

IMPLEMENTING THE HCF VISION

GUIDELINES FOR CHRISTIAN ACTIVITIES IN THE HEALTH FIELD

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I. PURPOSE:

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 STATEMENT:

Healthcare Christian Fellowship, be the grace of God and undergirded by its supporters, will become a prayerful, evangelical movement with trained people implementing Christ's Great Commission within the Health Care Field.

Its aim is to reach the "unreached" in the Hospitals, Clinics and Health facilities of the world

THE IMPORTANCE OF THE HEALTH FIELD:

1. More people pass through the Hospitals/ Healthcare Facilities of the world each year than through its churches.
2. Patients, while in hospitals or clinics, are often in a state of mind and heart to listen to and respond to the Gospel message more readily.
3. Medical science recognizes that the patient's peace of mind may contribute greatly towards his physical recuperation and total health.
4. 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. John 20:21
5. Christlike medical care touches the well-spring of human response as few things can. Christians in the Health Field have unequalled opportunities for witness and service through a compassionate ministry to the whole man.
6. Meeting the felt needs of individuals is a proven way to open their hearts to the Gospel. Nowhere is this more clearly seen, or easily done than amongst the sick
7. 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.
8. As Christians we are held responsible by the Lord for the places where we spend most of our time i.e. the hospital/clinic etc. Health field Christians therefore have a God-given spiritual responsibility for their places of work. They need to seek God's Kingdom there. Matt 6:33
9. 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.

A. 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. Health field specialized.
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, unnecessary experimentation, unethical practices
10. Policy directed, leaving freedom for personal conviction

B. WHAT HCF IS NOT:

1. A club (pay membership fee, others do the work)
2. A sales organization (looking for financial profit)
3. A local church (administering sacraments)
4. A social welfare group (aiming to meet social needs as a number one priority)
5. A big corporation (salaries and rigid office hours)
6. A political party

C. EMPHASIS/VALUES:

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 - know God's power in your life
5. Holiness and sacrificial service
6. Excellence
7. Temperance and Balance
8. Prayer

D. 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 in consequence 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.....

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

Have a vision - Prov. 29:18
 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 119:105
 Love and concern for your fellow human beings - John 15:12; 1 John 4:11,12
 Integrity (Honesty) - Prov 11:3 Eph 6:14a Ps 51:6
 Teachability - Tit 1:7-10 Ps 25:8,9 Rom 12:16
 Submission to God and Leaders - James 4:7 Rom 13:1
 Responsive 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
 Having faith, faithfulness and being loving - Heb 3:12, 11:11 Cor 4:2
 Able to lead, take orders and listen to suggestions
 Accountability - Luke 12:42-44

GROWTH:

G	-	Go to God in prayer daily	1 Thess 5:17
R	-	Rest (meditate) 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	1 Pet 5:7
H	-	Holy Spirit - Submit to the Holy Spirit, allow Him to control & empower your daily life and witness	Gal 5:16,17; Acts 1:8

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

- 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 local HCF full-time Staff and Leaders.

B 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

- B1** Remember the following Biblical principles as you serve the Lord in your hospital.
 Your colleagues: Aim at their conversion and spiritual growth
 Intercession: Ezek.22:30 have a burden for your hospital and intercede
 Know the "giants of opposition": Num. 13:33 eg. Humanism, Disunity, False Religions, New Age, Self-Centeredness, Materialism
 God is with you : Deut. 20:3-4 Heb.13:5b Mark 16:20

B2 Ask the Question: "At what STAGE is the hospital?"

- | | |
|-----------|---|
| STAGE I | - Un-evangelized, no prayer-group |
| STAGE II | - One or more people praying for/in the hospital |
| STAGE III | - Small number of committed persons, with a burden to establish God's Kingdom in the hospital. Evaluation and Planning stage. Instruction/Training by HCF full-time staff of other HCF members
Obtaining God's vision, making goals |
| STAGE IV | Where this is possible, functioning with greater visibility in the hospital. Permission from the Senior Hospital leaders for HCF to be active in the hospital and to reach out to the staff; a venue available for the meetings; ongoing prayer and training. |
| STAGE V | Other Christian activities organised eg reaching out to patients |
| STAGE VI | Is there a Local Action Team functioning? Are they trained in the 7 ministries? Are there representatives from all departments of the hospital? |
| STAGE VII | Reaching out to other hospitals/clinics to extend the Vision |

Evaluate your effectiveness (see Page 14 -"Evaluation and Continuous Planning")

IV. ACTION

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 inserving God, He graciously grants you fellowship with others.

2 OBJECTIVES

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

- 2.1 Prayer: A compassion and burden for the needs of colleagues and patients. Specific prayer times together would be the natural outcome.
- 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.
- 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 HOW TO BEGIN

3.1 Intercession STAGE I

There are many ways to start a Healthcare Christian Fellowship. 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.

3.2 Get together and share the vision - STAGE II

After obtaining a vision from the Lord as to what He wants to do in the hospital, 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. Prayerfully seek God's vision for the place

3.3 Planning and Training - STAGE III

- Evaluate the situation. SWOT
- Prayerfully find God's vision and plan for the place
- Set goals stating what you believe God want done in the place
- Find a suitable venue for regular meetings: easy access to all staff
Near the hospital, quiet and unobtrusive. If nothing else is available
Use a corner of the canteen, or cafeteria/someone's home nearby

- Potential leaders to attend HCF seminar, seek contact with HCF leadership to learn from them.

3.4 Obtain permission/linking with chaplains/pastors/establish a fixed venue

- STAGE IV

When this is possible, obtain permission from hospital authorities to have Christian activities in the hospital

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

In situations where this cannot be done, move quietly and as unobtrusively as possible

Contact with local ministers is important, especially if your hospital employs a chaplain.

Share the vision and aims of HCF and assure them of our desire to collaborate with them

When they recognise HCF as an evangelistic arm of the church, they may offer to assist you by supplying names and addresses of their members engaged in the healing profession and 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

Advertise any meetings that will be held in an appropriate way.

4. ACTIVITIES-

Now you are ready to start with your activities. STAGE V

- * What kind of Christian activities are organised in your hospital?
 - * If other groups exist, collaborate where possible with those 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.
- Some suggested Activities:

4.1 PRAYER This 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: (see HCF workbook: Effective Prayer in the Health Field and How to arrange Prayer meetings in Addendum)

- Personal Prayer
- Daily/Weekly/Monthly prayer meetings
- Prayer triplets
- Prayer walks
- After your HCF has been functioning for some time, include:
- Prayer breakfasts
- Nights or Half-night of prayer. Circulate requests before the time
- 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 information (tapes, videos, newsletters)
- Prayer support (From those outside the hospital)
- Prayer chains. Each person takes responsibility for one hour in 24 - spending a minimum of 15 minutes in prayer during the given hour.
- Every first Wednesday of the month is observed in HCF as a prayer day

4.2 **Evangelism**

Through 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 evangelistic 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.
- * Children's Ministry and Outreaches to Creches/Paediatric Wards
 - Training HCF members in Children's Ministry
 - Bible Stories
 - Puppets
 - Wordless Book
 - Colouring books

4.3 Discipleship

Discipleship is, learning how to be and live as citizens of God's Kingdom and teaching others to do the same. Learning to become Christlike in all our ways. 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."*

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.
- * 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 |
| * Faith | * Witnessing to patients |
| * Love | * Prayer |
| * Missions | * The Deity of Christ |
| * Obedience | * Guidance |
| * Victorious Living | * Interpersonal Relationships |

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

4.5 Outreaches.

It will prove stimulating for your HCF branch to have a team visit other hospitals of even other countries, in order to launch a new Fellowship there or to make contact with established HCF groups in other hospitals/countries.

Examples of Outreaches:

- * 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
- * Visit other HCF groups and encourage them
- * Mark all the HCF branches in your country on a map and pray for them.
- * Receive newsletters from full time HCF staff, support and write letters to them and pray for them.
- * Pray for their programme
- * An outreach to another city, province, or country in collaboration with the National and International leaders.

4.6 Suggested 9 week 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 another 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.

V. FELLOWSHIP STRUCTURE STAGE VI

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

WHAT IS AN ACTION TEAM?

An Action Team is 2-9 well-communicating people moving together harmoniously 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 fulfill 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: One member may be responsible for more than one ministry, depending on how many people are available.
- | | |
|------------------------|--|
| ➤ PRAYER, | ➤ EVANGELISM, |
| ➤ DISCIPLESHIP, | ➤ MEDIA/LITERATURE, |
| ➤ FINANCE, | ➤ CONFERENCES |
| ➤ DEVELOPMENT, | ➤ FAMILY AND CHILDREN'S MINISTRY. |

Explain the responsibilities of each member clearly and obtain a commitment from them for at least a year, if possible

This Action Team should :

- Meet on a regular basis for example, once a month.
- 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 see "Action Teams on Target"
- Do not be discouraged during the early stages of development, if some of the ministries are not represented. Trust the Lord for further growth.
- Work with the Action Team to fulfil the vision of HCF

VI. EVALUATION AND CONTINUOUS PLANNING

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

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.

2 Use the S W O T Evaluation Method to evaluate and replan.

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

Do a SWOT Evaluation (Strengths, Weaknesses, Opportunities, 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 eg. quarterly).

VII. ADDITIONAL RESOURCES

Literature available

- * Healthcare Fellowship Vision pamphlets
- * HCF Cassette Tape Ministry
- * HCF Books catalogue
- * Structure of Local Hospital Action Teams (see Action Teams on Target)

See Addendum on:

1. How to organise meetings for:
 - 1.1. Prayer
 - 1.2. Evangelism
 - 1.3. Training
 - 1.4. Development
2. General Guidelines for meetings
 - 2.1. How to arrange
 - 2.2. Publicity
 - 2.3. Venue

- 2.4. Speakers
- 2.5. How to lead
- 2.6. Problems
- 3. How to arrange a seminar or Conference
- 4. How to arrange a Panel Discussion
- 5. How to reach out to another hospital (see Advancing HCF)
- 6. How to prepare for national or international visiting staff (see Advancing HCF)
- 7. How to conduct Ward services (see Healing Word)
- 8. How to organise Song groups.
- 9. How to arrange camps

Training available on:

1. Prayer
2. Evangelism
3. Discipleship
4. Total Patient Care
5. Victorious Christian Living
6. Spiritual Authority in the Workplace
7. Biblical Financial Principles for Health field staff
8. Preparation for Persecution
9. Suffering
10. Care of the Dying
11. Action Teams on Target
12. Serving God in the Health Field
13. Children's Ministry
14. Interpersonal Relationships
15. Hospital Visitation
16. The Patient with AIDS
17. Personal Time Management
18. How to know the will of God
19. Medical Ethics, Alternative Medicine and other subjects

Training courses are conducted annually:

Basic Course - consisting of three modules of one month each

Full-time staff training: Consisting of above three modules plus Modules 4 and 5

This training is of vital importance for all Christians in the health field.

For further information contact:

The International Training Co-ordinator, P.O.Box 11955, Rynfield 1514, South Africa

The Training Director: P.O.Box 293, Greenhills 1502, San Juan, Metro Manila, Philippines.

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

Person and work of the Holy Spirit - Torrey

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

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ADDENDUM:

1. HOW TO ARRANGE MEETINGS:

1.1. MEETINGS FOR PRAYER:

Responsible: Action Team Member for Prayer

1.1.1 Weekly Prayer meetings:

Find a suitable place - the hospital chapel, someone's home, quiet restaurant or corner of a lounge.

Time - during tea/lunch breaks, before or after duty hours

Make known by word of mouth or

- on bulletin boards
- in hospital newspaper
- distribute printed announcements/flyers
- phone-calls/ sms

Meeting itself:

- Begin on time
 - Read suitable scriptures
 - Allow time for worship and thanksgiving
 - Don't take too much time to discuss prayer needs beforehand. Pray in such a way that others have enough information to agree with you. eg. "Lord, You know how upset Suzy was when I met her in the corridor and she told me that her mother had died. Help us to minister to her at this time"
 - Wait on the Lord to guide you about how to pray
 - Encourage the group to write down prayer requests.
 - Include needs of your group and other HCF groups
 - Itineraries and work of full-time staff, national and international
 - Specific needs of the group members
 - Pray briefly and loud enough for all to hear and agree
 - Stay on one subject till it has been completely covered before moving on to the next one.
 - Intersperse with choruses
 - Write down specific requests
 - Thank God for specific answers.
 - Base requests on scriptures for example Col. 1:9-13
 - 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
 - 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

1.1.2. Prayer network:

- 2 - 4 people meet once a day for 5 - 15 minutes of prayer
- Different cells meet different days of the week
- On the spot prayers when meeting a Christian colleague in the corridor, elevator

- Few minutes of prayer just before/after duty
- Pray with a different person each day of the week, at a time suitable for both. Encourage prayer partners to meet with someone else on the days they don't meet with you.

1.1.3. Prayer Triplets

- * 3 persons agree to pray together at least once-a-week
- * Each one chooses three non-believers , praying for them by name daily
- * Daily the three prayer partners also pray for each other
- * When meeting weekly they pray for
 - All nine non-Christians: Matt 18:19
 - The leaders of the hospital/work place 1 Tim 2:2
 - Their work situation
 - Each other.

1.1.4. Prayer chains:

- * Arrange for two people to pray for one hour, followed by two others for the next hour to cover a predetermined period of time.
- * Each person takes responsibility for one hour in 24 - spending a minimum of 15 minutes during the given hour.

1.1.5. Nights of Prayer:

- * For times of special need, or when extended time is required for intercession Stay together as a group the whole night
- * Intersperse with songs, scripture reading, breaks for refreshment if desired
- * Group together for the first part of the night, than take turns as in prayer chain
- * Whole night as prayer chain.
- * If pre-arranged, people can pray in their own homes at specific times
- * Circulate prayer requests in advance.

1.1.6 Days of Prayer

- First Wednesday of the month is HCF International Prayer day
- Set aside the whole day for prayer - either individually or as a group
- Allocate special periods during the day for prayer.

1.2. MEETINGS FOR EVANGELISM:

Responsible: Action Team Member for Evangelism

1.2.1. Evangelistic Bible Studies: (see Evangelism 111, Bible study methods, How to lead Bible study groups.)

- * Choose subjects appealing to non-Christians
- * Provide Bibles - in modern translation
- * Encourage participation by group members
- * Important to have attitude of acceptance and love, regardless of their behaviour

1.2.2 Testimony Evenings:

Announce this the previous week so that participants will come prepared to share in the meeting or discuss various methods of soul-winning. The success of such a meeting is promoted by brief testimonies interspersed with an occasional hymn, verse or chorus. Invite non-believers to attend

1.2.3. Inter-HCF Evenings

One hospital visits another and takes the meeting, or arrange a special programme. Debate, quiz etc. In the programme also include exchange of ideas which will be of mutual help in advancing the vision of HCF. Invite non-believers to attend

1.2.4. Topical Discussion Evenings:

A current subject will create interest. Following the discussion, which should be guided by a competent chairman, a direct spiritual message, related to the subject should be given

1.2.5 At Homes:

Arrange an informal get-together in someone's home. The afternoon and evening could be profitably spent in discussion and fellowship together with an evangelistic address at the end.

1.2.6. Picnics or Barbeques:

- * Advertise well
- * Select a good spot, preferably not too far from the hospitals and one which in itself is an attraction
- * Arrange adequate transport and ensure that drivers of the vehicles know the exact situation of the picnic spot, whom to collect and where they will be waiting
- * Invite someone to organize games, which is a special feature of a picnic
- * Invite a speaker with a direct and powerful message. A meeting could be held directly after afternoon tea or whenever suitable.
- * Have some method of collecting names and addresses for follow-up
- * Have a good picnic spread - sufficient cold drinks, coffee, tea, cake for morning and afternoon tea and an appetizing lunch. For a barbeque have enough meat and wood or charcoal for grilling
- * Chorus singing will liven up the programme.

1.2.7. Rallies:

- * Gatherings for hospital staff from a larger area/whole city
- * This can serve as a means of outreach with the direct objective of winning people to Christ. Plan united gatherings for hospital staff 2 or 3 times a year. These may be called "Heart Warmers", "Ice-Breakers", "Spring, Autumn or Christmas Rallies" or some other attention getting title. In addition:

Publicity:

- Hospital newsletter. If your hospital has its own radio/TV station, make a personal visit and discuss possible announcements or interviews
- Local news media are always interested in “news” and will often cover the information of a new ministry which involves people in their own town/area, especially if it deals with those in the hospitals.
- The hall of meeting place should be attractively prepared. A Spring rally could have as its theme “New Life” and the hall decorated with spring blossoms. In Asian countries a “Spanish evening” or “African evening” with a missionary speaker and supper with refreshments from that part of the world is another possibility.

Programme:

- In addition to a programme of good instrumental music, singing, include a few quizzes, games and competitions.
- an HCF questionnaire will introduce new-comers to the aims, history, staff etc. of the fellowship. (See HCF propaganda under “Administration”. A prize is awarded to the winner.
- The item of major importance is the direct evangelistic message at the close.
- Encourage those present to become acquainted with one another.
- Refreshments should be provided in good taste and the serving of these - and their preparation - planned well in advance. Avoid a last minute rush.
- Arrange for someone to care in particular for the speakers and other important guests. Too often they are left to find their own refreshments or are temporarily ignored.
- Following the message there will be those seeking spiritual help and the HCF staff and members should be available to counsel them. See “How to lead a meeting” under “Meetings”

1.2.8.

Appeals: When an evangelistic meeting has been conducted, expect people to respond. To facilitate a response, appeal can be made, but not at random. Only do this when it is evident that people are ready for such a step. The speaker or leader may make the appeal.

- * Ask people to raise their hands to indicate their need for prayer, while all heads are bowed - or ask those who desire further counseling to remain behind after the close of the meeting.
- * Never make drawn-out appeals
- * Ensure that people are counseled and prayed with individually whenever possible. Don’t embarrass them before others.
- * Allow for a time of quietness when seekers may commit themselves to the Lord. Suggest a prayer to be prayed by each one individually, in which they trust the Lord for salvation.

- * Ensure that each one who makes a decision for Christ, is put in touch with an effective counselor, group or church.
- See notes on “How to lead someone to Christ” in “Effective Evangelism in the Health field.”

1.3. MEETINGS FOR TRAINING:

Responsible: Action Team Member for Training.

- 1.3.1. **Teaching and Bible Study evenings.** See notes on “Group Bible Studies” and “Discipleship”
- 1.3.2. **Question Evenings:** Purpose is to deal with unsolved problems. Invite experienced and capable speakers to explain difficult portions of Scripture, or deal with problems encountered by group members
- 1.3.3. **Practical Evenings:** Purpose to combine practical Christian aid with informal teaching.
Collect and make articles for mission hospitals and stations, or have sale to raise funds for special projects.
During the evening suitable tapes/CD’s may be played, or some practical discipleship discussed informally.
- 1.3.4. **Video/VCD/DVD Recordings**
To be used by a leader who has prepared the contents of the message, so he is familiar with it and can direct the discussion. If the leader is well-accepted by the group it will be a help. After viewing/listening discuss in small group and apply the teaching with a good facilitator
- 1.3.5. **Missionary Meetings:** Purpose: To keep the missionary vision before the HCF groups.
 - Invite missionaries on furlough to tell of their work and present the needs of their fields, showing slides/videos and sharing prayer needs.
 - Your local HCF can take responsibility to support a medical missionary abroad
 - Invite HCF staff from other countries to participate in the same way.
- 1.3.6. **Treasure Hunt:** from Bible verses. Purpose: To build knowledge of the Word and create team spirit.
Example: Two verses given to each team, one containing a clue of an article and the other giving the clue to the place where it can be found.
The two team members must then locate the treasure and memorize the verses. There are also other variations.

1.4. MEETINGS FOR DEVELOPMENT:

Responsible: Action Team Member for Development

1.4.1. Welcoming new staff:

It is important to meet newcomers, specially groups of student nurses, medical students, new house officers etc. as soon as possible after their arrival.

Encourage HCF members to:

- * Plan a reception as soon as convenient. In an atmosphere of informality and cheerfulness, it will not be difficult to outline and aims of HCF and invite new staff personally to the regular meetings.
- * Place a welcome folder in their rooms/quarters where possible or hand these out at the initial reception.
- * Give details of the history and scope of the Fellowship, an introduction to the local activities and a list of the local Action Team members.
- * Demonstrate friendliness and helpfulness in practical ways and make the new-comers feel welcome.
- * When an HCF member is transferred from one hospital to another, arrange for him/her to be welcomed to the new hospital by the local HCF branch
- * If there is no branch in the new hospital, encourage the HCF member to start one.

1.4.2. Visiting Warded Staff: (or those ill at home)

- Showing practical Christian love can be the means of sinning staff for Christ and the vision of HCF. (Meeting their felt needs)
- They will appreciate receiving flowers or fruit; attach a card with a suitable Text and get-well wishes from your HCF branch
- Offer a good book from the Library or present a book to them
- In addition to spiritual encouragement, offer practical help eg mailing letters, making purchases, cleaning their house etc.
- This interest on your part or on the part of your HCF members may result in them becoming an integral part of the fellowship once they are well again.

1.4.3. Reaching Senior Staff/ those not attracted to the usual meetings:

- Arrange a special dinner for them.
- Venue, a hotel or restaurant where a private room is available for such purposes and a good standard of catering maintained.
- Invite the guests individually by letter or a tastefully printed card.
- Include an RSVP card for their reply.
- 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 unobtrusively at the close of the meal.
- A neatly printed place-card should indicate where each guest will be seated.
- Towards the end of the evening, schedule time for the guests to be informed of the aims of the HCF and for a short address by a competent speaker or visiting medical missionary.

1.4.4. **Maintaining church interest**

In order to maintain the interest of churches:

- * Arrange for a team of HCF members (in uniform where possible) to participate in one of the Sunday or week -night services
- * Song items Scripture Reading Testimonies HCF Vision
A report of activities
- * A message could be included
- * Brochures explaining the purpose of HCF could be handed out to those present
- * Where there is a vital interest, maintain contact by means of a prayer letter, magazine etc.
- * Make one person responsible to keep personal contact with each church
- * When addressing a young people's/women's meeting:
 - Take a good supply of HCF literature
 - Copies of International/National Magazines
 - Brochures and prayer letters
 - Sheets of paper for names and addresses.
 - Prepare your programme:
 - know all the facts
 - Keep to the time allotted
 - Mention there will be opportunity for questions at the end
 - clearly outline the history and purpose of HCF (use PHP or LCD projector if available)
 - Give news of recent activities /forthcoming events
 - Invite prayer support
 - To tell a story of answered prayer always adds interest
 - Mention the worldwide outreach to hospital staff and the International Conferences - when and where the last one was held and when the next one will be held

Some phrases which may be of help:

“More people pass through the hospitals/health facilities of the world each year than through its churches. Therefore healthcare staff are in a strategic position to serve Christ”

“Our aim is to fulfill the Great Commission in the health fields of the world. Matt 28:19,20. We do this through an effective strategy for prayer, evangelism and discipleship.”

“When people are well, they stand vertically and are taken up with matters on the horizontal level - sport business, study etc. When they are ill, however, they lie horizontally and are forced to look in an upward direction. Often they are in a condition of heart and mind to listen to the Gospel message.”

“It is encouraging to see how the Spirit of God is moving in many parts of the world. His Kingdom is being extended in the hospitals. New HCF movements are coming into being and staff workers called into full-time service.”

“In your town/city regular meetings are held at.....If you know of doctors, nurses or paramedicals who would like to be linked to the HCF, we would be happy to have their names”

- It is always good to include a spiritual message in the programme
- Avoid dull and uninteresting statistics
- Give opportunity for questions
- Invite them to give their names for the mailing list
- Thank them warmly for the invitation you received and the privilege of addressing the group.
- Close with prayer if you have been asked to do so.

1.4.5. How to have a stall at a conference/missions convention:

Churches may have mission weekends when HCF is invited to have an exhibition and share about the HCF work. On these occasions remember the following:

- * An HCF stall or exhibit should immediately convey the vision of HCF.
- * The room or stall should appear authentic - ie not obviously a room or staff, but a ward scene depicting a patient in a bed attended by a nurse, or something similar. This could be real-life people, or very large photos
- * Display a brief summary of the aims of the Fellowship, in good lettering on one of the walls. In addition a suitable motto would be affective:

**“More people pass through the hospitals and health facilities of the world
than through its churches”**

**Churches may be closed, but hospitals will always be open
for a stream of bewildered and needy people
Through the witness of doctors, nurses and others in the health team,
they can be won to Christ.**

- * On one wall have a large world map. Make use of brightly coloured pins or electric lights flicking on and off to indicate countries where HCF is functioning
- * Models of doctors, nurses and para-medicals could be used with good effect. These could be cut out of cardboard, fixed to the map, or stood on the floor.
- * To add the necessary human interest, have medical staff in uniform on duty
- * Good supply of HCF literature, copies of international and national magazines.
- * Extra touches: a carpet on the floor (loaned from friends or a furniture shop) pot plants, flowers will add to the staff - provided there is enough space.
- * Flags can be used to portray the international aspect
- * Coloured slides (by means of LCD projection) or videos could also be used.
- * Essential do's and don'ts:
 - Don't try to combine all the above suggestions for one stall!
 - Legend (explanatory script) should be clear and lettering neat and easy to read. Be simple and brief. A few brief statements are better than a mass of information which no-one reads.
 - Exhibits and models should be in good taste
 - Blending of colours harmonious and restful, avoid extremes of colour
 - Tablecloth or covering should be neatly ironed and in good taste
 - Avoid many small pictures and photographs which give a cluttered appearance. The vision of the Fellowship should be boldly displayed, but in a refined manner.

- Absolutely no untidy edges, soiled or inferior-looking articles!
- Remember HCF is on show!
- Do have a list for names and addresses of those who want to have further information or keep in touch with/pray for HCF.

2. GENERAL GUIDELINES ABOUT MEETINGS

2.1. How to arrange:

- * **Prepare by earnest prayer**
- * **Basic needs** for a meeting are: venue, speaker, publicity, literature, information table. Refreshments (optional)
- * **Determine a time** most suitable for the hospital and the staff - either a lunch hour or in the evening or both. Meetings held during tea or lunch breaks must finish on time so that the staff can return to their duties. Returning late on duty from a Christian meeting is not a good testimony and should be avoided.

2.2. **Publicity** Publicity is an important factor for a successful meeting.

- Personal invitation, word of mouth is the best way.
- On all publicity items be sure to have:
 - Date, time and place of meeting
 - Directions on how to find the venue
 - Phone-cell-phone number for information
 - Speaker - with background information eg. Dr Edward Brown, Pediatrician, staff member, Memorial Hospital.
 - Admission free - everyone involved or interested in hospital ministry welcome.

Hospital Publicity (where possible)

- Posters: Make attractive and colourful posters/announcements and display on bulletin boards throughout the hospital. If permission is needed, be sure to obtain this from the correct authority.
- Invitations and Handbills. Print or duplicate and hand out personally to the staff.
- Mailing: Make a list of local people who are involved in one way or another with the sick, or medical field. Eg. Pastors, dentists, employees at local mental, or convalescent hospitals and mail them invitations for the forthcoming meeting

2.3. **Venue:**

- This should be quiet and have adequate seating, but not too large or too small A private home, a local hall or hospital conference room are possibilities. Points to consider when making a choice:
 - ? Will everyone have a clear view of the speaker?

- ? Is the main entrance door easily opened and not noisy?
- ? Are the acoustics good, or is there a PA system?
- ? Is there sufficient ventilation/heating/lighting?
- ? Is the information table easily accessible?
- ? Is there a table available for the speaker?
- ? Does the refreshment hostess disturb the meeting when she is getting things ready? Often the latter part of the meeting is the most sacred. Noise from the kitchen or other area at this time can be very disturbing and defeat the whole purpose of the meeting.

2.4. **Speaker:**

2.4.1. **Qualifications:**

- * A mature Christian
- * Well informed about HCF.
- * Recommended as reliable and in full agreement with HCF Basis of Faith
- * Capable of addressing an interdenominational meeting without propagating their own denomination/doctrines
- * Preferably acquainted with the medical field
- * Committee/Action Team should agree on the choice.

2.4.2. Invite well in advance. If possible, arrange for a short personal interview with the speaker- to- be.
HCF vision . Explain the HCF purpose and vision and the main thrust of the outreach meeting. Get his agreement on the basis of faith.

Topic: Discuss possible topics for your meeting and propose a TIME LIMIT. Usually 30 - 40 minutes is best. Ask if the speaker will make an invitation at the end of the message. If not, be prepared to do this yourself.

Note: 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.

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

2.5. **How to lead a meeting**

- * 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 lonely ones feel at home. Seat them beside someone you know.
- * **START ON TIME:** whether people are still arriving or not!

- * Open the meeting with a short welcome, pray and introduce the song leader. If someone else prays, prime before hand to do so briefly and distinctly.
- * Singing. Choose well-known songs, announce the number/title clearly, at least twice. If hymns, be definite about which verses are to be sung.
- * Do not “peach” about the songs/hymns
- * Introduce HCF. Tell a little of its history and aims as well as news of current activities. Relate how your own group was started and introduce those involved.
- * Testimony: Have someone connected to the hospital give a testimony. This should be a well-prepared 3 - 4 minute talk including:
 - Life before knowing Christ (brief)
 - How he/she came to know Christ (be specific)
 - Life after receiving Christ, changes He has made and what he means to him/her now (major on this point)
 See: “How to prepare a 3 -minute testimony”
- * Solo items. Confirm beforehand that they are of high standard.
- * Share (optional) Share some answers to prayer or special blessing experience by a patient or fellow-worker.
- * Scripture Reading: If the speaker wishes Scripture portion to be read beforehand, announce the passage twice and read clearly and with expression.
- * Stand up for a song. Very important. Remember that the mind can only absorb so much at a time.
- * 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.
- * Personal appearance of leaders should be neat and in every way an example
- NB. Be prepared for the unexpected. If the speaker does not arrive, have a message or alternative programme ready.

2.6. How to handle 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 someone argues with the speaker, suggest he brings his question to you after the meeting and then speak to him personally. 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. HOW TO ARRANGE A SEMINAR or CONFERENCE:

Responsible: Action Team member for Conferences

For Conferences: see HCFI Conference Manual

See notes on Meetings, and in addition:

3.1. Seminar Teachers:

- An ideal team consists of 3 - 4 team members
- They should be mature Christians
- Well acquainted with HCF beliefs, aims, objectives and
- Able to clearly present the seminar topic and concepts
- Need not be members of an HCF group, although they often are, but need to be approved by all local HCF Action Team members
- An HCF seminar teacher can be a nurse, physician, chaplain, former patient, counselor etc.
- He/she should have had some experience in public speaking.

3.2 Prepration:

- * Should be made at least 6 - 10 months ahead of time
- * In some countries nurses receive credit for attending seminars in case certificates need to be issued at the close.
- * The HCF has to be eligible to give credit

Seminar Check-list:

- After a room has been secured, confirm all details by letter to the person in charge on this room and mail a CHECK LIST (see sample 3.2.)
- It is very important that there are no misunderstandings
- The room is needed at least one hour before and one hour after the scheduled seminar to set up and clean up
- Make sure the door will be unlocked or ask for specific location where key can be picked up
- Also ask if someone can be contacted in case of maintenance problem eg heating, air-conditioning, power failure, sound, noise

3.3. Programme: Times will vary depending on local circumstances and situations eg. How far people have to travel to the location, weather conditions, day-light hrs. etc.

Some suggested times are:

7 hour seminar	9am - 5pm	One hour Lunch.	Two breaks
	8am - 4pm	“ ”	“ ”
6 hour seminar	8am - 3pm	“ ”	“ ”
	9am - 4pm	“ ”	“ ”
5 hour seminar	8am - 2pm	“ ”	am break only
	2pm - 8pm	Dinner	pm break only
4 hour seminar	4pm - 9pm	“ ”	Stretch breaks
	6pm - 10pm	No meal breaks	2 stretch breaks
	8am - 12pm	“ ”	Two breaks

Each session should be no longer than one hour followed by a stretch, coffee, or lunch and/or question and answer period. (See sample 3.3.)

3.4. Guidelines for presentation: Depending on the purpose and subject of the seminar, keep the following in mind:

- Remember the overall aim to extend the Kingdom of God in the health field
 - Present material relevant to the seminar subject
 - Be well-informed about contemporary and secular approaches and thoughts about the subject.
 - Stress Biblical values and guidelines
 - Include in every seminar presentation:
 - A clear Biblical explanation of salvation
 - Steps to become a born-again Christian
 - Need for prayer and guidelines for discipleship and sharing one's faith
 - Need to be led, filled and guided by the Holy Spirit.
 - Present only fundamental Biblical truths
- AVOID:**
- Controversial, dogmatic issues
 - Denominational issues
 - Revival-type preaching
 - Arguments or off-the-subject discussions
 - Discussions of other ministries
 - HCF Policies, During each seminar, at an appropriate time, mention the following HCF policies:
 - HCF is interdenominational and international
 - HCF is not affiliated to or sponsored by other organizations
 - HCF does work together with other Christian organizations and hospital- oriented Christian outreaches. (Chaplains, Gideons etc.)

3.5. Test (See sample 3.5) When the test is distributed explain:

- * Time allowed to finish the test (30 - 45 mins)
- * Availability of Bibles for those who did not bring them
- * Availability of assistants for those not acquainted with looking up Scriptures
- * Test is mainly a reflection on the effectiveness of seminar teaches in communicating their topics.

3.5. Evaluation: It should be announced at the beginning of the seminar that:

- The evaluation Form can be filled out during the breaks in the latter part of the seminar but special time will also be given at the close
- Encourage seminar participants to be honest in their evaluation remarks
- This is a confidential form, not be discussed or graded but needed by HCF Co-ordinators to improve the effectiveness in future seminars. (See sample 3.6.)

Sample 3.2.

CHECK LIST
(Use appropriate letterhead)
HEALTHCARE CHRISTIAN FELLOWSHIP
Address.

Dear Co-ordinator,

Thank you for helping is with our upcoming seminar. Kindly complete this questionnaire and return one copy to us, keeping one for your files. It will greatly help us with our preparation.

TITLE SEMINAR_____ CEU's_____

DATE GIVEN_____ TIME_____ PROV.NO_____

LOCATION_____ NAME ROOM_____

ADDRESS_____ CITY_____

STATE_____ ZIP_____ PHONE_____

(these two to be eliminated for most countries)

DIRECTIONS_____

MEETING PLACE_____ TIMES AVAILABLE_____

DOOR OPEN_____ KEY AVAILABLE FROM_____

CONTACT/LIAISON PERSON_____

PHONE_____ LOCATION_____

MAXIMUM CAPACITY_____ CAN ROOM BE DARKENED FOR SLIDES_____

TABLES/DESKS AVAILABLE_____ BLACKBOARD_____

OVERHEAD PROJECTOR_____ PLUS FOR SLIDE PROJECTOR_____

MICROPHONE_____ BLANK WALL OR SCREEN FOR SLIDES_____

EXTENSION CORD IF NEEDED___ DIRECTIONS FROM ENTRANCE TO ROOM___

PREFERRED PARKING:_____

COFFEE AVAILABLE_____ WHO PROVIDES_____ COST_____

INCLUDES CUPS, SUGAR, SPOONS ETC._____

TIMES: (Prefer 8am, noon, 2pm)

LUNCH, RESTAURANT NEAR MEETING PLACE_____

BRING PACKED LUNCH___ VAILABLE IN BUILDING_____

RESTROOMS AVAILABLE NEAR MEETING PLACE_____

MORE PEOPLE PASS THROUGH THE HOSPITALS OF THE WORLD EACH YEAR
THAN THROUGH ITS CHURCHES.

Sample 3.3.

HEALTHCARE CHRISTIAN FELLOWSHIP
 "Patient care - Spiritual Values"
 FIVE HOUR SEMINAR

8am.....	Registration
8.30am.....	BERTIE RICHARDSON
	"What are spiritual needs?"
	Break
9.30am.....	LAUREL HOPNAHN RNBS
	"Personal Growth and Spiritual Care"
	Break
10.30am.....	HANDA JOHANSEN RNSB
	"Meeting patients spiritual needs"
11.30am	LUNCH
12.30pm.....	HCF Around the World
	To meet spiritual needs
1pm.....	BERTIE RICHARDSON
	"Maintaining an effective
	Spiritual outreach in our
	hospitals today"
1.45pm	Evaluations
2pm.....	Close

SUPPORTIVE LITERATURE AVAILABLE
 HEALTHCARE CHRISTIAN FELLOWSHIP

HEALTHCARE CHRISTIAN FELLOWSHIP
 "Patient Care- Spiritual Values"
 ONE DAY SEMINAR

8am.....	Registration
8.15am.....	Welcome, introductions
8.30am.....	"What are spiritual needs?"
	Stretch Break
9am.....	Preparation & Approaches
	to Spiritual Care
	Coffee Break
11am.....	HCF Beginnings - learning
	Experience in bringing
	Spiritual Care into hospital
12noon	LUNCH
1pm.....	Spiritual Values in Patient
	Care at home and abroad
	Stretch Break
2pm.....	How to initiate a Hospital
	Christian Outreach
	(Handbook Guidelines)
	Coffee Break
3pm.....	Test (Open Book)
3.45pm.....	Questions and Answers
4pm.....	Close

HEALTHCARE CHRISTIAN FELLOWSHIP

Address

Leadership and Communication Test

LEADERSHIP, AUTHORITY AND OBEDIENCE:

1. Please read Luke 7:1 - 10. Even though the centurion was a leaders with authority, he sill accepted Jesus' leadership and authority over him and his servant. In the same manner we read that Jesus spoke with (Matt 7:29)_____ He even said (Matt 28:18) _____yet He was in obedience to His Father.
2. Heb. 5:8 states _____

3. To us He says (John 14:6) I am _____ no man _____
_____ and (John 15:5) I am _____
Ye are _____. He that _____ the same
brings forth _____ for _____

LEADERSHIP KNOWLEDGE AND RESPONSIBILITY:

4. If someone needs correction, discipline or instruction and we felt to give is, are we held accountable? (Ezekiel 3:18) _____
What kind of information can we find in the Bible? (2 Tim 3:16,17) _____
5. All Scripture is given by _____ and is profitable _____ for _____
for _____ for _____ for _____
6. Why? That _____ may be _____ thoroughly
furnished into _____

CHARACTERISTICS OF A LEADER:

7. Proverbs 16:32. He who is _____ is better _____ and
he who _____ than he _____
8. Philippians 2:3: Let nothings be done _____ but in _____
_____ let each _____
9. Colossians 3:13,14 _____ one another and _____
If any man _____ even as _____
so _____. And above all these things _____
which _____
10. 1 Corinthians 13:4 - 7. Love _____ and is _____,
love _____ love _____ is not _____.
Doth not _____ seeketh not _____, _____ is
not _____ but _____ all things _____ all
things _____ all things

11. Galatians 5:22,23. But the fruit of the Spirit is _____, _____, _____, _____, _____, _____, against such _____
12. Luke 3:14b _____ to no man, neither _____ and the _____ that _____ For who _____?

LEADERS' PROGNOSIS AND INSTRUCTIONS:

13. John 14:27. My _____, not _____
Let not _____ neither _____
14. 1 Peter 3:8. Finally, be ye all _____ having _____
_____, _____ as brethren, be _____ be _____
_____ and _____
15. Romans 12:2. Be ye not _____ but be ye _____
_____ that ye may _____
and _____ and _____.
16. Philippians 4:4 - 7. _____ always, and again I say _____
Let your _____. The Lord is at hand. Be _____
but _____ with _____
let _____ And _____ which _____
_____ shall _____ through _____
17. Philippians 4:8. Finally brethren, whatever things are _____. Whatever things are _____, whatever things are _____, whatever things are _____, whatever things are _____, if there be any _____ if there be any _____. Do what? _____
18. John 16:33. These things have I spoken unto you that in _____, In the world ye shall have _____ but be _____ for _____!
19. 1 Corinthians 12:2. For God is not the author of _____ but of _____
20. 2 Timothy 1:7. For God has not given us _____ but of _____
_____ and of _____ and of a _____

Now unto Him Who is able to keep _____ from falling, and to present _____ faultless before the presence of His glory with exceeding joy, to the only wise God, our Saviour, be glory and majesty, dominion and power, both now and forever! (Jude 24)

HEALTHCARE CHRISTIAN FELLOWSHIP
Address
EVALUATION

One Day Seminar: Leadership & Communication

Do you feel this seminar was informative?_____

Please explain why_____

Were the subjects adequately covered?_____

What did you learn about leadership and Communication you feel is most valuable?

Any other comments about today's seminar?_____

NAME_____

DATE:_____

LOCATION:_____

MORE PEOPLE PASS THROUGH THE HOSPITALS OF THE WORLD EACH YEAR
THAN THROUGH ITS CHURCHES.

4. **PANEL DISCUSSION:**

Purpose: To provide expert analysis of a problem and allow the audience to interact with the experts.

Procedure: A group of experts speak about a problem and interact on the issue. This is followed by an opportunity for the audience to react to the statements of the experts.

4.1 **Responsibilities of the Leader:**

Usually selects the participants on the panel

- Expert on the subject
- Represent the kind of people and attitudes present in the audience
- Represents other attitudes not normally expressed by the group.
- The leader prepares a list of questions for the panel members to consider
- The leader should meet for a “warm-up” session with the panel before the discussion begins. At this time the panelists can suggest issues they feel should be brought up for discussion. They can explore each other’s point of view. The warm-up period, however should stop short of an actual discussion on the issue. Spontaneity is the life-blood of the panel.
- The leader should arrange the seating and the public address system. Seat the panel so that the panelists maintain maximum face-to-face contact and yet keep contact with the audience eg. the chairs in a semi-circle as visibility with the audience permits.
- The leader may take his place near the middle of the group, or if he does not need to guide the group extensively, is one of the extreme wing positions from which he can see all the panelists as well as the audience.

The leader:

- Introduces the topic, giving reasons for it’s being discussed by this group at this time.
- Introduces the panel members to the audience
- Asks questions from the panel members. He should secure participation from all the panel members, but should refrain from contributing his own ideas
- As the panel proceeds, he seeks to clarify the issue, This may take the form of re-statement of ideas or take the form of additional questions.
- Opens the discussion to the audience. Checks domination from the audience
- Summarizes the major contributions of the participants. He should point out where the group agrees, and also areas of disagreement.

4.2. How to participate in a panel:

Know your subject! If necessary read up on what is to be discussed

Listen to the other panel members. Be sure you understand their contribution before making your own.

Take notes on what is being said. Jot down questions you would like to ask other panel members.

React to the contributions of the panel members

Identify new ideas as they come up. If possible apply another panelists contribution to the one you are making

React honestly to the questions or comments made by the audience. If the question is not clear. As for it to be restated/ rephrased.

Answer the questions asked. If you don't know the answer, say so. If you do know the answer, give it. Avoid making a long speech in your reply.

Be enthusiastic. Nothing kills a panel as much as an expert who does not contribute or does not seem to care.

5. HOW TO REACH OUT TO ANOTHER HOSPITAL

See Advancing the Vision

6. HOW TO PREPARE FOR NATIONAL / INTERNATIONAL VISITING STAFF

See Advancing the Vision

7. HOW TO CONDUCT WARD SERVICES:

See "The Healing Word"

8. HOW TO ORGANIZE SONG GROUPS

9. HOW TO ARRANGE CAMPS:

See: How to arrange meetings and HCFI Conference Manual.

In addition:

9.1 Staff: At a camp the cooking usually has to be done by the organizers, so additional staff will be needed for this.

Kitchen staff who have some Domestic Science training, or at least some practical experience, particularly if you have a large group of campers. Both time and food are wasted by people who are inexperienced or not practical

Arrange for a cook with 3 or 3 helpers, depending on the number of campers

Additional assistance is needed for the preparation of tea/coffee/ snacks. This should not be the responsibility of the cooks. The tea assistants may alternate, but it is better to have the same cook for the entire duration of the camp

Preparation of vegetables etc. can be done quickly and well by a team of campers but they need to be supervised

Have a daily rota of helpers to assist with serving and cleaning up.

An officer should be in charge of supplies, checking fuel, washing up, tables, refuse bins etc.

Cooks and officers need to be at the camp site well in advance to set up the kitchen and rooms. Flowers and a card for the campers will make them feel welcome

Each officer to carry out their own duties, but also keep an eye on the others to see if they need assistance.

Be mindful of those with spiritual need and spend as much time as possible with the campers. (This does not apply to the cooks!)

9.2. Kitchen Facilities: When inspecting the campsite, also check on:

Whether the cooking has to be done on an open fire. Gas-cooker or other means

What fuel is available and where can this be obtained. Wood for barbeque or camp-fire?

Water supply. Is water readily available and is it safe for drinking?

If not, how can safe drinking water be obtained? Need for boiling?

Suitable large tables on which to work?

Washing-up facilities. If nothing else is available, provide large tubs for washing and others for rinsing. Provide dish washing detergents, hot water, if needed, drying cloths.

Somewhere to store perishables - refrigerator or ice-chest. Where can fresh ice be obtained?

Storage place for groceries and dry goods.

A kitchen or room that can be used as one

Refuse disposal - bins or large plastic bags, and where these can be emptied.

Protect food from flies and insects. Large muslin cloths, or other food covers.

Keep all food areas clean to avoid ants and other insects being attracted.

9.3. Meals and Supplies

Plan the menu for the whole camp in advance together with the cook.

This makes the initial ordering easier. Non-perishables can be ordered/ bought in advance. If ordering, arrange for the supplies to be sent to the site and keep copies of all orders made. For large numbers, whole-sale buying can cut prices

Try to plan ahead so that everything needed for the menu for the next 48 hours is on hand at any given time. Provided there is storage space for perishables.

Stores should be stacked neatly so it will be easy to check supplies daily..

Initial supply of perishables for the first two days - meat, milk, eggs, bread, vegetables, fruit and then replenished as needed. Find out about availability of such supplies near the camp-site. Keep a supply of powdered milk on hand in case the fresh milk runs out.

Ask friend to help bake home-made goodies for snacks

Cooking:

- Allow plenty of time for cooking. Large quantities take much longer to cook and it is easier to slow down the process, than to hurry it up!
- Each meal should be attractive in colour and serving, well-flavoured, hot and punctual. If meals are late the whole camp organization is affected.
- Those with long return journeys may need some food and drinks for the road. Make provision for this when planning the supplies.

9.4. Finances:

- * All goods supplied on credit to be accompanied by an invoice. Check and file at once in an “accounts to be paid” file. Report any discrepancy to the supplier at once Obtain cash vouchers for all cash purchases, keeping a careful day-to- day account
- * Ask for bills from suppliers at least two days before the end of the camp. Most grocers will, by prior arrangement take back any unused goods and credit this. Return chargeable empties for credit. Pay bills and obtain receipts before leaving the camp
- * It will be useful for future camps, to analyze the accounts at the end of the camp and work out the cost per person per day.
- * Campers to pay their fees soon after arrival - at least within the first two days.
- * Ensure that the traveling expenses of the speakers and cooks have been covered and give them a token of appreciation also at the close.
- * Refund gasoline money to transport helpers, unless this has already been covered by those traveling with them.

9.5. Transport: Arrange transport to the camp site as needed
 Some participants may be able to offer seats in their cars
 Give directions to those using public transport
 Order special coaches as needed
 Collect those needing this from railway stations, bus terminals
 Post clear directions along the road near the camp site and from the entrance to the reception, or main camp area.
 Ensure that everyone has transport for the return journey.

9.6. Programme:

SUGGESTED PROGRAMME FOR WEEKEND CAMP:
(vary as needed)

FRIDAY EVENING: As most people are still arriving, and are tired, arrange a welcome meeting with singing and slides. A brief introduction by the main speaker on the topic of his talks.

SATURDAY:

7am	Quiet Time
7.30 or 7.45am	Early morning prayer meeting
8.30am	Breakfast
9.30am	Morning meeting
10.30 or 10.45	Tea/coffee break
11am	Discussion groups
12 noon	Free time
1pm	Lunch
3.30pm	Afternoon tea/coffee
4 - 5.30pm	Practical session with discussion about HCF
6.30pm	Barbeque or campfire supper, followed by singing, testimonies and a brief message

SUNDAY:

Same program until lunch-time. Depending on the distance to travel home, there could be a brief meeting after lunch, with a farewell at the close.

Variations:

Allow for a time of prayer after the morning Bible Study in stead of an early morning prayer meeting.

Have a Scripture reading at Breakfast time.

Where a printed programme is not possible, make two large posters with details of the programme. One could be displayed outside the kitchen door, and the other in the meeting hall. Give the speakers and officers a printed copy of the programme.

9.7. Cleaning up:

After everyone has left, check through all the rooms to ensure that:

- Windows are closed
- Nothing has been forgotten by the campers
- All electrical appliances are switched off
- There are no taps dripping

- No trash lying around
- Lock all the doors and hand the keys to the authorities, unless the campers have done this themselves.
- Write letters of appreciation to the speakers, transport and other helpers, cooks and the authority in charge of accommodation
- Write a report of the camp, list all the information and keep details of receipts and accommodation etc. This is to be kept in a file marked with the place and date of the camp and is a valuable record for any future camps in the same venue.
- Send a follow-up letter to the campers, preferably written by the speaker
- Ensure that all borrowed articles are returned in good order and in a clean condition and that your own utensils have been packed away clean and ready for use next time.

9.8. Some suggestions for quantities:

Quantities as well as kinds of food, vary considerably from country to country. The amounts shown are a general guide for 50 people for one serving, (or daily if mentioned as such)

Barbeque roast (meat)	8 - 9 Kilos ie 170 grams per person
Beans	5 kilos
Bread	Approx. 6 - 8 loaves daily according to the size of the loaf Normal loaves can cut into 20 slices
Butter	16 portions can be cut from 250gms packet.
Carrots	1 medium sized carrot per person
Cauliflower	6 portions per medium cauliflower or 6 Kg.
Cold meats	6 - 7 Kilos ie 125 grammes per person
Eggs	50 Eggs. Allow one egg per person, scrambled eggs need more, plus milk.
Fish	6 - 7 Kilos
Fish cakes	100 - allow 2 per person.

Revised and updated: September 2008. Leonora van Tonder.