



VISITATION INSTRUCTIONS

STEPS IN MAKING A REQUEST:

1. On the www.sonlightkids.org website, click the "Evangelism Central" tab. Next, click the "Request a Visitation Packet" link and complete the spreadsheet and then e-mail it to kidz4jc@arbc.org. If you do not have internet access you may also contact Kevin Corey at the church office by phone or e-mail to make your request. You may do so by calling the church office at (770) 979-2422 during normal office hours.
2. Once your request has been received you will be contacted via e-mail or phone with your prospect's information. This information will include (at the very least) the prospect's name, age, address and phone number. If you are not familiar with the prospect's address you will need to look up directions through the internet, map or GPS.
3. Routinely, visits will be marked as a Visitor, Maintenance or Prospect. The following are descriptions of these visit types:
 - a. **Visitor**—typically, families or children who have visited our church and have filled out a visitor card.
 - b. **Maintenance**—typically, families who are members or active in attendance who have special need that can be ministered to through a home visit.
 - c. **Prospect**—typically, this family or child has never visited ARBC, but their name was given by a member or someone with active attendance at ARBC as someone who has a special need that the church might meet through a home visit.
4. When visiting, please make sure you go out in teams of 2 or 3. Each team should consist only of either a coed team of 3; husband and wife; two men or two women.

ON THE WAY TO YOUR VISIT:

1. Pray specifically for each person by name.
2. Determine in advance who will lead the discussion, who will ask the key question, present gospel, share testimony, pray silently, etc.

THE VISIT:

1. Introduce each person.
2. Inquire about hobbies/interests/career/children, etc.
3. Ask about church background.
4. Ask the "key" question. For example: "In your personal opinion, what do you understand it takes for a person to go to heaven?" You may personalize the key question as long as it reflects the same meaning.

THE VISIT *(continued)*

- a. If an incorrect answer is given then ask if the person minds if you share what God's Word says about what it takes for a person to get to heaven. If permission is given, share the gospel and invite them to accept Jesus as their personal Lord and Savior! If they say, "no" then ask them if you could give them a gospel tract that they might read at a later time.
 - b. If a correct answer is given then affirm their answer and praise the Lord!
5. Invite them to attend church and Sunday School. Offer to enroll them in Sunday School.
 6. Ask for any prayer requests that you can pray for them about. Pray together if possible and thank them for their time before leaving.

WHEN YOU RETURN:

1. Go to www.sonlightkids.org and click on the "Evangelism Central" tab. Next, click on "Report on a Completed Visit" and fill out the requested information as completely as possible. Next, e-mail the completed spreadsheet to kidz4jc@arbc.org. If you do not have access to the internet, please contact Kevin Corey during normal office hours via the church office at (770) 979-2422. You should be ready to provide the prospect's name and the results of your visit. We ask that you provide appropriate feedback within 3 business days of the day you received your prospect information from our office.
2. Please include the date the visit was made and the full name of all those who went on the visit.