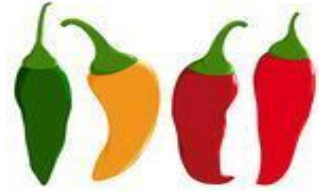


Habanero Visitation Ministry

You may ask, why the name, *Habanero*? Habanero chili peppers are very spicy peppers that change colors.

The green habanero is usually unripened, but still hot. The orange or yellow habaneros are very hot. The red habanero is “atomic”!



These levels of heat are used in this visitation ministry. The red signifies the level of urgency to make a visit, just as eating one will incur an urgency to find relief. Habaneros are also good for your health, just as visitation is for the health of the body of Christ. There are many examples of visiting in the Bible. Galatians 6:1, for instance, says: *“Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted.”*

Materials needed. All types of visiting carries with it urgency. So, here we go. First, you will need these materials. (These are available at Wal-Mart.)

1. Visitation forms (100)
2. Manilla 8 1/2 x 11 file folders (100)
3. Plastic container for hanging file folders
4. Four colors of file folders—blue, green, yellow, and red (2 pkgs.)

What do the colors represent? The four-color folders are usually blue, green, yellow, and red in the package. An explanation of the colors is found on the next page.

Habanero Visitation Ministry

CONTACT / TEAM COLOR CODES

RED - The Red Team is the immediate follow-up team. Members of this team visit the “hottest” contacts: visitors to services, those requesting Bible study, needing counseling, requiring urgent care, new Christians, and respondents to the invitation. These visits need to be made within 72 hours of initial contact and then again soon after. Always make this a good friendly first visit. Don’t stay too long or push for anything. Take a gift with you when you visit. You should also have a section for writing cards or sending texts. A good follow-up is at least one visit and four cards within the first week.

YELLOW – The Yellow Team is to follow up the Red team with at least one visit every two weeks. Their purpose is to set up and begin a Bible study, or assist them in their decision to place membership or be restored. Always take a gift of some kind when you visit. This team does the heavy lifting as far as helping them with decisions. The fallen-away member, and often the visitor, needs a Bible study. Don’t be afraid to ask. Be courteous and patient. You also need team members to send follow up cards or texts as well.

GREEN - The Green Team visits or makes contact with their prospects at least 4 times a year. These contacts are still “hot” but need more time. An excellent tool for this group is the “Power for Today” quarterly devotional guide. You give them the gift, offer a prayer, and then leave. This team also goes out to newcomers to town, and brings a gift and an invitation from the church. This team also visits shut-ins, those in the hospital, the bereaved, etc.

BLUE - The Blue Team members are your card writers. These prospects, undeveloped and “cold” need to be contacted at least once or twice a year. A “thinking of you” card or an invitation to a meeting, “Friends’ Day,” or VBS, mailed or hand-delivered would be appropriate. Be on the lookout if they are sick or suffer the death of a loved one or suffer a job loss. These are excellent opportunities for contact with your prospect.

Setting up your system

- a. Fill out your visitation forms. Research prospects, fallen away members, visitors to services, etc... Once they are in the system, they stay unless you are personally asked not to come back. Fill in as much information as possible. Then take the Manilla folders and
- b. Make a copy of the form along with any card or letter they have signed. Take a copy of each and place it in the appropriate colored folder. Also, place another copy in a Manilla folder with their name on it. These go behind the colored folders as permanent files. Keep all correspondence and completed forms in this file.
- c. When someone takes a sheet out of the colored folders, they are to sign a visitation log with their name, the one they intend to visit, and the date. Have a folder in front with the names, phone numbers, etc. of the ones going out on visits.
- d. When sheets are turned in with information, make a copy of the completed form and place it in the appropriate color based upon information you receive. Keep all records and copies in the Manilla or permanent folders.
- e. Find two of the most organized, dependable people in the congregation to be in charge of the habanero ministry.
- f. Choose a visitation day for the congregation to meet, or have a table in the foyer for the members to pick up their sheets. Have the Habanero box in the middle, gifts on one side, and sign-up logs and OOPS sheets on the other. Be sure to announce each service for members to pick up a sheet.
- g. It's okay for some to receive several visits as long as it is no more than 2 a week. (Depending on the type of visit).
- h. Continue to do research on every prospect. The more information you have the better. With each new form, fill in the information gaps by at least checking off the suggested action boxes on the visitation sheets. As the prospects get hotter, move them to the hotter color. If they are less responsive or feel pressured, move to the colder folder.

More information

Once you start, don't stop. Even if no one shows up for visitation, just keep plugging along. If you are the only one doing anything, it is still progress.

Habanero Visitation Ministry

NUTS AND BOLTS—HOW TO VISIT

1. Who is a prospect?
 - a. Fallen-away members
 - b. Children and grandchildren of former or deceased members
 - c. Inner circle of prospects (family, friends, workers)
 - d. Anyone who has visited in the past
 - e. Newcomers to the community
 - f. Those in the hospital, or someone who has recently faced a tragedy.
2. Outreach team
 - a. Elder/deacon
 - b. Record keeper
 - c. Card ministry
 - d. Phone or text ministry
 - e. Small groups coordinator
3. Set visitation times and place
4. Tips on visitation
 - a. Knock on the door or ring the doorbell. Do not bang on the door.
 - b. Tell them you are coming by for a brief visit. If they invite you in, don't stay too long. If they talk to you at the door, apologize for this being a bad time and state your reason for coming and leave.
 - c. Always have something in your hand to give them (like a card, a flower, a balloon, a picture, music, a book, last week's bulletin, food, or any small gift).
 - d. Ask when it is a good time to come by for a visit.
 - e. Spend most of your time listening. Be sensitive with what you do say (be careful of the stories you tell)
 - f. Before you leave, offer to pray with them or for them.
 - g. If they are not home, always leave an "OOPS" sheet with your name and number. At least they know you cared enough to come by and you did not waste your time.

CONTACT MADE...NOW WHAT?

One of the most important aspects for advancing the cause of Christ is learning to study the Bible with others. Whether it is prospects for baptism, fallen away members, or family. It is important to try different approaches with different people and to move them toward a Bible study.

SETTING UP A STUDY

In order to set up a study with someone you must gently persuade them.

1. There are several questions you may consider asking at the appropriate time. First, however, build a trust with them. Get to know the person. Don't be afraid to persuade! Remember **II Cor. 5:11**:

"Since, then, we know what it is to fear the Lord, we persuade men. What we are is plain to God, and I hope it is also plain to your conscience."

2. What questions help?

- a. Where do you go to church **every Sunday**?
- b. Can I pray for you?
- c. Have you been saved? Tell me about your conversion.
Would you find someone in the Bible that was saved that way?
- d. Are you concerned about your family and its future?

3. What next?

- a. If yes, tell them about this great Bible study that has helped many people find answers. It is called "the rest of the story".
- b. Then ask – would you like to try it. Tell them to go through lesson one, and if it doesn't help you, we'll stop.
- c. Time – Ask, when would be a good time?
 - Night or day
 - During the week or weekend?
 - Would Tuesday or Thursday be better? How about Saturday?
 - Set a time and a place they agree on
- d. Prime the study – send them a "thank you" card in the mail to show your gratitude and to confirm the study. If unable to, make a phone call or send a text - but make it brief.

PRESENTING THE LESSON

1. Presenter reads the question. Read with clarity and with the proper volume.
2. Have each one take turns reading the scripture.
3. The presenter of the lesson repeats the question calling for an answer.
4. Everyone participating (including presenter) writes down the correct answer.
5. If incorrect answer is given, presenter repeats the scripture and:
 - a. Emphasizes correct answer while reading scripture, or:
 - b. Stop the reading of the passage just before the correct answer.
6. Sometimes answers are sought that require personal feeling concerning a passage of scripture. Presenter should always encourage a discussion and questions. NEVER use "I think" or "I believe," or "I feel". If you do not know the answer to a question, then admit "I don't know!" or say, "that's a good question". "I'll research this topic for next time." Write their question on your paper and save it until an appropriate time.
7. Stay with the outline. Don't Ramble! And don't chase rabbits.
8. Use illustrations to explain a passage of scripture. There are many types of illustrations:
 - a. Scripture (Biblical people, places, events, related scripture)
 - b. Personal (something that has happened in your life)
 - c. Situation ("For instance." or "What if you were in this situation?")
 - d. Quotes
 - e. Poems
 - f. Humor
 - g. Short stories (fictional or non-fictional)
 - h. Historical Illustrations
 - i. Current Events
9. Don't waste time. Do not let your study be too long. Don't over use examples or try to deal with problems that are not there. On the other hand, if there are problems and questions, give as much time as needed.
10. Be natural. Let this be your presentation of God's word to men. Make any changes you feel necessary, add or delete questions if needed. But, let God's word do your talking and remember:
The power is in the word not in you.
11. Always pray. Pray before, during and after a study. You may plant the seed and water it, but God gives the increase (**1Cor.3: 4-9**)

12. Starting the lesson.

- a. Always begin with a prayer. This involves God's blessing and puts everyone in a serious frame of mind.
- b. Briefly review what you talked about last week. If it is the first lesson, read the cover page and go right into the lesson.
- c. You may choose to use an "ice breaking" conversation, but do it before or after the study.
- d. You may wish to ask if there were any questions from last week.
- e. Always work and build trust with patience, kindness, and compassion.

13. Closing the lesson.

- a. When concluding, briefly go over what you have learned from the lesson. Make sure your main point of emphasis is brought out. If you are using Foundations, go over the involvement section with them and make specific plans before you meet next time.
- b. It is good to conclude with an appropriate illustration to reinforce your main point.
- c. Immediately after the illustration, have a closing prayer.
- d. If you are leading them to Christ, never put pressure on someone to respond. Let them make their own decision.
On the other hand, let your questions be direct. DO NOT BEAT AROUND THE BUSH. For example:
"_____, I know you realize the need to be baptized into Jesus Christ for the remission of your sins. At the church building there is water and clothing ready. We can go to the building right now and there you can be baptized. _____, are you ready?"
- e. Always leave the door open for future study.

FOLLOWING THIS PAGE IS AN INDIVIDUAL LOG SHEET, A VISITATION FORM, "OOPS" SHEET AND A "GIFT IDEAS" SHEET. THESE ARE FOR YOU TO WRITE ON AND KEEP. AFTER PAGE 12, THERE ARE EXTRA COPIES OF THE LOG, VISITATION FORM AND "OOPS" SHEET FOR YOU TO PRINT.

HABANERO VISITATION LOG

VISIT	MAKING VISIT	DATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Habanero Visitation Form

Date: _____

Name: _____ Age _____

Address: _____

Phone #: _____

Birthdates & Anniversaries: _____

Religious Background: _____

Name of person(s) making visit: _____

Purpose of visit: _____

Children Names (if applicable): _____

Connection to the church of Christ: _____

Progress and comments about the visit: _____

Suggested actions:

- ☐ Personal visit
- ☐ Take food to the house
- ☐ Send card (type) _____
- ☐ Phone Call and invite to church
- ☐ Gift Basket
- ☐ Set up Bible study
- ☐ Have a meal with them
- ☐ Other _____

Additional Comments:



Sorry we missed you.

We would love to have you join us for worship again. God bless you.



Sorry we missed you.

We would love to have you join us for worship again. God bless you.

25 Gifts to Give When Making a Visit

1. Pennies in baggie labeled "One Sent for You"
2. Jars of candy or cookie mix with dry ingredients and recipe
3. M&M's with sticker "We'll go nuts without you!"
4. Picture scriptures
5. Power for Today
6. Cakes
7. Cookies
8. Handmade items
9. Tracts/book
10. Ready Reference cards
11. Bible from WBS
12. Bible reading schedule cards
13. Fresh vegetables/fruit
14. Bookmarks
15. Coffee mug with coffee
16. Seasonal items
17. Toys for Bible classes to go with Bible stories
18. Tissues with church name
19. Music or sermon Cd's
20. Pet toys/children toys
21. T-shirts
22. Unopened or unused items from garage sales
23. Jars of soup mix
24. Flowers from yard
25. Dollar Tree items – prayer boxes (dollartree.com)

Notes

**ATTACHMENTS
TO PRINT AS
NEEDED**

Habanero Visitation Form

Name(s) _____

Address _____

Date _____ Age(s) _____

Phone # _____

Birthdates & Anniversaries

Religious Background _____

Name of person(s) visiting

Purpose of visit:

Children Names (if applicable):

Connection to the church of Christ:

Progress and comments about the visit:

Suggested actions:

- ☐ Personal visit
- ☐ Take food to the house
- ☐ Send card (type) _____
- ☐ Phone Call and invite to church
- ☐ Gift Basket
- ☐ Set up Bible study
- ☐ Have a meal with them
- ☐ Other _____

Additional Comments:



Sorry we missed you.

**We would love to have you join us for worship again.
God bless you.**



Sorry we missed you.

**We would love to have you join us for worship again.
God bless you.**

HABANERO VISITATION LOG

VISIT	MAKING VISIT	DATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		