## Worship Revival Checklist

1. **Gather together a prayer team.**
Gather together your prayer warriors. Naturally, everyone involved with the event shall be praying, however your prayer team is responsible for praying for God’s divine intervention throughout the planning of the worship revival event.
2. **Set a date not less than six months out.**You need time to plan and coordinate the event so that as many people as possible may have an opportunity to attend. Take a look at the community calendar to make sure the worship revival date is not the same as a popular community event. Also, try not to schedule the event during regularly observed events such as Christmas or summer vacation months.
3. **Establish a worship revival event team staff.**The worship revival event team staff works toward completing all tasks leading up to and immediately after the day of the revival. These are the people who will help plan a successful revival event. Each worship revival event team shall have a leader appointed by the worship revival event coordinator. The leader shall be responsible for the team’s activities and reports to the worship revival event coordinator. The worship revival event team staff consists of the:
* **Music Team** – The music team is headed by the **Worship Leader** who is responsible for the music that will be played and sang at the revival event. The worship leader shall establish a team of people who are responsible for helping with the following:
	+ Coordinating and working with the musicians performing at the event
	+ Scheduling practices and rehearsals for the musicians
	+ Coordinating the music production
		- Music sheets
		- Music stands
		- Sound system
		- Media (Powerpoints) and Projector equipment
		- Song sets
		- Stage and Lighting
* **Publicity Team** – The publicity team is responsible for getting the word out about the upcoming revival event. The publicity team works closely with the worship revival event coordinator so that they will receive all of the information that should be included in the marketing material.
Upon approval from the worship revival event coordinator, the publicity team distributes marketing material. The publicity team designs and creates**:**
	+ Flyers and marketing material for distribution to the community.
	+ Invitations for distribution to musicians who are invited to participate in the event.
* **Attendance Team** – The attendance team is responsible for keeping track of people who have indicated that they will be in attendance at the revival. Get as much contact as you can so that attendees can be contacted, if needed before or after the event.
* **Usher Team** – The usher team is responsible for meeting guests and helping them find seats at the event.
* **Hospitality Team** – The hospitality team is responsible for greeting guests as they arrive and helping guests find their way to restrooms and the event location.
* **Refreshment Team** – The refreshment team is responsible for preparing and serving refreshments. The refreshment team works closely with the attendance team to know how much food and beverage they need to provide for refreshments.
* **Guest Follow-up Team** – The guest follow-up team is responsible for visiting people after the revival. The guest follow-up team works closely with the hospitality team and the attendance team to collect names and contact information of people who have expressed an interest in receiving consultation or learning more about the Lord. The people you select for this team should be mature, spiritual-minded people who enjoy being with people and confidently share the word of God.
1. **Select the event speaker.**The event speaker will, most likely be the pastor of the church. The event speaker will open and close the event with prayer. The guest speaker will also give the sermon.
2. **Select the guest artist.**The guest artist can also be a member of the host church. The guest artist should be a musician who sings a praise song to the congregation, not necessarily to lead, but to perform for the congregation.
3. **Select the person who will read a verse.**The person who reads the verse should read a verse that pertains to worship and praise.
4. **Establish a budget.**There will be expenses associated with this event. The cost of printing material, food, and possible accommodation for musicians and guest speakers should be taken into consideration. Each revival team leader should establish a budget and present the budget to the worship revival event coordinator.
5. **Follow up.**After the event, schedule a meeting with all of the team leaders to discuss the event. Be sure to connect with the follow-up team leader to be sure they are able to accommodate making contact with the number of people who would like more information or consultation.

Pray a prayer of thanks to the Lord for the blessings received.

**Plan another worship revival event!**Now that you have experienced a successful event, it is time to start planning your next worship revival event.

## Timeline

**Six Months Before the Event:** Plan a meeting with your event staff. Create a list of invitees. The publicity team is to create invitations and start inviting musicians and speakers.

**Four Months Before the Event:** The publicity team is to create and send out marketing material to community.

**Two Months Before the Event:** Confirm commitment of musicians and speakers. Send out a reminder flyer to community.

**One Month Before the Event:** Send out another reminder flyer to the community.

**Two Weeks Before the Event:** The refreshment team should meet to plan refreshments. The worship revival event coordinator should meet with the refreshment team after the team meeting.

**One Week Before the Event:** The music team should start scheduling practices and rehearsals for the musicians. Practices are scheduled for a time prior to the day of the event for sound and equipment checks. The Worship Revival Event Coordinator should meet with the Attendance Team, Usher Team, Hospitality Team, Refreshment Team, and Guest Follow-up Team to discuss their roles and expectations.

**Three Days Before the Event:** Create and Print Event Programs based upon anticipated turnout. Email the event program to musicians so they are familiar with the order they are scheduled to perform.

**Day of the Event:** The music team is to schedule rehearsals so musicians can do a final sound and equipment check and become familiar with the order they are scheduled to perform.

**One Day After the Event:** Meet with the event team members. Thank them for their time and effort. Get feedback about the event. Allow members to voice their opinions regarding the successes of the event and make changes for future events. Talk to the Follow-up team to discuss plans to communicate with guests who the team will reach out to now that the event is over.

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## Worship Revival Program Example

Worship revival events are fast-paced and participants must adhere to a very tight program schedule. The event should last no longer than two hours, especially if you are holding the event in the evening.

Here is a schedule that may help create a worship revival event program.

|  |  |
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| 7:00-7:05 | **Welcome** – Worship Revival Event Coordinator: Welcome message. Let the guests know where the restrooms and water are located. Introduction of the program and sequence of events. Introduce the guest speaker or pastor. |
| 7:05 – 7:10 | **Opening Prayer** – Guest Speaker or Pastor |
| 7:10 – 7:15 | **Song** – Host Church Musicians: Lead in congregational worship |
| 7:15 – 7:20 | **Song** – Guest Musicians: Lead in congregational worship |
| 7:20 – 7:30 | **Song**– Guest Musicians: Lead in congregational worship |
| 7:30 – 7:50 | **Sermon** – Guest Speaker or Pastor |
| 7:50 – 8:13 | **BREAK**– Worship Revival Event Coordinator: Announce the break, how many minutes long and the time for them to be back in their seats. |
| 8:11  | **BREAK ENDS** – Worship Revival Event Coordinator: Announce the break ending. Let people know they have two minutes left for the break. |
| 8:13 | **Resume Program**– Worship Revival Event Coordinator: Welcome the guests back to the room. Motion to the musicians to resume. |
| 8:13 – 8:18 | **Song**– Guest Musicians: Lead in congregational worship |
| 8:18 – 8:23 | **Song**– Guest Musicians: Lead in congregational worship |
| 8:23 – 8:28 | **Song**– Guest Musicians: Lead in congregational worship |
| 8:28 – 8:31 | **Reading** – Guest or member to read a verse from the Bible |
| 8:31 – 8:36  | **Song**– Guest Musicians: Lead in congregational worship |
| 8:36 – 8:41 | **Song**– Guest Musicians: Lead in congregational worship |
| 8:41 – 8:46 | **Introduce** **Guest Artist Attraction** - Worship Revival Event Coordinator: Introduce the guest artist. |
| 8:41 – 8:46 | **Song**- Guest Artist Attraction: Sings to the congregation |
| 8:46 – 8:51 | **Song**– Guest Musicians: Lead in congregational worship |
| 8:51 – 8:56 | **Song**– Host Church Musicians: Lead in congregational worship |
| 8:56 – 9:00 | **Closing Prayer** – Guest Speaker or Pastor |
| 9:00 | **Dismissal** - Worship Revival Event Coordinator: Let people know about the refreshments, but let them know it is alright to leave. Invite people to come talk to you if they would like to do so. |

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