and church leaders to attend--although all are welcome! Please be sure to invite fellow pastors in your area and invite them to bring their leaders and people. The greater the attendance, the more exciting the seminar will be for all!

SEMINAR PROMOTION

To help you promote the seminar, we have promotional materials available for your use. Download them free from www.totheends.com/promotions.html. Choose whichever you feel will be most effective in your area: 1) The **Landmarks of Faith** seminar brochure that introduces our seminars, 2) The **To The Ends Of The Earth** ministry brochure that introduces our ministry, 3) A resume for Jeff Harrison, who teaches the Landmarks seminars, 4) The full page mini-poster that advertises the seminar you will be holding, 5) The seminar contents sheet for your seminar, 6) A press release for your seminar, 7) A short Landmarks of Faith radio advertisement (for the #1 Jesus Seminar), and 8) Our new Jesus of Nazareth video or VCD. You can also refer people to our web site at www.totheends.com which has lots of information about our ministry, exciting teachings, and photos of Israel.

SEMINAR SCHEDULE

Each seminar is made up of several sessions: Seminar I (Jesus of Nazareth) is 5 sessions, Seminar II (The Jewish Roots of Christianity) is 4 sessions, Seminar III (The Revelation of Jesus Christ to John) is 5 sessions, Seminar IV (Great Discoveries of the Bible) is 5 sessions, and Seminar V (Evidence of the Creation) is 4 sessions. Each session (in all seminars) is 1 1/2 hours long (actual teaching time; times of worship and singing or of break time are additional to this). For a 5 session seminar, this makes a total of 7 1/2 hours of instruction.

Because of the intensity of the instruction, we recommend and prefer holding one session per day. Night sessions are best, since they make it possible for those working in the daytime to attend (and make it easier to see the slides: see below). The maximum that can be scheduled in a single day is 2 sessions (on a Saturday, for example), with a long break in between.

HANDOUT BOOKLETS

Handout booklets are necessary for each participant so they can follow along with the seminar. Booklets help participants with difficult names and words, provide maps and diagrams, and provide an outline of the seminar to help with taking notes. Seminar participants need the booklets at the beginning of the seminar. (There are no handout booklets for our latest seminar: Evidence of the Creation.)

We will provide you with an original copy of the booklet in the days prior to the seminar. You will then make the copies in advance. For this reason, it's good to get advance registrations so you will know how many copies to make.

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The booklet for Seminar I has 40 pages, Seminar II has 24 pages, Seminar III has 47 pages, and Seminar IV has 31 pages.

SLIDES

In Seminars I, II, and IV (Jesus of Nazareth, Jewish Roots, and Great Discoveries), slides will be shown of Israel and surrounding areas. (There are no slides for Seminar III on Revelation, although photos do appear in the handout booklet.) The slides can be seen much better at night. Daytime showing requires a very dark room (most ordinary curtains are not sufficient). For this reason we recommend scheduling seminars at night, or at least that the majority of the sessions be held at night.

Seminar V (Evidence of the Creation) is accompanied by a powerpoint presentation for every session of the seminar. We do not yet own a powerpoint projector, so we will need to use yours, or one you can borrow. The brightness of your projector will determine the lighting requirements of the room where the seminar will be held.

EACH NIGHT OF THE SEMINAR

It is appropriate to begin each session with an introduction by the sponsoring organization. An introductory time of worship and singing is also appropriate if desired, though we recommend this be limited to 10-15 minutes so that the night will not get too long. A 10-15 minute break can be scheduled for the middle of each session, if desired. It is appropriate to ask for the offering at the time of the break or at the end of the session. Coffee and a snack are also appropriate during the break, or throughout the session, if desired. Pastor Jeff will usually take questions at the break or at the end of the session.

EXPENSES FOR THE SPONSORING ORGANIZATION

- 1) Accommodations for Pastor Jeff and his family (2 adults, 3 children) during the week of the seminar (food and lodging). They prefer staying in the home of a Christian family.
- 2) Cost of copying the seminar booklets (Seminars I-IV only). This can be recovered by charging the seminar participants a registration fee.
- 3) A free-will offering each night for **To The Ends Of The Earth Ministries**. Responsibility for taking the offering rests with the sponsoring organization.

EXPENSES FOR SEMINAR PARTICIPANTS

Your organization will determine what to charge the participants (the seminar fee) based on your cost in copying the booklets and your overhead expenses. Participants will also be asked for a free-will offering during the seminar.

REQUIREMENTS CHECKLIST FOR THE SPONSORING ORGANIZATION

- 1) Promote the seminar.
- 2) Print the hand-out booklets, one for each seminar participant (Seminar I-IV only).
- 3) Establish and collect the seminar fee to cover your expenses.
- 4) Provide an overhead projector and a large white surface for projecting transparencies and slides (Seminars I-IV) or a powerpoint type LCD projector with projection surface (Seminar V).
- 5) Provide accommodations for Pastor Jeff and his family for the week of the seminar.
- 6) Take the freewill offering during the seminar for our ministry.
- 7) We would also like to request a table at the back where we can make available tape sets and information about our seminars and our ministry.

Thanks! We look forward to seeing you soon for your scheduled
Landmarks of Faith seminar!