



Guidelines for Christian Activities in the Healthfield

HEALTHCARE CHRISTIAN FELLOWSHIP
INTERNATIONAL

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International HCFI

Message from the Global Discipleship Promoter

Welcome to HCFI Training!

Thank you for your interest in the HCFI Discipleship Training. We are excited that God has put a desire in your heart to be spiritually equipped to fulfil your part in the Great Commission as you serve Him in the health field

Paul's concern was that the message of God's great salvation be faithfully passed on. He encouraged his disciples to look for faithful men who will be faithful in intentionally passing on to others what they have learnt. In this way the message will not be diluted nor misrepresented. "You have heard me teach things that have been confirmed by many reliable witnesses. Now teach these truths to other trustworthy people who will be able to pass them on to others" 2 Timothy 2:2, NLT

There is still the need today to train men and women who will commit themselves to serve Him with excellence in their profession and be examples to those around them.

The HCFI Training is Bible based, Christ Centered, Situation and Participant related. It has been prepared from a perspective in which you the learner will be able to take the truths presented and relate and apply them to your cultural and ministerial setting.

May God bless, prosper and use you as you seek to serve Him with excellence.

Yours in Christ,

Angelina Sandy
Global Discipleship Promoter

BACKGROUND

The HCFI training ministry commenced with the establishment of an HCFI Training Centre (Rehoboth) in the Netherlands in 1974 under the leadership of Leonora van Tonder, R.N. In 2000 that centre was replaced by two new training centres – Hebron SA in Benoni, South Africa and Hebron PH in Manila, Philippines. At various stages in our history, HCFI has also had training centres in Kenya and in Australia. Furthermore, two new types of training have been developed. First, HCF Training by Extension under the leadership of Mary Kaldeway and secondly, HCF Distance Education under the leadership of Angelina Sandy

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GUIDELINES FOR CHRISTIAN ACTIVITIES IN THE HEALTH FIELD

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A AIM OF THIS 'GUIDE

To motivate Christians in the Health Field to take up their God-given responsibility and opportunity, in sharing the Gospel with their colleagues and patients. To give practical guidelines enabling Christian groups in the health field to function purposefully and effectively in building God's Kingdom through prayer, evangelism and discipleship in their hospital/clinic/area of work.

VISION OF HCF

The Healthcare Christian Fellowship is an International and Interdenominational organization for people involved in the Health Field and it works in collaboration with the recognized churches. Its goal is to reach "the unreached" in the Hospitals and Clinics of the world.

Why is this organization necessary?

1. More people pass through the Healthcare Centres of the world each year than through its churches. While in hospitals or clinics, they are often in a state of mind and heart to more readily listen and respond to the Gospel message. Medical science recognizes that the patient's peace of mind may contribute greatly towards his physical recuperation and total health.
2. The ministry of Jesus Christ was aimed at the whole man: body, soul and spirit, and He commissioned His disciples to continue this ministry in His Name. Christ-like medical care touches the well-spring of human response as few things can. Christians in the Health Field have unequalled opportunities for witness and serve through a compassionate ministry to the whole man.
3. In countries where churches cease to exist or are forcibly closed, hospitals are considered indispensable and their doors are always open. During times of peace or war, the Body of Christ can continue to function in these places of healing and refuge.

Identify the need and opportunities

The Health field constitutes a vast mission field. Millions of people pass through these institutions constantly: patients, visitors, relatives, employees, volunteers, sales representatives, pastors, chaplains, etc. The healing team does not just consist of doctors, nurses and technicians, but also clergy and paramedics in all departments of the health field. These are people with needs that can be met through Christian Health Field Personnel.

B**1. VISION OF HCF****1.1 WHAT HCF IS:**

1. An evangelistic mission, live and preach the Gospel
2. A committed Fellowship, loyal and persevering
3. International, cross-cultural.
4. Interdenominational, room for all God's people, loving consideration
5. A loving family personal attention, personal touch
6. A serving army, 7 ministries: Prayer, Evangelism, Discipleship, Development, Literature/Media, Finances, Conferences.
7. Specialising in the Health Field
8. An arm of the church, seeking co-operation with Bible believing churches
9. Pro-family and pro-life seeking involvement of both husband and wife; against abortion
10. Policy directed, leaving freedom for personal conviction

1.1 WHAT HCF IS NOT:

1. A club (pay membership fee)
2. A sales organization
3. A local church
4. A social welfare group, we do not aim to meet social needs as a number one priority
5. A big corporation with salaries and rigid office hours
6. A political party

EMPHASIS:

1. Jesus Christ as Lord
2. Evangelism - Heaven, Hell, the Cross and Resurrection of our Lord Jesus Christ
3. Be filled with the Word - inerrancy of the Bible
4. Be filled with the Holy Spirit
5. Holiness and sacrificial service
6. Excellence
7. Temperance and Balance
8. Prayer

HEALTHCARE CHRISTIAN FELLOWSHIP

Doctrinal Basis of Faith

We believe in:

The unity of the Father, the Son and the Holy Spirit in the Godhead;

The person of our Lord Jesus Christ as very God and very Man, born of the virgin Mary, His real and sinless humanity, His atoning death, His bodily resurrection and His ascension into Heaven;

The Divine inspiration and supreme authority of the Holy Scripture in all matters of faith and conduct;

? -The guilt and depravity of human nature inconsequence of the fall;

The substitutionary death of our Lord Jesus Christ, and His resurrection, as the only way of salvation from sin through repentance and faith;

The necessity for the new birth by the Holy Spirit and His indwelling in the believer for sanctification and service;

The personal return of the Lord Jesus Christ and the judgment to come for the just and for the unjust;

The resurrection of the body and eternal life;

Hell as a place of eternal punishment for all who have rejected the Lord Jesus Christ;

Heaven as a place of everlasting blessedness for all who have accepted the Lord Jesus Christ.

Signed.....

2. PREREQUISITES AND ASSESSMENT / EVALUATION

2.1 THE LEADER

Before you do anything, consider carefully the amount of time and energy you are willing and able to put into this ministry. Initial enthusiasm is certainly needed, but without continued perseverance no ministry of any kind will be successful or advance.

Are you willing to rearrange your life, examine your motives and consider the

cost? Before you begin helping others, stop to evaluate your own spiritual condition.

Prerequisites of leadership

- Born again - Jesus Christ as Lord of your life - John 3:3 John 3:16
- Holy Spirit filled - Eph 5:18 John 7:37-39 Luke 11:13
- A personal love for God's Word and prayer - Acts 6:4 Ps 119:5
- Love and concern for your fellow human beings - John 15:12 Rom 12:16
- Integrity (Honesty) - Prov 11:3 Eph 6:14a Ps 51:6
- Teachability - Tit 1:7-10 Ps 25:8,9
- Submission to God and Leaders - James 4:7 Rom 12:1
- Respond to the Lord's discipline - Heb 12:5-11
- Confidence in God - Col 2:9-13 Isaiah 43:1-5
- Good communicator - Col 4:4-6 Isa 50:4
- Set an example of servanthood - Rom 12:11 Gal 5:13
- Perseverance - 2 Tim 3:10 Rom 5:3
- Aim for Spiritual maturity - I Cor 14:20 Phil 3:12- 16
- Faith, Faithfulness and Love are important - Heb 3:12, 11:1
- Able to lead, take orders and listen to suggestions
- Accountability - Luke 12:42-44

Spiritual growth results from trusting Jesus Christ. A life of faith will enable you to trust God more and more with every detail of your life. Here are some rules for

GROWTH:	G	-	Go to God in prayer daily (John 15:7)
	R	-	Rest unhurriedly on God's Word daily (Acts 17:11) Start with the Gospel of John
	O	-	Obey God, always (John 14:21)
	W	-	Witness for Christ through your life and words. (John 15:8)
	T	-	Trust God for every detail of your life (I Pet 5:7)
	H	-	Holy Spirit - Submit to the Holy Spirit, allow Him to control and empower your daily life and witness (Gal 5:16, 17 Acts 1:8)

GOD WANTS AVAILABILITY, NOT ABILITY, HE WANTS TO USE YOU

Advice to the leader

- Turn to God when you feel discouraged.
- Do not get side-tracked from the main vision.
- Lead by example
- Avoid pride Prov. 16:18 #
- Do not allow discussions on controversial issues such as mode of baptism, predestination, speaking in tongues and politics.
- This can close doors, cause disunity and exclude some Christians from the group.

Keep contact with your HCF Staff and Leaders.

2.2 THE GROUP/HOSPITAL

Members of the healing team form a group in which unity is vital. They work together on a professional level for the well being of their patients, and it is therefore important that they should also cooperate in Christian witness.

A united witness for Christ makes a profound impression on unbelieving colleagues and patients. "That they all may be one...that the world may believe that Thou has sent Me..." John 17:21

Use the following biblical principles in serving the Lord in your hospital.

- Your colleagues: Aim at their conversion and spiritual growth
- Intercession: Eze.22:30 have a burden for your hospital and intercede
- Know the "giants of opposition": Num. 13:33 e.g. Humanism,
- Disunity, False Religions, New Age, Self-Centeredness
- God is with you: Deut. 20:3-4 Heb.13:5b Mark 16:20

Ask the Question:

"At what STAGE is the hospital?"

STAGE I	-Unevangelized, no prayer-group
STAGE II	-One or more people praying for the hospital
STAGE III	-Planning stage and training by full time or other HCF
STAGE IV	-Permission from the Senior Medical Superintendent and Senior Nursing Service Manager/Matron for HCF to be active in the hospital and to reach out to the staff.
STAGE V	- Is a venue available; ongoing prayer and training
STAGE VI	-Are Christian activities organised in the hospital
STAGE VII	-Is there a Local Action Team functioning? Are they trained in the 7 ministries? Are there representatives from all departments of the hospital?
STAGE VIII	-Reaching out to other hospitals/clinics to extend the Vision

Evaluate your effectiveness (see -"Evaluation and Continuous Planning")

3. ACTION

3.1 BASIC PRINCIPLE

As you launch an HCF group, remember that a basic spiritual principle runs throughout the whole of life - "he who loses his life shall find it"- Luke 17:33. If you organise a Healthcare Christian Fellowship only to have fellowship and be blessed individually, the group will probably never advance. However, if you give yourself to the accomplishment of God's purposes, which includes the salvation of men and women, you will discover that in serving God, He graciously grants you fellowship with others.

3.2 OBJECTIVES

A Healthcare Christian Fellowship group can therefore begin with the following objectives in view:

3.2.1 **Prayer:** A compassion and burden for the needs of colleagues and patients. Specific prayer times together would be the natural outcome.

3.2.2 **Evangelism:** A mutual concern for Christian witness in your hospital would lead to studying the techniques of soul winning, unity in prayer and evangelistic outreaches.

3.2.3 **Discipleship:** a) A mutual concern for the effective follow-up of new Christians. This will result in establishing need orientated training for individuals and small groups.

b) Ongoing training for all Christians and HCF leaders.

3.3 HOW TO BEGIN

3.3.1 Intercession STAGE I

There are many ways to start a Healthcare Christian Fellowship. Prayerfully get a vision from God about what He wants to happen in your hospital or area of the health field. No two hospitals are exactly the same. Each one has a slightly different atmosphere resulting in a variety of possibilities. Sometimes the doors you wish were open appear to be tightly shut. Do not try to force the door open but start with intercessory prayer Jam 5:16. If the Lord wants you to go through them, He will provide a way for you or open some other door, for in God's Kingdom, there are no closed doors.

3.3.2 Get together and share the vision - STAGE II

Start by planning an informal get-together of Christian Health care staff and others in the vicinity who are engaged in the ministry of healing. Invite their cooperation in making the vision a reality in your hospital or city. Let them feel that their support will be a vital contribution to the success of the organization. Determine a regular time and place to get together for prayer and discussion.

Do not rush this preliminary stage of ground-breaking, but be persistent and constant in your efforts to share the possibilities of the vision of a hospital ministry with them. It is very important that you be of one mind, have a mutual and healthy respect for one another, and agree with the HCF Doctrinal Basis of Faith. Request ideas from everyone in the group on what they want to see accomplished in their area of the Health Field.

3.3.3 Planning and Training - STAGE III

Once you have identified interested people, planning should be done with respect to identifying the needs in your area of the Health Field. Make specific goals to meet the needs that God impresses on your hearts. Trust the Lord for a specific strategy to meet these needs. Those involved should seek to equip themselves by attending seminars and making contact with local HCF leadership.

3.3.4 Obtain permission - STAGE IV

Contact with the local ministers is important, especially if your hospital employs a chaplain. Share the vision and aims of HCF and assure them of your desire to collaborate with them. When they recognise HCF as an evangelistic arm of the church, they may offer to assist you by supplying the names and addresses of their members engaged in the healing profession and even urge them to link up with HCF. Should they not be in agreement with you, always be polite and humble. Never argue or assert yourself. You need permission from the Senior Medical Superintendent / Senior Nursing Service Manager / Matron for HCF to be active in the hospital and to reach out to the hospital staff.

- * Ask one of the full time or experienced HCF members to accompany you to the authorities if necessary. Explain your objectives.
- X Ask permission for the specific venue.
- X Ask permission to advertise your activities.
- X Get written consent for the functioning of HCF in your hospital.

3.3.5 Establish a specific venue - STAGE V

Advertise the venue for any meetings which will be held.

NOW YOU ARE READY TO START WITH YOUR ACTIVITIES

3.4 ACTIVITIES - STAGE VI

What kind of Christian activities are organised in your hospital? Collaborate where possible with existing groups recognized by HCF but remember always to focus on the vision. Identify specific spiritual needs which are not yet being met in your hospital and plan your activities accordingly. Be creative and original in organizing your activities. Keep your objectives for eg. Prayer, evangelism and discipleship in mind when you plan your activities.

SUGGESTIONS FOR ACTIVITIES:**3.4.1 PRAYER**

Prayer is the backbone of any hospital ministry. Prayer meetings need not be lengthy, but rather to the point. Be regular and consistent, meet at a specific time and place each week. Pray for personal matters but especially for your hospital authorities, colleagues, patients, other hospitals and HCF groups. A prayer book, diary is helpful to record prayer requests and to give thanks for answered prayer. Through this, your faith will increase.

Prayer strategies:

- Teaching on prayer. HCF has good training material
- Emphasize the importance of Personal Prayer
- Daily/Weekly/Monthly prayer meetings
- Prayer triplets
- Prayer walks
- Prayer chains. Each person takes responsibility for one hour in 24 - spending a minimum of 15 minutes in prayer during the given hour.
- Nights or half nights of prayer, when extended time for intercession is required. Circulate prayer requests before the time
- Every first Wednesday is observed in HCF as a prayer day

After your HCF has been functioning for some time, include;

- Prayer breakfasts
- Nights or Half-night of prayer
- Pray with patients at their request
- Prayer in wards before you start your day's work
- Fasting Prayer days
- Tea-time / Lunch-hour prayer
- "Emergency" Prayer meetings
- Prayer Seminars / Conferences
- Prayer Chains
- Prayer information (tapes, videos, newsletters)
- Prayer support

Guidelines for Prayer meetings

- Begin on time
- Allow time for worship and thanksgiving
- Ask the Lord for His cleansing. Give time for quiet prayer as people prepare their hearts to intercede
- Wait on the Lord to guide you about how to pray
- Do not take too much time to discuss prayer needs beforehand. Encourage the group to write down prayer requests. Pray in such a way that others know enough about the situation to agree with you
- Base requests on scriptures for example Col. 1:9-13
- Thank God for specific prayer answers
- Specific needs of your patients and colleagues - particularly those who need salvation
- Remember the needs of your authorities in the health institution
- Make use of HCF prayer letters/calendars/itineraries/trumpet call
- Keep your prayers brief and to the point and loud enough for everyone to hear
- Stay on one subject until it has been completely covered
- Use various types of prayer to keep the group awake and interested. For example: praying in two's or three's, everyone praying together, one person at a time, conversational prayer

3.4.2 Evangelism

The death of Christ and His resurrection, was made for men and women to be rescued from Satan's rule and to be brought into God's Kingdom.

"...Joyfully giving thanks to the Father, who has qualified you to share in the inheritance of the saints in the kingdom of light.

For He has rescued us from the dominion of darkness and brought us into the kingdom of the Son He loves, in whom we have redemption, the forgiveness of sins" Col.1:12-14

Sharing the Gospel is not optional. God has no way to reach the lost than through redeemed men and women. We are responsible for the specific area He provides for us to work in the Health Field.

Make sure that the HCF members are adequately trained in Evangelism.**Evangelism Strategies:**

- * Evangelism training for HCF members
- * Lunch hour meetings
- * Ward services / Outreaches (Visiting and/or singing to patients)
- * Film / Drama / Video evenings
- * Suitable tracts for distribution
- * In service training
- * Personal evangelism
- * Monthly outreach meetings with invited guest speaker. Invite all hospital staff. Have interesting and relevant topics with an evangelical thrust.
- * Outreaches to different departments
- * Day Seminars
- * Coffee Bars
- * Evangelistic Bible Studies
- * Ward services. These may not be allowed in some institutions
- * Make sure you have the names and details of the people who accept the Lord and arrange for follow up.

Larger gatherings such as; thanksgiving, HCF birthdays, welcoming of new health field staff, day seminars.

These gatherings are usually arranged for larger groups of people from various hospitals. These could be held twice or three times a year.

Publicity

Hospital newsletter. If your hospital has its own newsletter, request the editor to publish an announcement of the forthcoming event together with a brief resume of HCF

Radio/Television. Christian radio stations are always interested in "news" and will often advertise the event.

The meeting place

This should be attractively prepared. It is always good to have a book table and a table for HCF introductory material. If possible include an exhibition of HCF with attractive and neat posters.

Programme

- * This could include music, testimonies, drama presentations with a Gospel message. Have a speaker who knows the aim of your meeting together.
- * The refreshments and how they are served should be done in good taste. Plan well in advance to avoid a last minute rush.
- * Arrange for hostesses to care for the speaker and other important guests. Too often they are left to find their own refreshments or are temporarily ignored.
- * Following the message there will probably be those seeking spiritual help and the HCF staff and members should be prepared to counsel them.

Appeals

At an evangelistic meeting, expect people to respond. To facilitate a response, appeals can be made but not at random. This should be done sensitively and under the guidance of the Holy Spirit. Make sure people are not responding to please the speaker but are in earnest about receiving Jesus into their lives. Ensure that you have counsellors available who would be able to help and pray with those seeking counsel. Give those being counselled suitable literature. Make sure you have the names and addresses of the people and arrange for follow up.

a. Children's ministry and Outreaches to Crèches and Paediatric Wards

- Training of HCF members in Children's ministry
- Bible Stories
- Puppets
- Wordless book
- Colouring books

3.4.3 Discipleship

Discipleship is, learning how to be and live as citizens of God's Kingdom and teaching others to do the same. This pertains to every area of our lives.

Phil. 4:9 "Whatever you have learned or received or heard from me, or seen in me, put it into practice. And the God of peace will be with you."

b. Discipleship Strategies:

- Daily/Weekly Bible Studies
- Training seminars/camps/conferences
- Training by Extension
- Hospital Library (Tapes and Books)
- Training of HCF members in Children's ministry. Be systematic in a teaching programme, even if it takes a few months to complete. Ensure that as much as possible of the whole counsel of God is taught. Each lesson should be carefully outlined and the topic presented in a clear and understandable way.

c. Various Bible Study Methods can be very exciting:

- Word, Chapter or Book Study
- Interview Method
- Swedish Method
- Head Heart and Hand Method
- Question Method

Suggestions for study:

- What is the Gospel
- Follow-up of new converts
- The Cross and Resurrection
- Holiness
- The Holy Spirit
- Commitment
- Heaven and Hell
- Suffering
- Assurance of salvation
- How to hear the voice of God
- Soul winning Methods
- Failure and how to overcome it
- Stewardship
- The quiet time
- Faith
- Witnessing
- Love
- Prayer
- Missions

- The Deity of Christ
- Obedience
- Guidance

3.4.4 **Informal Gatherings**

Informal gatherings often attract people who would not come to a more formal meeting, and could be a special time of fellowship, for Christian hospital staff.

Examples of Informal Gatherings

- Picnics/Barbeques
- Film/Video presentations
- Hikes
- Drama and Song
- Games
- Testimony Meetings
- Topical Discussion evenings

Strategies for Development

Special Dinner

- X In order to gain the interest of senior members in the health professions, or others not attracted to "usual" meetings, arrange a special dinner for them.

VENUE

- X Dinners should be held in a hotel or restaurant where a private room is available for such purposes and a good standard of catering maintained.
- X Obtain a quotation for the price of the dinner per guest and a copy of the menu beforehand. Arrange for the bill to be covered by HCF and pay this at the close of the meal.
- X A neatly printed place-card should indicate where each guest will be seated.

INVITATIONS

- X Invite the guests individually by letter or a tastefully printed card. Include an RSVP card for their reply

PROGRAMME

- X Share the vision of HCF in an interesting way and have HCF literature available
- X Have an interesting topic and dynamic speaker. His talk should not be lengthy.
- X Invite a well known Gospel singer

Development of HCF in churches

- X A number of churches have mission weekends when HCF is invited to have an exhibition and share about the work. On these occasions you could have an attractive exhibition with HCF materials and a special list for the names and addresses of people who are interested and would like to pray for HCF
- X HCF also offers training to church members who have a burden and desire to visit the sick.

3.4.5 **General guidelines about meetings**

*** Prepare by earnest prayer**

- * Basic needs** for a meeting are: venue, speaker, publicity, literature information table. Refreshments are optional.

* Determine a **time most suitable** for the hospital and the staff - either a lunch hour or in the evening or both. If meetings are held during tea or lunch breaks make sure you finish in time so that the staff can return to their wards. Returning late on duty from a Christian meeting is not a good testimony and should be avoided.

*** Publicity**

Publicity is an important factor for a successful meeting. A personal invitation is always the best. Posters should be placed on notice boards after you have obtained permission from the correct authority who usually signs the poster. Handbills could be printed and distributed. Be sure your posters/handbills are attractively done and have the following information:

Date, time and place of meeting

Telephone numbers of contact person for information

The topic and speakers name or the function that will be held.

Meeting Place

This should be quiet and have adequate seating. Consider the following points when making a choice

- Will everyone have a clear view of the speaker?
- Are the acoustics good or is a public address system?
- Is there sufficient ventilation/lighting/heating?
- Is the information table easily accessible?
- Is there a table available for the speaker?

3.4.6 **Speakers**

*** Qualifications**

A mature Christian whom you know and who is well informed about HCF.

Particularly that we are an interdenominational organization and that there are certain controversial issues we avoid such as baptism, speaking in tongues, politics and predestination.

* Preferably the speaker should be acquainted with the medical field

* Known and respected

* Agreed upon by the HCF leaders

Before the meeting, if possible, arrange for a short personal interview with the speaker to be. If the speaker is not a local person, the interview may be done by telephone. Be sure that all the points mentioned below are understood and confirmed by letter, to prevent any misunderstanding.

What you need to share with the speaker

HCF Vision: Explain the HCF vision and the aim of the meeting. He should agree with HCF's Doctrinal Basis of Faith

Topic: Discuss the topic you have asked him to speak on, give a time limit. **Invitation for salvation:** Ask if your speaker will make an invitation for people to invite Jesus into their lives at the end of the message. If not, be prepared to do this yourself

Practical details: Place, time, venue. Find out details about the speaker so you can introduce him to the people.

Remuneration

Most local speakers will not expect a remuneration for their services but it is customary to reimburse their travel expenses. A missionary or chaplain or speaker who is in a "faith" ministry should be compensated more liberally.

How to lead a meeting

NB Be prepared for the unexpected. If the speaker does not arrive, have a message or alternative programme ready.

Personal appearance. The personal appearance of leaders should be neat and in every way an example

The emcee should be in control of the meeting and see that everything goes smoothly.

Greet people as they arrive. Do not show surprise when someone you did not expect comes after all.

Do not get involved in long conversations with anyone just before the meeting.

Introduce people to each other and make the lone ones feel at home. Seat them beside someone you know.

START ON TIME, whether people are still arriving or not!

Open meeting with short welcome, pray and introduce song leader. If someone else prays, prime beforehand that they do so briefly and distinctly

Singing: choose well known songs. Make sure everyone has the words of the songs or have them on overhead transparencies. Ensure songs have been neatly written on transparency.

HCF Vision: Even when you have invited a special speaker it is always wise to share the HCF vision.

Testimonies: have someone connected with the hospital give a testimony. This should be well prepared 3-4 minutes talk including:

Life before knowing Christ

How they came to know Christ

Life after receiving Christ

People must give a testimony and not a sermon.

Share (optional) some answers to prayer or special blessing experienced by a patient or fellow colleague.

Scripture Reading: If the speaker wishes Scripture portion to be read beforehand, announce the passage and read clearly and with expression.

Speaker: Introduce the main speaker, have some background facts ready and thank him/her for coming.

Close: After the message, close with prayer, unless this has been done by the speaker.

Give an opportunity for people to receive Christ. Explain what is involved in becoming a Christian and encourage those who have questions to see you, the speaker or other trained counsellors after the meeting

Announce the date, time and speaker/programme of the next meeting. Announce refreshments and thank your hostesses. Encourage people to visit the information and literature table.

In conclusion - remember these are suggestions of items you could include in a meeting depending on the type of meeting and the time for it.

Problems

If the speaker exceeds the time allotted to him, write him a little note saying, "You have only five minutes left before the meeting closes!"

If during a discussion period an argument arises, suggest the person meets with you or the speaker after the meeting. Never enter into an argument in a public meeting.

Anyone causing disturbances: prime one of the members beforehand to quietly take such a person out of the room

3.4.7 **Outreaches.**

Examples of Outreaches:

In Jerusalem - your own area

- * Outreaches to different departments of the hospital/share the vision
- * Invite neighbouring HCF groups to join your meetings
- * Organise a drama evening and ask other HCF groups to bring an item
- * It will prove stimulating to your HCF branch to have a team visit other hospitals in your town in order to launch a new Fellowship there or to make contact with established HCF groups in other hospitals.

Judea - your country

- * Indicate on a map all the HCF branches in your country and pray for them.
- * Partner with a province in your own country where HCF has not been properly established and pray for them regularly
- * Receive newsletters from full time HCF staff, support and write letters to them and pray for them.

Samaria - the uttermost parts of the earth

- * Pray, support or go to a country which has never been visited by HCF or where HCF is not established and trust the Lord for His strategy in making contacts, sharing the vision and for lasting fruit on your visit.

3.4.8 Suggested Programme for Fellowship Groups**First Week**

Intercession - with special emphasis on praying for those who do not know Jesus Christ as Saviour and boldness for the Christians to witness to them.

Second Week

Bible study - The leaders take turns in presenting it.

Third Week

Praise and worship - This could be in the form of singing and prayer, with talented members playing musical instruments.

Fourth Week

Teaching - on a relevant topic by someone who is qualified. Topics such as: The Christian perspective on Abortion, Euthanasia, How to counsel someone who has Aids, Total Patient Care, Care of the dying and Child Abuse.

Fifth Week

Outreach evening - plan to take those who have been trained in soul winning to the wards if permission for this has been granted. Where this is not possible arrange for an outreach somewhere else. Evangelism Co-ordinator or leaders of the HCF group are to organize this.

Sixth week

Evangelistic meeting - with a Gospel message and an interesting programme. Outside speakers may be invited.

Seventh Week

Development or Missions - Invite an HCF staff worker to give encouragement/new ideas, Invite someone from SAAWE (South African Action for World Evangelism) or any other Mission Organization to address the group in order to develop an interest in world missions.

Eighth Week

Media - Invite someone to address the group on the value and use of cassette tape messages, tracts and videos.

Ninth Week

Planning meeting - Evaluate the past two months based on this programme. The meeting must begin with Scripture and prayer and be led by the leader of the group.

Further advance

4. **Fellowship structure**

To effectively manage and participate in the work of HCF in your hospital/clinic and in co-operation with Healthcare Christian Fellowship in general, it would be good to form an Action Team.

What is an Action Team?

It is 2-9 well-communicating people moving together towards the fulfilment of shared, God-given goals in the light of the HCF vision. Therefore HCF is built up of Teams of people working together.

When forming an Action Team it is valuable, where possible, to include members from various departments of the hospital in order to maintain contact with each section of the staff. Action Team members should not all belong to the same church, be thoroughly committed to Christ, subscribe to the HCF Basis of Faith and be loyal in their efforts to fulfil the Aims and Objectives of the Fellowship.

As soon as possible a Chairman/Chairlady and Secretary should be elected from the group. According to the gifts of the members, the following ministries will be represented within the Action Team: **PRAYER, EVANGELISM, DISCIPLESHIP, MEDIA/LITERATURE, FINANCE, CONFERENCES', DEVELOPMENT, FAMILY AND CHILDREN'S MINISTRY.**

This Action Team should meet on a regular basis for example, on a monthly basis and minutes should be taken and distributed to all Team members.

There should be a representative of the Children's ministry on every Action Team as it is a specialized ministry. The officer of each ministry should have a sub-committee, working together with him/her. Further information on Action Teams is available from Headquarters. Do not be discouraged during the early stages of development, if some of the ministries are not represented. Trust the Lord for further growth.

5. **EVALUATION AND CONTINUOUS PLANNING**

On going evaluation of your HCF group's functioning is very important.

5.1 **Testing the value of HCF meetings**

- * Does prayer have the foremost attention? * Is the publicity adequate?
- * Are the purposes of the meetings clear? Do they deal with the actual spiritual problems of hospital staff and their patients?
- * Is the planning of the programme effective?
- * Does the meeting have pep? In other words, is it alive? Is there enthusiasm, friendliness, concentration on conciseness, brevity and variety?
- * Are the people given an opportunity to participate in planning and special projects? If not, create opportunities for them.
- * As a leader, do you demonstrate perseverance? Do you stay on the job, even when discouraged?
- * The most successful leader is one who motivates and delegates.
- * Is the programme vital? Avoid a dull meeting. It must have a sense of balance and variety. Rely on the Holy Spirit to guide you in all your plans.

5.2 Use the SWOT Evaluation Method to evaluate and re-plan.

- S** -STRENGTHS
W -WEAKNESSES
O -OPPORTUNITIES
T -THREATS

Do a SWOT Evaluation (Strengths, Weaknesses, Opportunities, and Threats) of:

- The Hospital
- The HCF activities
- Each one of the ministries of the Action Team
- The Action Team as a whole

Go back to your previous planning and evaluate if you have reached what you have planned.

Decide how often you want to evaluate and re-plan (do it on a regular basis e.g. quarterly).

D. 6. ADDITIONAL RESOURCES**6.1 Literature available**

- Healthcare Fellowship Vision pamphlets
- HCF Cassette Tape Ministry
- HCF Books catalogue
- Notes on: - Structure of Local Hospital Action Teams
 - How to advertise
 - How to organise a meeting
 - How to arrange for a seminar or conference
 - How to reach out to another hospital
 - How to prepare for national or international staff visits
 - How to plan an HCF week
 - How to welcome new hospital staff
 - How to visit warded staff
 - How to conduct ward services
 - How to organise song groups
 - How to maintain church interest
 - Libraries and Literature

6.2 Training available on:

- Prayer
- Evangelism
- Discipleship
- Total Patient Care
- Victorious Christian Living
- Preparation for Persecution
- Suffering
- Care of the Dying
- Action Teams on Target
- Serving God in the Health Field
- Children's Ministry
- Interpersonal Relationships
- Hospital Visitation
- The Patient with AIDS

- Personal Time Management
- How to know the will of God
- Medical Ethics, Alternative Medicine and other subjects

A Health Field Discipleship course is held yearly consisting of five modules of one month each. A training by extension course is also being developed. This training is of vital importance to all Christians in the Health Field.

6.3 **Suggested list of books to read**

DOCTRINE

Pursuit of God - Tozer
The knowledge of the Holy - Tozer
Know your Bible - Scroggie

HOLY SPIRIT

Person and work of the Holy Spirit - Pache
The Ministry of the Spirit - Gordon
The Holy Spirit - Billy Graham

BIBLE STUDY

Enjoy your Bible - Jensen
Bible study can be exiting – Garvin

PRAYER

Power through Prayer - Bounds
Rees Howels, Intercessor - Grubb
Born for Battle - Matthews
Touch the world through Prayer – Duewell

SOUL WINNING/COUNSELLING

Workmen of God - Chambers
Helping a friend in need - Selwyn Hughes
Effective Biblical Counselling - Crabb
Master plan of Evangelism - Coleman

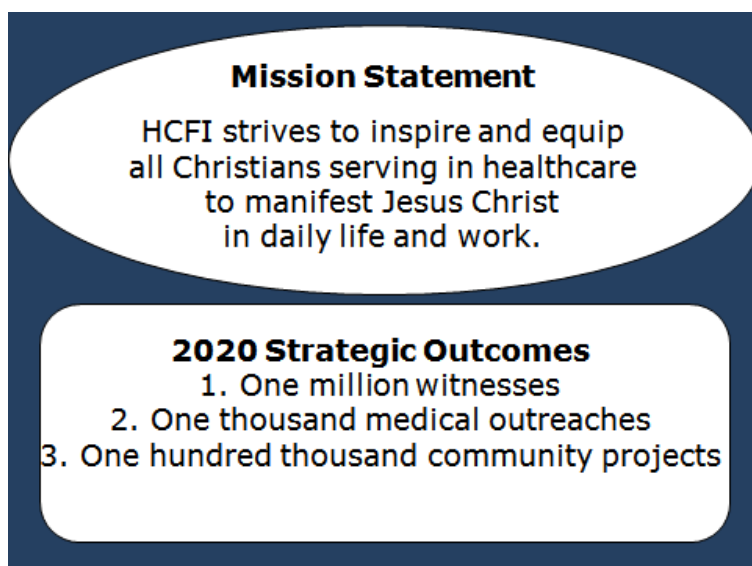
This workbook was compiled by
Erica Grunewald
Healthcare Christian Fellowship of South Africa
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Extracts were taken from the HCF Publication 'How', the HCF workbook 'Methods of implementation of the vision and various members of HCF made further contributions.

Addendum 1 HCFI MISSION CONCEPT



HCFI MISSION STATEMENT AND STRATEGIC OUTCOMES



Addendum 2: MORE ABOUT HCFI**WHAT HCF IS:**

- An evangelistic mission (live and preach the Gospel.)
- A Committed Fellowship (loyal and persevering).
- International (cross-cultural and principle-oriented).
- Interdenominational (room for all God's people, loving consideration).
- A loving family (personal attention, 'human touch').
- A serving army (ministry oriented, robust, tough).
- Health field specialized.
- An arm of the church (actively seek co-operation).
- Pro-family and pro-life (seek involvement of both husband and wife; for the protection of the unborn).
- Policy directed, leaving freedom for personal convictions (ambassadors).

WHAT HCF IS NOT:

- A club (pay membership fees and others work).
- A sales organization (profit for yourself, put your work first).
- A local church (sacraments, denominational line, geographical distribution, long-term counselling).
- A relief organization (don't aim to hand out money as a rich sponsor).
- A big corporation (office hours, soft job, overtime pay).
- A faith healing ministry.
- An extreme charismatic or anti-charismatic fellowship.
- A political party (party politics).

HCFI TRAINING AIMS.

- To be effective in training a multiplying army of maturing Christians to collaborate in promoting and practising Biblical-Christian Healthcare worldwide. They will be equipped to win people to Christ and live in victory as they unitedly promote the Lordship of Jesus Christ in the hearts of people in HCF and in the Health Field worldwide.
- To do this in the light of the HCF vision and mission.

HCFI TRAINING MINISTRY – A BRIEF DESCRIPTION

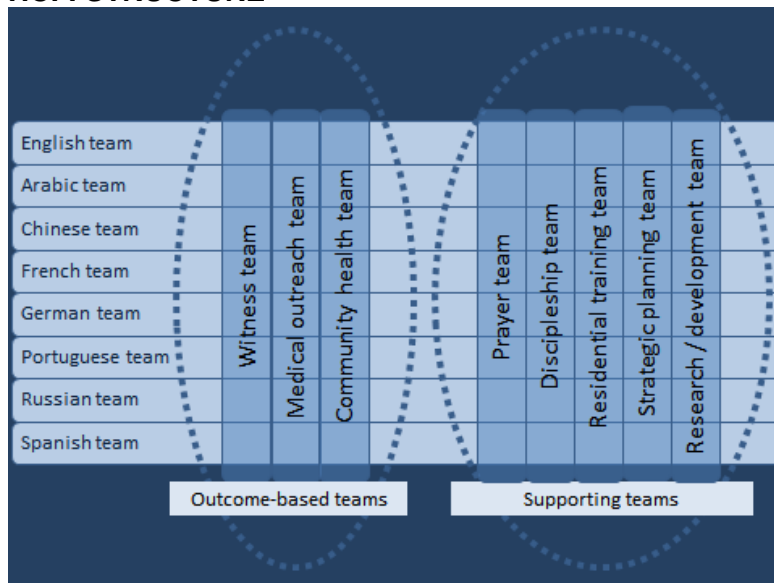
The HCFI training ministry has four key areas: International Saline training, Discipleship Training, Residential training and Integral Community Health training. In each area we aim for multiplication. Each of the four key areas are served by a Global Promoter: A Global Discipleship Promoter, Global Saline Promoter, Global ICH Promoter and a Global Residential Training Promoter.

These key areas are derived from the Strategic Consensus Plan. For each of these areas there is a language based team. Thus there will be a Global Saline Training Team, a Global Discipleship Training Team and a Global CHeM Training Team.

For example: The Global Discipleship Training team will have sub-teams in each major language: English, French, Spanish, Russian, Chinese, Arabic, German, Portuguese. The Global Discipleship training team will consist of the leaders of each sub-team together with the Global Discipleship Training Promoter. That means that the leaders of the sub-teams have to be able to communicate and collaborate in English with the Global Discipleship Training Promoter, but the other team members of each sub-team can collaborate and communicate in their team language. The same is valid for the Global Saline Training Team and the Global CHeM Training Team.

The Residential Training Coordinator works with those who teach in the residential courses. Together they form the Residential Training Team. The task of the Residential Training Team is to train staff and leaders within the HCFI family.

HCFI STRUCTURE



Addendum 3: Other HCFI Training Courses Available

In the HCFI training strategy, the International Saline course is often the first step in the discipling process of Christians who serve in the health field. The discipling process is continued through at least two supportive outcomes: Discipleship Training and Residential Training. Discipleship training is defined as any HCF training that lasts up to two weeks. Residential training is any training that lasts longer than two weeks and where the participants live at a centre where the training is given.

HCFI SALINE TRAINING

HCFI is collaborating with nine other partner organizations globally to present a specially developed one or two day seminar: International Saline. It is an exploration of the ways the healthcare professionals can impact their workplace for Christ by being salt and light. Principles of faith and Biblical knowledge, strategies for overcoming barriers to spiritual care, techniques for building spiritual relationships, methods of encouraging patients to talk about their faith history and means of communicating hope to patients.

During this seminar, five questions are asked and answered:

Why is faith important in healthcare?

What are the opportunities and barriers to fulfilling God's Call?

What is my part?

What other tools can help me to cultivate and sow?

Where do I go from here?

After this seminar, the participants receive follow-up e-mails for at least six months to help them implement what they have learnt during the seminar. They are also joined to a 'buddy' so that they can help one another implement what they have learnt.

More information about the International Saline can be found on their website: <http://www.internationalsaline.org/>

There is also a five day International Saline Training of Trainers available. We would recommend that you follow both the International Saline Training and the International Saline Training of Trainers seminars to give you a good background.

HCF INTEGRAL COMMUNITY HEALTH TRAINING (ICH)

Community health ministry takes place in two basic contexts: Urban and Rural.

Urban ICH is the terminology used in HCFI circles to denote "Neighbourhood Transformation (NT)" and Rural ICH is used to denote "Community Health Evangelism (CHE)".

Both approaches use a five day Training of Trainers Course as a first level training of future trainers. This five day course is referred to as TOT 1. There are also two advanced level five day 7 courses, TOT 2 and TOT 3.

The first two days of the TOT 1 are used for a Vision Seminar. This two-day seminar introduces the CHE concept to leaders from multiple organizations / possible partners in a new area or country. The participants are usually decision makers who are interested in an integrated approach to community development and health. As a result of the seminar, leaders choose people from their organization who have the capability and interest to implement CHE in a target location. These people then participate in a TOT 1.

More information about CHE can be found here: <http://chenetwork.org/>

HCF TRAINING BY EXTENSION (HCFTE)

The following topics are available in HCF TE:

HCF TE Group Leaders

Serving God in the Health field

Suffering

Spiritual Care of the Dying

DISCIPLESHIP SEMINARS

A selection could be made from the seminars used in the three modules of the residential training. For practical purposes, we would recommend that you start with a few of them, such as:

Care of the Care-giver	
Total Patient Care	
Spiritual Care of the Dying	
Generational Transfer	
Visiting the Sick	
Biblical Health Field Ethics	Personal Time Management
Biblical Stewardship	Money Management
Management of Stress	Management of Change
Discipleship in the Health Field	Evangelism in the Health Field 1, 2 & 3
Prayer in the Health Field 1 & 2	Love Relationship with God
Personal Bible Study Methods	Group Bible Study Methods
Interpersonal Relationships 1	Communication Skills
Spiritual Authority	
How to Handle Suffering from a Biblical Perspective	
How to Live a Victorious Christian Life	
Principles of Leadership	
Introduction to Biblical Christian Counselling	

HCFI RESIDENTIAL TRAINING COURSES

The focus of the course is on equipping HCF Staff and Leaders to develop skills, understanding and increasing knowledge for effective service in their work and ministry in HCF. Residential courses are part of the HCFI training strategy because of the depth of interpersonal interaction between the participants and their teachers and co-participants. This is not possible with non-residential courses.

The residential courses have a modular structure, consisting of a selection of seminars that are relevant for the topic. This approach has been used since 1974. Whenever feedback indicated that improvement of the materials was necessary, it was done as part of the continual quality improvement principle important to the training team.

- Three month Discipleship Training Course (DTC)
- Two month Full-time Staff Training Course (FTC, follows on the DTC)
- Three week National Coordinators Course (NCC)
- Six week National Trainers Course (NTC)
- Four week Advanced Leadership Course (ALC)
- Incidental Leadership Courses

TOTAL LIST OF TOPICS FOR THE DTC AND THE FTC:

Biblical Stewardship	Money Management
Discipleship in the Health Field	Evangelism in the Health Field 1, 2 & 3
Total Patient Care	Prayer in the Health Field 1 & 2
Spiritual Care of the Dying	Biblical Health Field Ethics
Love Relationship with God	Personal Bible Study Methods
Group Bible Study Methods	HCFI Sending Cells
HCFI Constitution and By-laws	How to prepare for a Conference
How to Share the Vision of HCF	Interpersonal Relationships 1 & 2
Principles of HCF Administration	HCF Action Teams on Target
Personal Time Management	HCF Meetings and Outreaches
Preparation for Persecution	The Divine Plumbline
Introduction to CHE	Visiting the Sick
Introduction to International Saline	Care of the Care Giver
Management of Stress	Management of Change

Principles of Christian Management Principles of Leadership
 Spiritual Authority
 Serving the Local Church How to Live by Faith
 Communication Skills Cults in the H/Field
 Introduction to Biblical Christian Counselling
 Vision for Building God's Kingdom in the Health Field
 HCFTE Group Leaders Course
 How to Handle Suffering from a Biblical Perspective
 How to Live a Victorious Christian Life

NATIONAL TRAINERS COURSE (NTC)

COURSE PURPOSE: To produce Christian Trainers who will be able to provide effective training with the aim of raising a multiplying army of people able to share what they have learned with others. 2 Tim. 2:2

TOTAL LIST OF SEMINAR TOPICS FOR THE NTC:

Introduction to Christian Education	Curriculum Development
Spiritual Foundation for a Teaching Ministry	Training Management
Teacher/Participant Relationships	Effective Team Work
Coaching and Counselling of HCF Group Leaders	HCFTE Group Leaders
Teaching Skills Improvement	
International Saline & TOT	
How to Teach Local Church Members to Minister to the Sick	

Prerequisite for acceptance in the course:

Participants should have completed Modules 1-3 of the DTC, preferably 1-5 (DTC and FTC)

Participants who qualify for the position of National Training Promoters or have been invited to participate and are determined to apply what they have learned in their ministry in HCF.

ADVANCED LEADERSHIP COURSE (ALC)

Eligibility – this course is open only to those who are currently in leadership positions within HCF/HCFI. These include: International Team Members; National Co-ordinators; National Action Team/Board members; Senior HCF full-time and Associate Staff.

Topics

STAFF CARE: 2 weeks

Orientation/ debriefing of staff

Trauma debriefing

Mentoring and Developing staff.

Culture shock/ Miscarriage of Vision

LEADERSHIP SKILLS: 2 weeks.

Leadership II:

The ways of the Lord in the life of the leader:

Preparation of the leader by God

Mature life and ministry/ on-going lessons

Relationship for Leaders:

What draws me to people/them to me?

Motivating people for their benefit

How to be an encourager

Dealing with criticism

Snare of Offences

Attrition - loss of staff

Accountability and prayer partnerships

Staff from dysfunctional background

Generational Transfer

Friend /Fund Raising

How to be confident with people

How to be a person people respect

Loving/working with difficult people

How to be a person people trust etc.

Heart and Brain

NATIONAL COORDINATORS COURSE (NCC)

TOPICS:

Personnel Management
Financial Management
Goal Orientation and Quality Improvement
Management of Personal Change
Management of Organizational Change
Coaching and Counselling
Effective Team Work
World Missionary Vision
Staff Selection