

Event Planning Kit – Lowell Snow Ministries

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Pastor's Folder

Event Planning Kit – Lowell Snow Ministries

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P.O. Box 500
Prairie Grove, AR 72753-0500
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lowellsnow@pgtc.com
www.lowellsnow.com

Lowell Snow Ministries

Writer/speaker - Presenting timeless truth for a new generation.

Dear Pastor,

I look forward to ministering to your congregation. As you begin planning, I assure you of my prayers and desire to help you and your congregation prepare for this significant opportunity.

The success of this event begins and ends with you, but that doesn't mean that you can do all the work in-between. I've been a pastor and I'm very aware of the temptation to just 'do-it-yourself' because it's easier. Getting people involved in preparation for an event consumes time and energy that is often in short supply.

The problem is that when the pastor tries to make the preparations on his own; the congregation doesn't feel ownership of the conference and therefore doesn't attend as well. Please let me help you get your folks involved so that this event will be all God wants it to be.

To that end I've prepared this Planning Kit to assist you. Before you set it aside to look at *later*; **please complete the first task on the Pastor's Check List now.**

Thanks again for inviting us to minister to your congregation. See you soon.

Sincerely,



Lowell Snow
The Prayer Guide

⋮
"I have come that you may have life more abundant!" John 10:10b

Pastor's Check List

Conference date: _____

Calendarize:

- ✚ Calculate the target dates for this check list and enter those targets on your calendar and a reminder program such as Outlook Tasks.

Recruit the Event Coordinator: target date _____

This is one of the most important preparations you'll make. Do it early. Get the right person in this position so you can turn the logistical preparations over to them and then you'll be able to concentrate on spiritual preparations.

- ✚ Look over the material in the Event Coordinator's folder. No need to study it – just get an idea of the task you'll be asking them to perform.
- ✚ Write down the names of several people that you might ask to serve as Event Coordinator and begin praying for God's direction. This person will administrate the event and moderate planning meetings leading up to it. They should be recruited with those skills in mind.
- ✚ Make a copy of the Event Coordinator Check List to give to the person you're recruiting.
- ✚ Meet personally with this person and share your vision of the conference with them. Give them the check list and ask them to pray about it and let you know in four or five days.
- ✚ Call them two days later and see if they have any questions. Encourage them and remind them to let you know what they decide in a couple of days.
- ✚ Call them three days later if you haven't heard from them. If they turn it down; express your appreciation for their consideration and move on to the next person.

Your own spiritual preparation:

- ✚ Be diligent in your personal devotions. Satan hates prayer and will do all he can to distract and discourage you. Pastors often report some great distraction just as the conference is about to begin so get 'prayed up'.
- ✚ Ask the Father to open your heart and mind to changes in the way you do corporate prayer. The conference will open new doors of spiritual opportunity, but you and your staff must be ready to lead the congregation through those doors after I'm gone. Prepare them to consider something new.

Read the Prayer Guide book: target date _____

- ✚ Please read my book, *Prayer Guide – A Manual for Leading Prayer*. Many misinterpret the title to mean that the book is a 'prayer guide' that helps the reader pray better. Indeed it will do that, but its unique purpose is to train the reader to become a living prayer **guide** who 'guides' others to encounter God through effective public and corporate prayer. (If you're short on time, be sure to read the last six chapters before the conference. Pages 119-149)

Preparing the congregation: target date _____

- ✚ Consider a series of two or three sermons on prayer leading up to the conference. I recommend John Franklin's book, *And The Place Was Shaken*, in particular, chapters 1, 2, and 7.

Name of church: _____ Conference dates: _____

Event Title -

Schedule Planning

Instructions:

- ✚ use the attached sheets to plan your conference schedule. Also see schedule options on our web site.
- ✚ then fill out the front and back of this sheet
- ✚ make copies and disperse to church leaders
- ✚ be sure entire staff is in agreement about the schedule
- ✚ send a copy of this sheet to **Lowell Snow Ministries, P.O. Box 500, Prairie Grove, AR 72753**
- ✚ put schedule on church calendar, web site, bulletin, etc.

Service or Session	Day/Time	Location (room)	Available Media

Notes:

Fill out as much as is applicable for your situation.

Event coordinator:

Phone: email:

Address:

Worship leader:

Phone: email:

Address:

Church Secretary:

Phone: email:

Address:

Prayer Coordinator:

Phone: email:

Address:

Publicity Director:

Phone: email:

Address:

Media Director:

Phone: email:

Address:

Check here: _____ if Lowell needs to provide PowerPoint equipment for any sessions.

Thank you for your help. Remember to send a copy of this sheet to:

Lowell Snow Ministries
P.O. Box 500
Prairie Grove, AR 72753-0500

Conference event descriptions:

{This information is provided to help you determine schedule and location for events.}

Conference - Prayer In the Real World

Worship service 1 – Praying With Purpose: Talking With God about Others

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Praying With Purpose* - 40 to 45 minutes – This message from I Tim.2:1-8 focuses on four ways we can pray for others: supplication, prayers, intercession, and thanksgiving.

Invitation - Commitment to intercessory prayer.

Worship service 2 – Hearing God Speak: God Talking With You

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Hearing God Speak* - 40 to 45 minutes – This is a follow up to *Talking With God*. It presents four steps to recognizing and hearing the still small voice of God.

Invitation - Commitment to righteousness and submission to God.

Worship service 3 – Praying Down Strongholds

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Praying Down Strongholds* [Spiritual Warfare] - 40 to 45 minutes – In Psalms 51 we see King David, crushed by sin, coming to God for help and healing. His prayer is presented as a path to victory for those waging a spiritual battle against a repeating stronghold of sin in their life.

Invitation - Commitment to righteousness.

Worship service 4 – Jesus Prayer

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Jesus Prayer* [Praying the prayer of Jesus for your loved ones] - 40 to 45 minutes – The seventeenth chapter of John is perhaps the most amazing prayer ever recorded. In the last hours before the crucifixion, Jesus prays for His followers. In this session, seven attributes of that prayer are folded into a guide that will help you pray for those you love from cradle to eternity.

Invitation - Commitment to daily prayer for those you love.

Staff and leadership meeting: Real Prayer Ministry

Duration - 1 hour

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Schedule – This can be a sermon but is targeted more toward church leadership so is better as a breakout session. It can be a weekday staff meeting, but I prefer to reach more of the church leadership.

Music - none

Message – *Real Prayer Ministry* – [How one congregation can change the world] This vision of prayer ministry isn't two ladies for tea on Tuesday. This is in-the-devils-face praying by a congregation standing in the gap for a crumbling culture. This is foxhole prayer by a church that realizes their only hope is for God to show up. In this down to earth session, the church is confronted with the reality that prayer must be as much a part of church DNA as Bible study and worship.

Worship Service 5: Congregational Call to Prayer (concluding session of the conference or revival.)

Duration – 1 hr. 15 minutes

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Music – begin with two songs.

Prayer time – I lead the congregation in a service of sharing and praying. The teachings presented during the conference will impact their lives, but it's this service that they'll never forget.

Conference - Journey Into the Presence of God

Worship service 1 – Talking With God: Talking With God in Private

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - During the music service, I'll lead a 5 to 7 minute prayer time that will bring your congregation into a corporate encounter with God. This will need to be scheduled so that music is before and after the prayer time with no break between. Also, I'll want soft background music playing during the prayer time. See Worship Leader folder for suggestions.

Music – Normal worship service, but accommodate the prayer time as indicated above.

Message - *Talking with God* - 40 to 45 minutes - focuses on the importance of a conversational relationship with Him.

Invitation – Commitment to private devotions and a willingness to let God lead them in life. I will also invite people to come forward for prayer.

Worship service 2 – The Forgotten Altar: Talking With God in Worship

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message - *The Forgotten Altar of Prayer* - 40 to 45 minutes - reveals that congregational prayer has always been the goal of worship from God's point of view. **PowerPoint is critical** to this message.

Invitation - Commitment to praying for and during the worship service.

Service/session 3 – Great Commission of Prayer: Talking With God in

Difficulty

Note: I do this powerful session in different formats. For an early morning or noon session, I have no music and do it in exactly one hour. For a worship service I shorten it some but it's still a long sermon because it contains my testimony.

Duration – 1 hour - (75 to 90 minutes including music service and prayer time when done as a worship service.)

Media – PowerPoint preferred.

Content - This teaching session focuses on praying about the most difficult problems of life. It includes my testimony of betrayal, agnosticism, and God's power to redeem through the faithful prayers of loved ones and friends. This is always the most powerful session for some. A handout is provided.

Music – none – (for a worship service adjust song service for a 50 minute sermon)

Message - *The Great Commission of Prayer* – from Matthew 18:18-20 - teaches the power of having a prayer partner as you faith your way through the most difficult struggles of life.

Invitation – (worship service only) Evangelistic invitation and commitment to praying with a spouse or other partner.

Service/session 4 – Prayer Basics: Prayer Foundations & Praying in Public

Duration – 50 to 75 minutes depending on schedule.

Media – PowerPoint preferred.

Music - none if this is used as a break-out session. If it's the main evening session; begin with two songs.

Content - I teach a lesson on the basics of prayer and praying in public that is helpful to all Christians. It opens with the fundamental concepts of faith and humility, then offers a Biblical progression of prayer that we as New Testament priests can use in any situation from the opening prayer of a Sunday School class to the opening session of Congress.

Worship service 5: Congregational Call to Prayer (concluding session of the conference or revival.)

Duration – 1 hr. 15 minutes

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Music – begin with two songs.

Prayer time – The whole service is a prayer meeting in which all the techniques taught in the sessions are used to bring the congregation into an hour long encounter with God.

Session 1 - Staff and leadership meeting: Building the House of Prayer

Duration - 1 hour

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Schedule - This is often a mid-afternoon meeting with the staff and/or lay leadership. I feel that this meeting is a critical element if lasting change is to be implemented. It opens with a visual presentation of our failure to treasure prayer at the heart of church life, presents the Biblical mandate for the New Testament House of Prayer, and concludes with discussion about your particular situation.

Music - none

Message - *The House of Prayer* – How the Cross converts the limitations of the Old Testament temple into the limitless potential of the New Testament house of prayer.

Session 2 – Prayer Guide Techniques: Talking With God in Groups

Duration – 50 to 75 minutes depending on schedule.

Media – PowerPoint preferred.

Music – no music if this session is used as a daytime teaching session. If it's the main evening session; begin with two songs.

Content - This teaching session covers the four Prayer Guide techniques from my book, *Prayer Guide – A Manual for Leading Prayer*. It is directed toward folks who lead group prayer, but is also beneficial to those who never expect to lead because it helps them participate in group prayer. Two of the techniques are great for teaching children to pray so encourage all your children's workers to attend.

Financial Information

Expenses: (when applicable)

If you send them forward on their journey in a manner worthy of God, you will do well, 3 John 6b NKJV

Travel

- **By car:** I prefer to travel by car most of the time. If the church or organization is paying our travel expense; the IRS amount for business travel by car can be found at www.irs.gov. For 2010 it's 50 cents. This can be calculated from zip code 72753 or we'll provide actual mileage based on odometer reading. If lodging is more than a mile from the conference location, consideration for this additional mileage is appreciated.
- **Air travel:** The church or organization will pay for one round trip ticket, expenses to and from the airport, and vehicle storage.
 - Northwest Arkansas Regional Airport (XNA) is 38 miles from my home.
 - Sometimes it's cheaper to schedule from Tulsa International Airport (TUL), Tulsa, Oklahoma. This airport is 100 miles from my home.

Lodging

- **Staying in a motel** - I can make arrangements and present receipts to the church for reimbursement or if the church desires to make reservations; my preferences are a non-smoking room with one bed, desk, refrigerator, and microwave.
- **Staying in a home** - My wife Peggy travels with me most of the time. We're very flexible about lodging and enjoy staying in people's homes when that best suits the church. In some situations a church member will set up a camper for us on the church grounds and we're fine with that too. We do both have mild allergies to pet dander.

Meals

- I will provide receipts for meals purchased in route and during the conference. If a predetermined amount is preferred, it can be based on \$10 per meal. During the conference we enjoy eating with families or groups in the church when possible.
- We both eat most foods and neither of us have food allergies.

Misc Issues

Facilities

- The sponsoring church or organization is responsible for providing facilities and media for the conference.

Selling Materials

- Generally, my wife Peggy will operate a materials table where we sell books, CDs, etc. The church is asked to provide a table in an appropriate strategic location. We prefer not to be located in the sanctuary, but the foyer often works well. Checks can be made out to Lowell Snow Ministries.
- In situations where multiple tables are necessary; the church is asked to coordinate helpers to operate the extra tables.
- If the church desires to make the book available to the congregation at reduced rates, a 'bulk rate' sheet is provided in this kit.

Our income

- We depend on God. We make no emotional pleas for money and go to both small and large congregations.
- This is our job. If your congregation is used to having pastors or denominational workers as guest speakers, please help them see that our love offering needs to be several times greater. They will receive a salary, insurance, retirement, and perhaps a second income from their spouse regardless of the love offering they receive. We have none of those benefits.
- Peggy and I have always served the Lord as a team. Together, we accepted God's call to this unique ministry in 2004 and both work at it full time. People often assume that because Peggy travels with me that we are financially independent. The truth is that we are frugal and live the life that we preach.
- Promotion is increasingly expensive. Because the conference is so unique, we must do a great deal of promotion just to let folks know we exist.
- The sale of materials is important both materially and spiritually. It provides additional income and a legacy of the message that we teach so please help us promote our materials.

Remuneration options:

1. Conference Registration Fee

- Many people respond better to a registration fee. The fee communicates value and time well spent. Also, they know they're not going to be asked for an offering.
- The registration fee is \$25 per person (\$35 per couple) for the conference sessions. A \$1,200 (60 people) minimum is appreciated. The church or organization is encouraged to offer scholarships.
- This fee includes a free copy of my *Prayer Guide* book. (one book per couple) Books and registration forms will be provided in advance of the conference.
- Regularly scheduled worship services are not considered conference sessions so those attending are not required to register or purchase a book.

2. Contract agreement

- This is often preferred by congregations that host numerous special events and speakers. A minimum of \$10 per person in the Sunday morning service plus expenses is appreciated.
- Present our financial needs to church leadership. Determine the remuneration and contact me by mail, phone, or email for acceptance.

3. Love Offering

Pastor's check list

- You want to present the offering joyfully and enthusiastically so begin praying about it well before the conference begins.
- Plan your promotion of the offering. Prepare an introduction of our ministry that will get your people excited about being a part of what God is doing.
- Determine when you will promote the offering.
 - Please promote the offering in the Sunday morning service. Do your best to get everyone to give something in this service. If they give, they're much more likely to return. One procedure that seems to work well is to promote the offering at the conclusion of the service and have ushers stand at the doors.
 - Please mention the offering enthusiastically in every session and service and provide some method of response.
 - The next to last service is also important because it reminds those who've procrastinated to come prepared at the final service.
- Instruct your ushers on when and how the offering is to be taken. If they're not prepared; it leaves the impression that the love offering isn't important to you.
- Please lead your church to give the entire love offering to our ministry and pay all other expenses from the budget.

Promote the offering

- The key word in fund raising is 'ask'. If you don't ask your people to give generously; they'll assume our ministry doesn't really need their money. Here are some thoughts that may help:
 - **Be Biblical.** Each member of the congregation has a Biblical responsibility to support guest ministers and the Bible even tells them how much to give; they are to give an offering that makes them happy.
 - **Be prepared.** Prepare a different Biblical offering presentation for each session and service. Include some aspect of our ministry each time.
 - **Give a good introduction.** God is doing some wonderful things through our ministry. That's why you asked us to come. Share that excitement with your people.
 - **Participate in the offering.** If you don't participate; you won't be excited about asking the congregation to give. It's not a bad idea to let them see you be the first to put your offering in the plate.
 - **Make some comparisons.** People give value to the conference by investing their time and money. The conference will require several hours of their time so you might compare it to a family outing to a theme park, a few hours of wages, etc.
 - **Don't underestimate the congregation's** desire to give an offering they can be excited about.

4. Budget guaranteed love offering

- The prayer conference doesn't provide as many opportunities to receive a love offering as a revival so some churches aren't confident of its outcome. For that reason, the pastor presents our ministry needs to church leadership prior to the conference and they set what they feel would be a worthy offering for their church. Then if the love offering doesn't meet that amount, the rest is made up from the church budget.

Event Coordinator's Folder

Event Planning Kit – Lowell Snow Ministries

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P.O. Box 500
Prairie Grove, AR 72753-0500
Ph: 479-846-1982 cellular: 479-409-5151
lowellsnow@pgtc.com
www.lowellsnow.com

Lowell Snow Ministries

Helping You Build the House of Prayer

Event Coordinator,

I want to thank you in advance for your help in planning this significant event that I believe can truly have a lasting impact on your church.

I've enclosed a detailed 'check list' that I hope will be a help in your preparations. If you have access to Excel, you can download an interactive version of this check list from the promotional materials page of my web site.

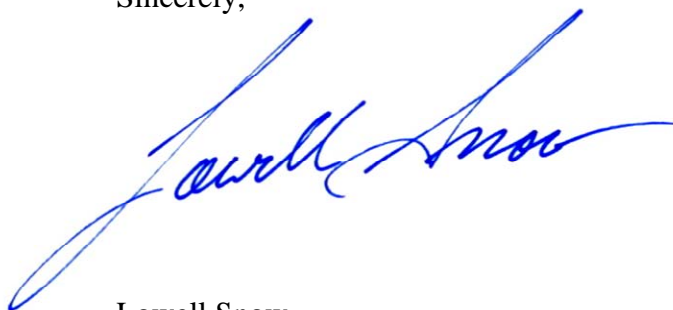
I've also enclosed the same planning sheets that the pastor has. When the schedule is determined, please see that I get a copy of it along with the contact info for the event team.

The publicity director is provided a letter and catalog of promotional materials. Would you check with them and be sure they got it? When you discuss the promotional materials with them, remember that most of the materials are available for free as downloads from the web site.

The worship leader and PowerPoint operator should also have received information folders. Please encourage them to contact me if they have questions.

I'll be praying for you and the church regularly that we may truly experience a Journey into His presence. Please put me on your prayer list as well.

Sincerely,



Lowell Snow

.....
"I have come that you may have life more abundant!" John 10:10b

Event Coordinator Check List Here

Name of church: _____ Conference dates: _____

Event Title -

Schedule Planning

Instructions:

- ✚ use the attached sheets to plan your conference schedule. Also see schedule options on our web site.
- ✚ then fill out the front and back of this sheet
- ✚ make copies and disperse to church leaders
- ✚ be sure entire staff is in agreement about the schedule
- ✚ send a copy of this sheet to **Lowell Snow Ministries, P.O. Box 500, Prairie Grove, AR 72753**
- ✚ put schedule on church calendar, web site, bulletin, etc.

Service or Session	Day/Time	Location (room)	Available Media

Notes:

Fill out as much as is applicable for your situation.

Event coordinator:

Phone: email:

Address:

Worship leader:

Phone: email:

Address:

Church Secretary:

Phone: email:

Address:

Prayer Coordinator:

Phone: email:

Address:

Publicity Director:

Phone: email:

Address:

Media Director:

Phone: email:

Address:

Check here: _____ if Lowell needs to provide PowerPoint equipment for any sessions.

Thank you for your help. Remember to send a copy of this sheet to:

Lowell Snow Ministries
P.O. Box 500
Prairie Grove, AR 72753-0500

Conference event descriptions:

{This information is provided to help you determine schedule and location for events.}

Conference - Prayer In the Real World

Worship service 1 – Praying With Purpose: Talking With God about Others

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Praying With Purpose* - 40 to 45 minutes – This message from I Tim.2:1-8 focuses on four ways we can pray for others: supplication, prayers, intercession, and thanksgiving.

Invitation - Commitment to intercessory prayer.

Worship service 2 – Hearing God Speak: God Talking With You

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Hearing God Speak* - 40 to 45 minutes – This is a follow up to *Talking With God*. It presents four steps to recognizing and hearing the still small voice of God.

Invitation - Commitment to righteousness and submission to God.

Worship service 3 – Praying Down Strongholds

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Praying Down Strongholds* [Spiritual Warfare] - 40 to 45 minutes – In Psalms 51 we see King David, crushed by sin, coming to God for help and healing. His prayer is presented as a path to victory for those waging a spiritual battle against a repeating stronghold of sin in their life.

Invitation - Commitment to righteousness.

Worship service 4 – Jesus Prayer

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Jesus Prayer* [Praying the prayer of Jesus for your loved ones] - 40 to 45 minutes – The seventeenth chapter of John is perhaps the most amazing prayer ever recorded. In the last hours before the crucifixion, Jesus prays for His followers. In this session, seven attributes of that prayer are folded into a guide that will help you pray for those you love from cradle to eternity.

Invitation - Commitment to daily prayer for those you love.

Staff and leadership meeting: Real Prayer Ministry

Duration - 1 hour

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Schedule – This can be a sermon but is targeted more toward church leadership so is better as a breakout session. It can be a weekday staff meeting, but I prefer to reach more of the church leadership.

Music - none

Message – *Real Prayer Ministry* – [How one congregation can change the world] This vision of prayer ministry isn't two ladies for tea on Tuesday. This is in-the-devils-face praying by a congregation standing in the gap for a crumbling culture. This is foxhole prayer by a church that realizes their only hope is for God to show up. In this down to earth session, the church is confronted with the reality that prayer must be as much a part of church DNA as Bible study and worship.

Worship Service 5: Congregational Call to Prayer (concluding session of the conference or revival.)

Duration – 1 hr. 15 minutes

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Music – begin with two songs.

Prayer time – I lead the congregation in a service of sharing and praying. The teachings presented during the conference will impact their lives, but it's this service that they'll never forget.

Conference - Journey Into the Presence of God

Worship service 1 – Talking With God: Talking With God in Private

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - During the music service, I'll lead a 5 to 7 minute prayer time that will bring your congregation into a corporate encounter with God. This will need to be scheduled so that music is before and after the prayer time with no break between. Also, I'll want soft background music playing during the prayer time. See Worship Leader folder for suggestions.

Music – Normal worship service, but accommodate the prayer time as indicated above.

Message - *Talking with God* - 40 to 45 minutes - focuses on the importance of a conversational relationship with Him.

Invitation – Commitment to private devotions and a willingness to let God lead them in life. I will also invite people to come forward for prayer.

Worship service 2 – The Forgotten Altar: Talking With God in Worship

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message - *The Forgotten Altar of Prayer* - 40 to 45 minutes - reveals that congregational prayer has always been the goal of worship from God's point of view. **PowerPoint is critical** to this message.

Invitation - Commitment to praying for and during the worship service.

Service/session 3 – Great Commission of Prayer: Talking With God in

Difficulty

Note: I do this powerful session in different formats. For an early morning or noon session, I have no music and do it in exactly one hour. For a worship service I shorten it some but it's still a long sermon because it contains my testimony.

Duration – 1 hour - (75 to 90 minutes including music service and prayer time when done as a worship service.)

Media – PowerPoint preferred.

Content - This teaching session focuses on praying about the most difficult problems of life. It includes my testimony of betrayal, agnosticism, and God's power to redeem through the faithful prayers of loved ones and friends. This is always the most powerful session for some. A handout is provided.

Music – none – (for a worship service adjust song service for a 50 minute sermon)

Message - *The Great Commission of Prayer* – from Matthew 18:18-20 - teaches the power of having a prayer partner as you faith your way through the most difficult struggles of life.

Invitation – (worship service only) Evangelistic invitation and commitment to praying with a spouse or other partner.

Service/session 4 – Prayer Basics: Prayer Foundations & Praying in Public

Duration – 50 to 75 minutes depending on schedule.

Media – PowerPoint preferred.

Music - none if this is used as a break-out session. If it's the main evening session; begin with two songs.

Content - I teach a lesson on the basics of prayer and praying in public that is helpful to all Christians. It opens with the fundamental concepts of faith and humility, then offers a Biblical progression of prayer that we as New Testament priests can use in any situation from the opening prayer of a Sunday School class to the opening session of Congress.

Worship service 5: Congregational Call to Prayer (concluding session of the conference or revival.)

Duration – 1 hr. 15 minutes

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Music – begin with two songs.

Prayer time – The whole service is a prayer meeting in which all the techniques taught in the sessions are used to bring the congregation into an hour long encounter with God.

Session 1 - Staff and leadership meeting: Building the House of Prayer

Duration - 1 hour

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Schedule - This is often a mid-afternoon meeting with the staff and/or lay leadership. I feel that this meeting is a critical element if lasting change is to be implemented. It opens with a visual presentation of our failure to treasure prayer at the heart of church life, presents the Biblical mandate for the New Testament House of Prayer, and concludes with discussion about your particular situation.

Music - none

Message - *The House of Prayer* – How the Cross converts the limitations of the Old Testament temple into the limitless potential of the New Testament house of prayer.

Session 2 – Prayer Guide Techniques: Talking With God in Groups

Duration – 50 to 75 minutes depending on schedule.

Media – PowerPoint preferred.

Music – no music if this session is used as a daytime teaching session. If it's the main evening session; begin with two songs.

Content - This teaching session covers the four Prayer Guide techniques from my book, *Prayer Guide – A Manual for Leading Prayer*. It is directed toward folks who lead group prayer, but is also beneficial to those who never expect to lead because it helps them participate in group prayer. Two of the techniques are great for teaching children to pray so encourage all your children's workers to attend.

Stonehouse Creations

Prayer Guide book – Bulk Rates

October 26, 2011*

[Bulk prices do not include S&H or 7.25% sales tax applied to Arkansas residents.]

	Quantity Total	**Web.price	Conf. price	Bulk price	
Unopened case:					
Unbound	44	14.90	13.00	\$8.00	\$352.00
Perfect bound	42	18.90	15.00	\$10.00	\$420.00
Spiral bound	n/a				
Opened case – 10 or more books:***					
Unbound	10 +	14.90	13.00	\$10.00	
Perfect bound	10 +	18.90	15.00	\$12.00	
Spiral bound	10 +	21.90	18.00	\$15.00	

* Bulk prices good for 90 days.

- ✚ S&H costs will be actual shipping costs plus a \$5 handling charge.
- ✚ Bulk rate orders must be delivered to one address and paid for with one check prior to or at the beginning of the conference.
- ✚ Bulk prices do not include S&H or 7.25% sales tax applied to Arkansas addresses.
- ✚ Unopened cases may be returned at the conclusion of the conference for full payment minus S&H.
- ✚ Left over books in opened cases and in good condition may be returned at the conclusion of the conference for 90% of the purchase price.
- ✚ The church will be responsible for selling and/or distributing books purchased at bulk rates.

** Web site prices include shipping and handling.

*** Mixing of bindings is accepted at open case prices.

The Great Commission of Prayer

{Praying about your most difficult problems}

Matthew 18:18-20

1. No Purer Motive

Do you want what Jesus wants?

- Are you seeking to purge your prayer of selfish desire?
- Are you willing to see your problem in the light of Jesus' priorities: the lost saved, the fallen reconciled, and the weak protected?

2. No Greater Ambition

Will you do the hard work of prayer.

- Are you passionate for God's perfect will?
- Do you work diligently at the tasks God gives you?
- Do you willingly sacrifice things of this world to have the things of God?

3. No Stronger Fellowship

Has a Godly person 'joined' you in this prayer?

- Are you both committed to praying it through to God's conclusion?
- Are you seeking agreement in how to pray?
- Are you spending time together in prayer, Bible reading, and sharing?

4. No Higher Power

Are you aware of Jesus' presence when you pray?

- Are you seeking to hear the prayer of Jesus?
- Are you modifying your prayer to agree with His?

Lowell Snow Ministries

www.leadingprayer.com

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Lowell Snow Ministries

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Prayer Coordinator's Folder

Event Planning Kit – Lowell Snow Ministries

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Prairie Grove, AR 72753-0500
Ph: 479-846-1982 cell: 479-409-5151
lowellsnow@pgtc.com
www.lowellsnow.com

Lowell Snow Ministries

Helping You Build the House of Prayer

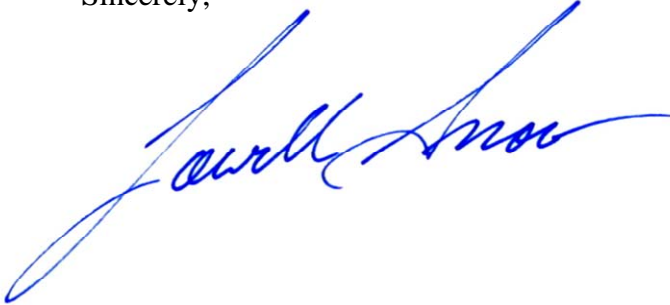
Prayer Coordinator,

Thank you so much for agreeing to help your congregation make prayerful preparation for this significant event. It's so important that we invite God to join us and bless this event.

To help you with this task, I've prepared a number of suggestions. Every situation and church is different so use what will work for you. Just keep in mind, prayer makes a difference! We want to lead the church to pray not just teach them about prayer.

I've also included a check list to help you get organized. Thanks again and don't hesitate to contact me. Notice my contact information at the top of the page.

Sincerely,




Lowell Snow

"I have come that you may have life more abundant!" John 10:10b

Prayer Coordinator's Check List:

- ✚ Read and become familiar with the information in your folder.
- ✚ Your goal is to get the whole congregation praying toward the conference for several weeks leading up to it. You'll want to get them to pray in personal devotions, family devotions, small group meetings, special events and during worship services. Here are some suggestions to choose from:
 - Personal Devotions.
 - As soon as possible, start providing a weekly prayer list in the Sunday bulletin and ask the congregation to pray over it every day. This list should include sick and bereaved, but not the full church prayer list. This is an abbreviated list with the most urgent needs. In most cases not more than fifteen needs total and you need to maintain an equal number of Kingdom needs: missionaries, staff, church leaders, church ministries, etc. Change it every week and have at least one entry for the Prayer Conference which is also changed from week to week.
 - Create a prayer guide the week before the conference. Don't make it long. Just a daily verse and paragraph or two related to what church leadership is asking God to do through this conference. The Pastor and event coordinator can provide you with descriptions of the sermons and sessions of the conference, but the more it's tailored to your congregation, the better.
 - Family Devotions.
 - Encourage families to use the same materials that are mentioned above for personal devotions.
 - Create 5"x4" prayer tents for families to place in a prominent location where they'll see it when they eat meals together. Ask them to have a prayer of thanks before every meal and to pray for the conference.
 - A prayer tent is made by cutting 8.5"x11" card stock in half and folding it once to create a little tent that will stand up on it's own like this ^.
 - Be creative in what you print on the sides. It should be individual to your church. The dates and times of the prayer conference should be prominently displayed. If the church is planning a 24 hour prayer vigil, that should be on it. If there are two or three special needs that church leaders are praying in earnest for God to meet; put those on it too.
 - Group meetings.
 - Encourage Bible Study groups to use the bulletin prayer list as a focus for their group prayer time. Ask committee chairman to do the same including the staff and deacons.
 - Special Events.
 - Prayer Walk – Just before the conference plan simultaneous prayer walks of the church buildings and grounds, schools, government buildings, and neighborhoods. Saturday morning or Sunday afternoon are good times. Chapter 16 in the Prayer Guide book is about prayer walking if you're not familiar with it.

- 24 Hour Prayer Vigil – Organize the vigil to conclude just as the conference is beginning. I urge you to do this even if you can't fill every hour. People consistently say this is a significant event in their spiritual life.
 - The best plan is to have folks come to the church building. You'll need to provide security especially during night hours.
 - Display the sign-up board prominently in the church. A white board is best because people's schedules change.
 - It's imperative that you provide a prayer guide for those who come to pray. See the *One Hour Alone With God - Prayer Guide* in these materials. Other prayer guides can be found on the internet.
 - Detailed instructions are included with the One Hour Prayer Guide.
- 24/7 prayer chain – This is a stretch for most churches so I don't recommend it unless it's already going or it's a specific goal that the pastor hopes to accomplish through the prayer conference. In my experience, prayer chains don't fail for lack of motivation, but lack of administration and membership.
 - The idea is that each person calls the person who's next on the list when their time is up. If that person doesn't answer, they call the next person on the list so the chain won't be broken.
 - When they are not going to be able to do their part, they are to notify the person before them on the list of who will be taking their place. Everyone on the chain needs a list of everyone else's phone number.
 - An up-to-date prayer guide is crucial for the success of these prayer warriors. A password protected web page is perfect for this. A private Facebook account can be used. For those without internet access, a printed copy should be provided weekly.
 - Whoever administrates this ministry needs to be a cheerleader for these folks because so much of what they do is unseen yet so vital. Hugs and pats on the back need to be frequent. Also, the church needs to be made aware of the victories that come through the sacrifice of these unseen prayer souldiers.
- Worship Services.
 - Find out who will be leading prayer in Sunday services and ask them to remember the conference when they pray.
 - Congregational Call to Prayer – This is a prayer and testimony service generally held in the sanctuary usually on Sunday preceding the conference.
 - Chapter 20 in the Prayer Guide book gives specific instructions for this kind of service. Generally it should be led by church staff.
 - Special prayer time for revival – Ask the pastor to modify the First Person Prayer Time located in this material and use it on a Sunday morning preceding the conference.

 Circle the events above that you feel could be used in your situation. Add ideas of your own.

- ✚ Meet with the pastor and/or event coordinator to discuss and determine which prayer events to plan.
 - Agree on a tentative schedule for prayer events if possible.
 - Ask what secretarial help, materials, and budget will be available to your team.
- ✚ Recruit a team to work with you. It may be easier to work by yourself, but the more people you get involved, the better it is for the congregation and the outcome of the conference.
 - Make a list of possible team members and present the list to the pastor/event coordinator for approval. Try to get folks who are spiritual but don't normally get involved.
 - Match the people on your list to specific prayer events you've decided to do.
 - Contact the people on the list personally. Tell them specifically what you will be expecting them to do.
- ✚ Meet with your team.
 - Provide copies of any materials from this kit that they might need. Also provide a folder and writing materials so they can take notes and get organized.
 - Provide contact information for everyone on the team.
 - Provide a calendar sheet for the time between now and the conference. If the prayer events are already scheduled, put these dates on the calendar.
 - The event coordinator and/or pastor have a promo DVD of the conference that you might use to motivate your team.
 - Discuss the prayer events planned.
 - Explain what if any secretarial help and materials are available to them.
 - Be sure everyone is clear on who is responsible for which events.
 - Be sure everyone is clear on the dates.
- ✚ Lead your team.
 - Lay out target times for each preparation for each event.
 - Communicate this schedule with the team member in charge of that event and ask if they think your goals are realistic. Adjust accordingly.
 - Communicate with team members regularly to see what they need to facilitate their work.
 - See that their work is acknowledge by the church in some way during the conference.

First Person Prayer Time

[To be used a week or so before the Prayer Conference]

Guiding the prayer time:

This prayer time could be used during the prayer time with a Bible study class or during a worship service.

If this is the first time you've led a guided prayer time; read over sections 1 and 3 in the Prayer Guide book; listen to Lowell Snow lead a guided prayer time on his web site (www.leadingprayer.com), DVD, or CD; and then practice reading it out loud. Feel free to edit it however you want.

If you're leading a worship service; you might ask for instrumental music to be played very softly in the background. This background music should not have a recognizable melody. Some musicians can play beautiful chord progressions that work well. Others will find it easier to play the chords of an unfamiliar hymn or song. The prayer time should come at the heart of worship with at least one song before it and one after. Try to eliminate 'dead time' before and after the prayer time. Click here for more help or see Appendix 2 in the back of the Prayer Guide book.

As you lead the prayer time - [Don't read the instructions in brackets]

As you read the scriptural meditation - emphasize the words in **bold**.

As printed, the prayer time takes a little over 7 minutes.

[Introduction]

"Our church is in need of revival. Many have fallen away and turned to the world for comfort and fulfillment. Many in the church have thrown up their hands in frustration. What are we to do? Who will we turn to?"

"For the next several minutes we're going to turn to God in a special time of prayer for revival. If you're physically able to be on your knees for several minutes; I invite you come to the altar or kneel there in your pew. Otherwise, just remain in your seat with your head bowed.

[wait 3 seconds]

"I'll wait a few more seconds for those who are coming to the altar.

[wait until the congregation is settled.]

"Let's bow our heads and join our hearts in silent prayer.

[wait 2 seconds]

[Scriptural Meditation]

"As we begin our prayer time; we'll let God speak first through His Holy Bible. Listen to every word.

[wait 2 seconds]

Be **still**, and know that I am God;

I will be **exalted** among the nations,

I will be **exalted** in the earth! [Ps 46:10 NKJV]

[wait 1 second]

Be still, and **know** that I am God;

I will be exalted among the **nations**,

I will be exalted in the **earth!**

[wait 1 second]

Be still, and know that I am **God**;
I **will** be exalted among the nations,
I **will** be exalted in the earth!

[wait 2 seconds]

The **Lord** of hosts is with us;
The **God** of Jacob is our refuge. [Ps 46:11 NKJV]

[wait 1 second]

The Lord of hosts is with **us**;
The God of Jacob is **our** refuge. [Ps 46:11 NKJV]

[wait 3 seconds]

“As you continue with your heads bowed and eyes closed; I’d like you to think about the 40 days Jesus spent fasting and praying in the wilderness. Try to see Him there. It’s the final day. He’s thin and weary. His surroundings are dirt, and rock, and sun. The only sounds are wind and the voice of Jesus asking the Father for strength to carry out the plan of salvation.

“Then you hear steps. You turn and it’s Lucifer. You watch as he tempts Jesus to forsake the hardships of the Father’s plan.

“It is written, 'Man shall not live by bread alone, but by every word that proceeds from the mouth of God.' Jesus says. [Matt 4:4 NKJV]

“Again Satan tempts Him.

“Again Jesus refuses, “You shall not tempt the Lord your God.' [Matt 4:7 NKJV]

“Now you’re on a high mountain. Lucifer gestures in every direction and tempts Jesus with power on Earth if He will abandon the plan of salvation and bow to him.

“Jesus slowly turns. He gazes at one town and then another – this city and that. [wait 1 second] He wipes a tear from His eye as He turns and faces Lucifer. The muscles in His jaw flinch as He points to the horizon.

"Away with you, Satan! For it is written, 'You shall worship the Lord your God, and Him only you shall serve.'" [Matt 4:10 NKJV]

[wait 3 seconds]

[Prayer by Suggestion]

“Please continue with your heads bowed. Pray silently now and praise Jesus for not giving in to Satan’s temptations.

[wait 3 seconds]

“Now thank Him for dying on the cross so you could have eternal life.

[wait 3 seconds]

“Jesus died on the cross for your sin. Is there anything in your life right now that’s not pleasing to Him? It could be something wrong you’ve said or done. It could even be something you should have done, but didn’t. Would you talk to Him silently about that now? Don’t make excuses or blame someone else. Be humble and honest.

[wait 10 seconds]

“Our church desperately needs revival and our leaders have asked us to pray for them. Pray silently now for pastor _____.

[wait 3 seconds]

“Pray for Lowell Snow who will be leading the upcoming prayer conference.

[wait 3 seconds]

“Pray that God will help us become a praying church.

[wait 3 seconds]

“Pray that God will help us learn to pray together more effectively.

[wait 3 seconds]

“Pray that God will give us as a new burden for lost people in our own community.

[wait 3 seconds]

“Are you available to God? Can He depend on you to do His will even if it means sacrifice on your part? Will you pray right now and tell God that you are available to Him?

[wait 3 seconds]

“Do you know someone who doesn’t have a personal relationship with Christ? Pray silently for them right now.

[wait 3 second]

“Ask God to show you opportunities to share His love with them.

[wait 3 seconds]

“Ask God to give you opportunities to talk with them about your relationship with Christ.

[wait 3 seconds]

“If we are to be the church God created us to be; we must be a praying church. Will you make a commitment today to participate in the upcoming prayer conference? If so, make that commitment to Him now.

[wait 3 seconds]

“Our Father, we join our hearts today to worship you and beg for revival. There is so much good you have done here, yet we know there is also sin and failure. We repent of our sins and plead for your help as we seek to change our course. Please bless and anoint this prayer conference. Fill the speaker with your Holy Spirit and give us a fresh anointing of your grace and power.

[Benediction:]

Now to the King eternal, immortal, invisible, to God who alone is wise, be honor and glory forever and ever. Amen. [1 Timothy 1:17 NKJV]

From Lowell Snow Ministries – www.leadingprayer.com. You may reproduce this prayer time in any form and forward it to others, but please keep this reference and web site address attached.

One Hour Alone With God - Prayer Guide

[To be used for the 24 Hour Prayer Vigil just before the Prayer Conference]

Get comfortable and have your Bible

Spend the next hour reading slowly through this prayer meditation for renewal. Before you start, ask God to speak to you during this next hour. This is a great time for couples or families to share in prayer.

If we are to have renewal, it must begin with me!

Because I must be willing to lay my life, talents, time, money, and all that I am on God's altar. Renewal comes from God alone. It comes to His people through soul searching, confession of sins, and emptying of self. Then they are ready to be filled with the Holy Spirit.

Am I willing to be filled with the Spirit?

Do I have enough faith to let God do with me as He wills?

Confess all known sin to the Lord. Read Proverbs 28:13; 1 John 1:8-9; and Psalm 51:1-6.

Three kinds of sin must be confessed:

Private—against God alone—must be confessed to God alone,

Personal—sins against others—there can be no peace until this sin is confessed to God.

Public—sins against the Body of Christ—all gossip, tale hearing, wrong attitudes, whisperings “You know what?” and—sins against society—lack of involvement, wrong attitudes, “Because I was thirsty and you...”

If these are not confessed, we cannot be filled with the Holy Spirit.

There must be cleansing then filling; power then witnessing; self-preparation then others.

Make room for God's best. Ask God.

In a quiet time alone with God, take time to examine your own heart. Turn the pages slowly; consider each question. Let God grade you; lay bare every sin and ask God's forgiveness.

Remember, “If we say, ‘We have no sin’, we are deceiving ourselves, and the truth is not in us. If we confess our sins, He is faithful and righteous to forgive us our sins and to cleanse us from all unrighteousness” (1 John 1:8-9).

Am I really concerned about renewal?

Am I willing to pay the price?

Am I willing to do anything God wants me to?

Is renewal first in my plans?

Am I sinning by not praying? You do not have because you do not ask” (James 4:2).

Have I neglected the Word of God?

Have I forgiven everyone?

Is all resentment out of my heart?

Am I willing to ask forgiveness from anyone I have wronged in any way?

Am I impatient? Am I irritable?

Do I get offended easily?

Do my “hurt feelings” keep me from serving God?

Do I get angry?

Do I bear grudges?

Do I blow up?

Do I swell up with resentment?

Do I have ill will toward anyone?

Am I willing to ask God right now to help me put it out of my heart?

Read Matthew 6:12-15; 18:21-35; Luke 6:27-37.

Have I been dishonest with God or with my church?

Have I broken any promise or pledge made to God?

Have I kept my prayer promise made in an emergency now that the crisis is over?

Am I dishonest with others?

Do I try to leave a wrong impression if I can?

Do I covet what others have?

Am I too concerned about things?

Have I sought physical blessings more than spiritual blessings?

Have I paid all my debt to others?

Do I have anything in my possession which does not rightly belong to me?

Do I have any habits which I should forsake? Have I realized my total dependence on God for deliverance?

Is there jealousy in my heart?

Do I have sinful pride in my heart?

Have I wronged anyone and failed to make restitution?

Did I pray for those involved?

Is my mind honest and clean in the sight of God?

Am I faithful to my wedding vows both in thoughts and deeds? Read Matthew 5:28.

Am I willing and ready to forgive any wrong against me or my family?

Do I have a secret sin which I excuse but should forsake?

Have I been worried about things over which I have no control?

Do I fret or complain about the leaders in the church?

Does my pastor know that he can count on me?

Am I a minister of reconciliation and an ambassador for Christ in the marketplace and in the community where I live, work, and play? Read 2 Corinthians 5:17-20.

Am I guilty of the sin of unbelief?

Am I salt and light in my world? Read Matthew 5:13-16.

Do I really believe in the power of God to cleanse any sin ... to change my life ... to take care of any situation ... to guide me in my decisions?

Remember now the marvelous grace of God.

God has promised to forgive every confessed sin. Read Isaiah 1:18, 44:21-22; Hebrews 8:12, 10:17; 1 John 1:7,9

God loves you, do not despair!

Pray for yourself, for cleansing, for strength, and for courage to forsake sin.

Ask God to fill you with the Holy Spirit. Trust God, fear not!

Surrender your self-will, ambition, desires, plans, hopes, time, and talent. You are giving yourself to One who loves you, knows you-your past and your future-all about you. God's way is best for you!

Pray for your church, your pastor, for other leaders, and for weak Christians. Pray for unity and love in the church. Examine yourself to make sure you are a help and not a problem in the church.

[If you've been provided with a list of specific needs to pray for – do that now.]

Worship God! Suggested Bible readings: Psalm 95:6; John 4:24; Revelation 14:7; Isaiah 6:1-8

Praise the Lord! Thank God for the blessings you have received.

Read Psalms 9:11; 67:3; Hebrews 13:15.

Four-fold reason for praise: 1 Peter 2:9

Thank God for your cleansing, for God's forgiveness, for the Holy Spirit, for victory, and for renewal! Thank Him for the opportunity He is going to give you to witness before this week is over!

Expect great things from God!

Do not be afraid to go where God leads or to give your testimony.

God bless you!

How has God impressed you through this meditation?

The Scriptures used in this meditation help us give honor and glory to Christ and help us know we can trust Him to lead us.

I pray for a great Holy Spirit Renewal! May our Lord bless and cleanse us.

24-Hour Prayer Vigil Instructions

One of the most critical responsibilities of the Prayer team is to plan the 24-Hour Prayer Vigil to be offered at the church. This prayer chain should begin 24 hours before the conference begins. The Prayer team will publicize the prayer chain, encourage the membership to be involved, and provide a method for participants to commit to the vigil.

The Prayer group will select a place in the church, preferably at the altar, for the 24-Hour Prayer Vigil and publicize its location. The sanctuary or room may be set up with soft lighting and soft instrumental music and have tables with Bibles, copies of the prayer list, copies of *One Hour Alone With God*, other helpful prayer materials, and a clock. Post instructions to enter in silence to avoid disturbing other intercessors. Provide a surplus of space and materials in case people come without having signed up. Leave a notice that intercessors may remain in the prayer room longer than the hour which they planned.

Security is an issue that must be dealt with in most areas. The simplest way is to keep the building locked and have men monitor the entrance during times when security is an issue. Many churches have found it wise to plan a method of keeping the chain of prayer going after it begins. Outside the place of prayer, display the list of people who have signed up to pray, with their designated times and telephone numbers. Arrange for a telephone to be available. (Cordless phones work if there's not a phone jack available.) Before going in to pray, each intercessor can call to remind the person who follows the next hour. This is especially helpful for those who will be coming to the church in the middle of the night.

Several methods have been used to secure a good number of intercessors for the vigil. Small churches have displayed a poster with a circle divided into 24 "slices" and the membership is encouraged to sign their names in one of the hour slots. Larger churches have designated Sunday School classes or departments to take specific periods.

It doesn't matter how many are praying each hour. Let people sign up as they want. Couples are encouraged to come together.

If the person who is scheduled does not come or is late, encourage others to remain until another intercessor arrives so the chain isn't broken.

Men and couples should be scheduled for the nighttime hours, with women and young people praying during the daytime or early evening hours. Encourage senior citizens and others who cannot come to the church to commit to pray at home for the renewal of the church, but this should not eliminate anyone from coming to the church.

This is a resource from the *Church Preparation Manual* for the *Prayer Empowering Weekend* of the *Church Renewal Journey* which is sponsored by the North American Mission Board of the Southern Baptist Convention. www.churchrenewal.net

Publicity Director's Folder

Event Planning Kit – Lowell Snow Ministries

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Prairie Grove, AR 72753-0500
Ph: 479-846-1982 cellular: 479-409-5151
lowellsnow@pgtc.com
www.lowellsnow.com

Lowell Snow Ministries

Helping You Build the House of Prayer

Publicity director,

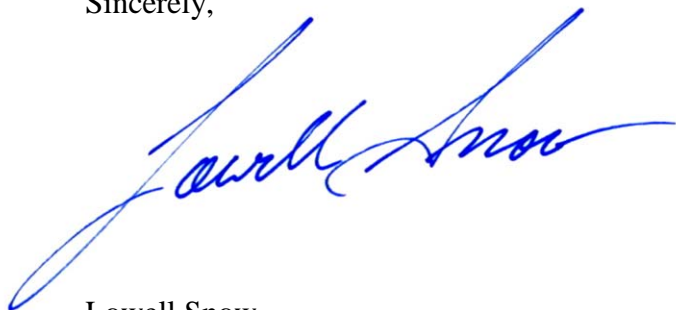
Thank you so much for agreeing to help with publicity for this significant event. It's so important that people be aware of and understand what's happening. The rule of thumb is that they need to hear about it at least three times from at least three different places.

To help you with this task, I've prepared a number of promotional items. They can be found in the catalog I've enclosed and/or the 'promotional materials' page of the web site, www.leadingprayer.com. Anything you can download and print from that page is absolutely free. Some have to be modified and I will be glad to help you.

Every situation and church is different. Use what will work for you. Just keep in mind, promotions make a difference! In churches where they're done well, the attendance is better and the people come motivated to get the most from the conference.

I've also included a check list to help you in your preparations. Thanks again and don't hesitate to contact me. Notice my contact information at the top of the page.

Sincerely,



Lowell Snow

.....
"I have come that you may have life more abundant! John 10:10b

Publicity Director's Check List:

- ✚ Meet with the pastor and/or event coordinator to plan promotions.
- ✚ Your focus should be to get as many of your church members as possible to the first session. Keep in mind that folks need to be reminded of an event at least three times from three different sources and at least once within 24 hours of the event. Here are some suggestions:
 - Weekly small announcements in bulletin for two months prior to the conference. The several different versions of the newspaper ads work well for this.
 - 11"x 14" posters on all exterior doors of the church. If you don't want to buy these, download the 8"x 10" file from the web site and print one. Then use the church copier to enlarge it onto 11"x 17" paper. For these door posters, the size is more important than having them in color.
 - 8"x 10" color posters in all youth & adult class rooms.
 - Use the bulletin insert #1 the Sunday before the conference begins
 - Use the bulletin insert #2 the Sunday of the conference
- ✚ Using the Promo DVD:
 - Acquire and view the DVD. Your pastor may already have a copy. You are free to make copies of this Promo DVD.
 - The one minute segment can be shown during announcement time the two Sundays prior to the conference.
 - Play the seven minute segment repeatedly on TVs set up in central locations around the church before and after worship services for two weeks before the conference begins.
 - What dates will you do this promotion?
 - Who will make the copies?
 - Who will set up the TVs?
 - Who will turn them on and off at appropriate times?
 - Who will put them up afterward?
- ✚ In general, promotions outside the church such as newspaper and radio ads will not bring many visitors unless it's billed as an area conference sponsored by several churches. However, there are some benefits: They keep the name of your church before the public in a way that says, 'this is a church where something significant is happening.' They also reinforce to your own folks the importance of being at that first session of the conference.
- ✚ If you have a local Christian radio station, please provide me with their contact information. I'll call them and try to arrange a telephone interview to be aired the week before your conference.

Worship Leader's Folder

Event Planning Kit – Lowell Snow Ministries



P.O. Box 500
Prairie Grove, AR 72753-0500
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Lowell Snow Ministries

Helping You Build the House of Prayer

Worship Leader,

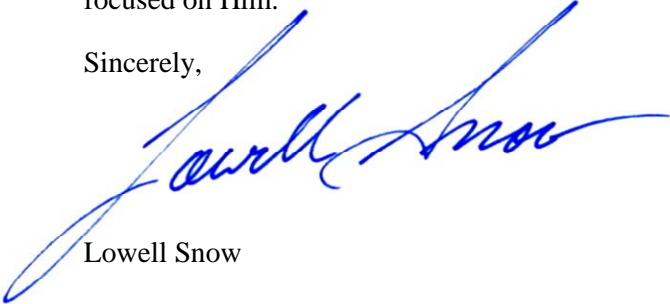
I'm looking forward to working with you in this significant event. The prayer times during the worship services are very important to the success of the conference. Here's what you can do for me:

- Read the article on '...The Temple of His Presence'.
- Plan the services with at least 20 minutes of uninterrupted worship. Push all announcements and promotions to the beginning or end. The theme of the prayer times in both services will be entering the presence of God.
- Give me 5 to 7 minutes for prayer right in the middle of the song services. I would like to have soft instrumental music during this prayer-time. If possible, I prefer soft chord progressions with no melody, but an unfamiliar song will do. There's an audio of a prayer time on the 'Prayer Conference' page of the web site.
- Start the service with songs of praise and thanksgiving and end with songs of celebration. In between, have more meditative songs right before and after my prayer-time.



My understanding of the way God laid out worship in the OT temple is this; the people entered the courts with praise and thanksgiving, confessed their sin, prayed, then left in celebration of what God had done. It made Jesus quite angry when the priests allowed things into the temple that distracted folks from their worship so lets be very careful to keep things focused on Him.

Sincerely,



Lowell Snow

I've included descriptions of the teaching sessions and/or other sermons to help you determine what additional music will be needed. Don't hesitate to contact me with questions.

"I have come that you may have life more abundant!" John 10:10b

Prayer Should Lead From the Courtyard of Praise To The Temple of His Presence!

By Lowell Snow

www.leadingprayer.com

There is a next step in worship that our people are anxious to take. It's the step from the courtyard of praise into the temple of His presence. That step is taken by prayer.

No matter how strong your desire to worship, haven't you found yourself daydreaming during congregational prayers? This is a problem in contemporary services as often as traditional. In fact, I've been in services where prayer seemed to be an interruption. The problem is that no prayer leader can pray out loud what you need to say to God in the privacy of your own spiritual temple.

A real prayer time is the hearts' desire of many pastors and worship leaders, but many struggle to find a way to do it in a meaningful way that works in the average church. A few years ago, I made a change in the way I lead prayer that made a dramatic improvement in our congregations' prayer life.

Recently, a deacon in a church where I had preached several times said, "The way you do the pastoral prayer; I like it, that's the way it ought to be done."

I am going to share with you how I lead public prayer, but first let me remind you of a Biblical truth that we all know, but seem to have a hard time putting into practice! It is this; since Jesus died on the cross, God's people can enter the temple and encounter God for themselves. **They don't need a priest, but they often need a guide.**

As pastors and worship leaders, we often find ourselves acting more like Old Testament priests than guides when it comes to public prayer. Once we say, "Bow your heads," we feel locked into some invisible 'public prayer mode'. It's like we have to keep talking out loud until we say 'amen' or God will be offended. We become 'priests of the pulpit' and enter the presence of God as we pray, but the people in the pew just sit and listen.

The Jerusalem Temple was surrounded by walls that separated the people from the presence of God. There were courtyards for Gentiles, Jewish men and women, and a small inner courtyard where the priests carried on the sacrifices. Only a few of the priests entered the temple itself, and only the High Priest entered the Holy of Holies. The vast majority of folks never got past the outer courts! All they could do was bring their offering to the priest and watch from the courtyard as he went into the temple.

There was a spiritual 'distance' between God and man. The death and resurrection of our Lord changed that. Now all of God's children are New Testament priests and welcomed into His presence. The vale was torn open and we all can enter the Holy of Holies! If, as prayer leaders, we enter His presence without even trying to bring the congregation with us, it is a wonder He doesn't slam the door in our face! Maybe He does.

We enter the courtyard with thanksgiving and praise, but we need to go on into the temple for a personal encounter through prayer.

Years ago, I sat near the Wailing Wall in Jerusalem on Friday evening at sun-down, the beginning of Jewish Sabbath. I listened as a hundred or so young men from a Jewish seminary marched into that courtyard. As the rams' horns echoed across the ancient city, they were singing Psalms in the Hebrew language. It was beautiful and very moving!

However, my worship was mingled with sadness because these sincere young men were trying to worship in the courtyard of a temple long gone and now unnecessary. Their worship did not bring them into a personal encounter with God! In many churches, I fear that God's people are coming into the courtyard with praise, but not being led to encounter Him personally in prayer.

In our earnest desire to lead God's people to praise Him, we often neglect to lead them to communicate with Him.

Psalms 100 says that we “enter into His gates with thanksgiving and into His courts with praise.” Notice the word ‘enter’. Thanksgiving and praise is only the ‘entry’ point. God’s people need to do more than praise Him.

God’s people need to talk with Him, experience the ministry of His Holy Spirit, and hear what He has to say to them personally. Many worship leaders today are trying to accomplish this with music. That’s like digging a hole with a shovel handle. It can be done, but put the shovel blade on the handle and it works much better. **Real congregational prayer is the part that is missing in most worship services.**

The concept of leading congregational prayer is usually this; the prayer leader prays, and the people are expected to pray silently what the leader is praying out loud. That’s fine for a short prayer before the offering or benediction, but the prayer time during the worship service should be more than that. It should give every person in the congregation the best opportunity they’ve had all week to encounter the living God up close and personal.

When Jesus ‘cleansed’ the Jerusalem temple, He said that it should be a house of prayer, but that they had made it a den of thieves. None of us sell sheep in our sanctuaries, but how many people leave our worship services saying, “That is a House of Prayer!”

Several years ago, I became convicted by Jesus’ words and began to search the heart of God for how He wanted me to lead His people to pray. I took a two month sabbatical and traveled the country attending many great churches. One of my objectives was to get some great ideas about leading a praying church. I heard great preaching and experienced high praise, but no real congregational prayer. All had great prayer ministries during the week and some had prayer times before the service in which some came to the front, but none had any significant prayer time during the worship service. I was disappointed. (I have since learned that they don’t pray much during their services because prayer doesn’t ‘televise’ well. Isn’t that an indictment of our times?)

I came home and began to experiment with my ‘pastoral prayers’. My goal was simple. Get the congregation to pray. **I soon realized that I didn’t have to motivate people to talk to God. They wanted to. I just needed to show them how and give them the opportunity.** Since then, many have expressed appreciation for a real prayer time in the worship service and so far I have had no negative response.

I knew I was on the right track when a young father said to me, “Pastor, I’m sorry, but I don’t listen to your pastoral prayer any more. You lead me to start talking to the Lord, and I just don’t hear anything else.”

So how can you lead God’s people from the courtyard of praise into the temple of His presence? **Try leading people to pray by making ‘suggestions’.** A typical public prayer might include this phrase, “Lord, we bring our burdens to you.” That gives the congregation an example of how they might pray, but they don’t actually do it because it’s not specific to them and the prayer leader immediately goes on to the next sentence of his or her prayer. If the person in the pew really needs to talk to God about a burden in their life, the rest of the prayer leader’s prayer actually becomes a distraction.

Try leading people to pray by suggestion!

How much better if you ‘suggest’ to the congregation, “As we continue in prayer, why don’t you talk to the Lord silently right now about that burden in your life that is troubling you the most.” Then in a quiet atmosphere, with soft background music, you give them ten to thirty seconds to do it. Then you make another suggestion and so on.

Leading prayer by suggestion may not seem like a very dramatic change, but try it. I think you’ll find that the people you lead in prayer will thank you for guiding them into God’s presence. I’ve listed several practical ideas that may be helpful. Remember, in most congregations there are people that will never be led to sing, but there aren’t many that you can’t lead to pray!

Suggestions for having a real prayer time in your worship service.

1. Plan the prayer time as earnestly as you do the praise time. Lead it differently each week.
 - Have a prayer time at the heart of the worship service. Make prayer the focus of worship rather than a 'book-end'.
 - Try to have at least 20 minutes of uninterrupted praise and prayer.
 - Try starting the service with upbeat songs and then more meditative songs right before and after the prayer time. Then conclude the song service with celebrative songs.
 - The songs should flow into and out of your prayer time seamlessly. The music never stops. Eliminate the 'dead' silence that often precedes and follows prayer.
 - If you're leading prayer, be on the pulpit standing behind the praise leader as he or she finishes the song. Step to the microphone instantly as they move aside. Don't say anything that distracts the people's attention from the Lord.
 - Try using other words for prayer like 'communicate', 'talk to', etc.

2. Guide the congregation to pray by suggestion rather than example.
 - Try beginning the prayer time by asking the congregation to visualize. You might ask them to close their eyes and see themselves in the heavenly throne room, at the foot of the cross, in the garden of the empty tomb, or entering the Holy of Holies.
 - Try beginning the prayer time by asking the congregation to meditate on the words of a short scripture as you read it two or three times.
 - Not every time, but often lead them through the whole sequence of prayer: repentance, praise, thanksgiving, kingdom needs, supplication for others, forgiveness of others, and finally personal needs.
 - Suggest specific things for them to pray about, like: each person seated around them, their Sunday School teacher, church staff, missionaries, government leaders, etc.
 - Don't be afraid to have a time in which you encourage them to listen to God.
 - Try to keep God's people in the habit of talking with the Lord about Kingdom needs and other people more than they do about themselves.

3. Don't forget Who's presence you're in.
 - Listen to your own prayers. Is that really what you would say in the throne room of the Heavenly Father?
 - Make corporate prayer special. When the congregation needs to pray as one, tell them. Say something like, "There is something we all need to talk to the Lord about now, please pray silently what I pray out loud."
 - Never corrupt prayer by using it to make an announcement or preach a mini-sermon.

Conference event descriptions:

{This information is provided to help you determine schedule and location for events.}

Conference - Prayer In the Real World

Worship service 1 – Praying With Purpose: Talking With God about Others

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Praying With Purpose* - 40 to 45 minutes – This message from I Tim.2:1-8 focuses on four ways we can pray for others: supplication, prayers, intercession, and thanksgiving.

Invitation - Commitment to intercessory prayer.

Worship service 2 – Hearing God Speak: God Talking With You

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Hearing God Speak* - 40 to 45 minutes – This is a follow up to *Talking With God*. It presents four steps to recognizing and hearing the still small voice of God.

Invitation - Commitment to righteousness and submission to God.

Worship service 3 – Praying Down Strongholds

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Praying Down Strongholds* [Spiritual Warfare] - 40 to 45 minutes – In Psalms 51 we see King David, crushed by sin, coming to God for help and healing. His prayer is presented as a path to victory for those waging a spiritual battle against a repeating stronghold of sin in their life.

Invitation - Commitment to righteousness.

Worship service 4 – Jesus Prayer

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message – *Jesus Prayer* [Praying the prayer of Jesus for your loved ones] - 40 to 45 minutes – The seventeenth chapter of John is perhaps the most amazing prayer ever recorded. In the last hours before the crucifixion, Jesus prays for His followers. In this session, seven attributes of that prayer are folded into a guide that will help you pray for those you love from cradle to eternity.

Invitation - Commitment to daily prayer for those you love.

Staff and leadership meeting: Real Prayer Ministry

Duration - 1 hour

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Schedule – This can be a sermon but is targeted more toward church leadership so is better as a breakout session. It can be a weekday staff meeting, but I prefer to reach more of the church leadership.

Music - none

Message – *Real Prayer Ministry* – [How one congregation can change the world] This vision of prayer ministry isn't two ladies for tea on Tuesday. This is in-the-devils-face praying by a congregation standing in the gap for a crumbling culture. This is foxhole prayer by a church that realizes their only hope is for God to show up. In this down to earth session, the church is confronted with the reality that prayer must be as much a part of church DNA as Bible study and worship.

Worship Service 5: Congregational Call to Prayer (concluding session of the conference or revival.)

Duration – 1 hr. 15 minutes

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Music – begin with two songs.

Prayer time – I lead the congregation in a service of sharing and praying. The teachings presented during the conference will impact their lives, but it's this service that they'll never forget.

Conference - Journey Into the Presence of God

Worship service 1 – Talking With God: Talking With God in Private

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - During the music service, I'll lead a 5 to 7 minute prayer time that will bring your congregation into a corporate encounter with God. This will need to be scheduled so that music is before and after the prayer time with no break between. Also, I'll want soft background music playing during the prayer time. See Worship Leader folder for suggestions.

Music – Normal worship service, but accommodate the prayer time as indicated above.

Message - *Talking with God* - 40 to 45 minutes - focuses on the importance of a conversational relationship with Him.

Invitation – Commitment to private devotions and a willingness to let God lead them in life. I will also invite people to come forward for prayer.

Worship service 2 – The Forgotten Altar: Talking With God in Worship

Duration – 75 to 90 minutes including music service and prayer time.

Media – PowerPoint preferred.

Prayer time - I'll lead a 5 to 7 minute prayer time in the middle of the music service. See worship service #1 for details.

Music - Normal worship service, but accommodate the prayer time as indicated above.

Message - *The Forgotten Altar of Prayer* - 40 to 45 minutes - reveals that congregational prayer has always been the goal of worship from God's point of view. **PowerPoint is critical** to this message.

Invitation - Commitment to praying for and during the worship service.

Service/session 3 – Great Commission of Prayer: Talking With God in

Difficulty

Note: I do this powerful session in different formats. For an early morning or noon session, I have no music and do it in exactly one hour. For a worship service I shorten it some but it's still a long sermon because it contains my testimony.

Duration – 1 hour - (75 to 90 minutes including music service and prayer time when done as a worship service.)

Media – PowerPoint preferred.

Content - This teaching session focuses on praying about the most difficult problems of life. It includes my testimony of betrayal, agnosticism, and God's power to redeem through the faithful prayers of loved ones and friends. This is always the most powerful session for some. A handout is provided.

Music – none – (for a worship service adjust song service for a 50 minute sermon)

Message - *The Great Commission of Prayer* – from Matthew 18:18-20 - teaches the power of having a prayer partner as you faith your way through the most difficult struggles of life.

Invitation – (worship service only) Evangelistic invitation and commitment to praying with a spouse or other partner.

Service/session 4 – Prayer Basics: Prayer Foundations & Praying in Public

Duration – 50 to 75 minutes depending on schedule.

Media – PowerPoint preferred.

Music - none if this is used as a break-out session. If it's the main evening session; begin with two songs.

Content - I teach a lesson on the basics of prayer and praying in public that is helpful to all Christians. It opens with the fundamental concepts of faith and humility, then offers a Biblical progression of prayer that we as New Testament priests can use in any situation from the opening prayer of a Sunday School class to the opening session of Congress.

Worship service 5: Congregational Call to Prayer (concluding session of the conference or revival.)

Duration – 1 hr. 15 minutes

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Music – begin with two songs.

Prayer time – The whole service is a prayer meeting in which all the techniques taught in the sessions are used to bring the congregation into an hour long encounter with God.

Session 1 - Staff and leadership meeting: Building the House of Prayer

Duration - 1 hour

Media – PowerPoint preferred. (I prefer to operate it myself if possible.)

Schedule - This is often a mid-afternoon meeting with the staff and/or lay leadership. I feel that this meeting is a critical element if lasting change is to be implemented. It opens with a visual presentation of our failure to treasure prayer at the heart of church life, presents the Biblical mandate for the New Testament House of Prayer, and concludes with discussion about your particular situation.

Music - none

Message - *The House of Prayer* – How the Cross converts the limitations of the Old Testament temple into the limitless potential of the New Testament house of prayer.

Session 2 – Prayer Guide Techniques: Talking With God in Groups

Duration – 50 to 75 minutes depending on schedule.

Media – PowerPoint preferred.

Music – no music if this session is used as a daytime teaching session. If it's the main evening session; begin with two songs.

Content - This teaching session covers the four Prayer Guide techniques from my book, *Prayer Guide – A Manual for Leading Prayer*. It is directed toward folks who lead group prayer, but is also beneficial to those who never expect to lead because it helps them participate in group prayer. Two of the techniques are great for teaching children to pray so encourage all your children's workers to attend.

Media Director's Folder

Event Planning Kit – Lowell Snow Ministries

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Prairie Grove, AR 72753-0500
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Lowell Snow Ministries

Helping You Build the House of Prayer

Media Director,

I really appreciate your ministry and look forward to working with you and your team. I want to do anything I can to help. I use PowerPoint in every session. For your PowerPoint operator; I've enclosed a letter and sample page of one of my sermons so they can get a feel for how I do it.

When I arrive, I'll give you a notebook with all the sermons and sessions in it. You'll have the same outlines I'm looking at as I speak. The slides are printed with the outline and the top of each slide is aligned with its place in the sermon. (see the sample) There's a USB memory stick in this notebook with all the PowerPoint files on it. If you need another format; let me know ahead of time.

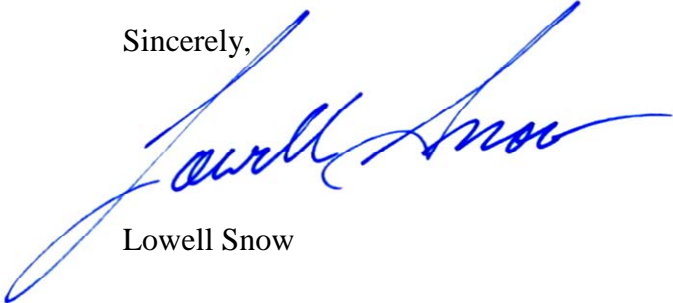
I carry a laptop with all the PowerPoint files loaded which I can use for sessions away from the worship center. Whatever's best for you. I have access to a good projector, but will need to know well in advance if you need me to bring it.

I'll want to do a sound check before the first session. Please call me and tell me when would be a good time. See my #s above. If I'm to use an over-the-ear mike; I'll need to fit it to my ear so be sure whoever normally uses it doesn't mind me reshaping it. Also, I'll want some kind of clip so I can fasten the cord to the back of my collar.

I use a cordless handheld too if there's one available. I won't need it in every service, but sometimes I decide to take questions or testimonies at random times.

God Bless you. If you have any questions, don't hesitate to contact me.

Sincerely,



Lowell Snow

.....
"I have come that you may have life more abundant!" John 10:10b

.....

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Lowell Snow Ministries

Helping You Build the House of Prayer

PowerPoint Operator,

You'll be responsible for the power point during the upcoming event. I really appreciate your ministry and want to do anything I can to help. I've enclosed a copy of the first page of one of my sermons so you can get a feel for how I do it.

When I arrive, I'll give you a notebook with all the sermons and sessions in it. They're all set up just like this one so you'll be looking at the same outlines I'm looking at as I speak. The top of the slide is aligned with its place in the sermon.

In the notebook, there'll be a USB memory stick with all the files on it. My suggestion is that you locate and transfer all of them to your desktop. That way if there's an issue we can resolve it before it becomes a problem.

I also carry a laptop with all the PowerPoint files loaded. I can use this for sessions away from the worship center. Whatever's best for you. I can borrow a good projector, but will need to know in advance if you need me to bring it.

God Bless you. If you have any questions, don't hesitate to contact me.

Sincerely,



Lowell Snow

*"I have come that you may have life more abundant!"
John 10:10b*

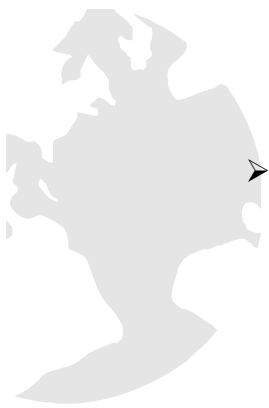
Note to PowerPoint operator:

The **top** of the slide is aligned with the point in the **outline** where it should come on.

1. God's ultimate Goal; Talking with his Children



A. Prayer comes before salvation both historically and spiritually.



➤ **Spiritually**, some kind of faith communication must take place between a person and God before they can be saved.

➤ **Historically**, Adam and Eve were 'talking' to God before there was a need for salvation.

What **conversations** can you imagine between God and Adam?

- The issue of not eating from the **tree** of good and evil
- The six days of **creation** (Adam had to be educated about it)
- **Naming** the animals - skunk

If you were to **ask Adam** and Eve, "What did you **miss** most after you were kicked out of the Garden of Eden?" What do you think they would say?

I think they'd say their **daily walks** with God.

