

# Seminar Preparation Instructions

Thanks for scheduling a **Landmarks of Faith** seminar! You are about to experience an intense and exciting time of learning based on the latest discoveries in Israel and the Middle East. This sheet is to confirm all the necessary preparations to make this a successful and meaningful experience for all who attend.

## SEMINAR PARTICIPANTS

The Landmarks seminars have been enjoyed by thousands of Christians around the world--in the Philippines, Taiwan, the U.S., and Canada--but they are especially designed for pastors, Bible school students, church leaders, and all who teach Bible studies or Sunday School. The primary purpose of these seminars is to provide the background knowledge believers need to understand the Bible better and teach it more accurately. For this reason we especially encourage pastors and church leaders to attend--although all are welcome! Please be sure to invite fellow pastors in your area and invite them to bring their leaders and people. The greater the attendance, the more exciting the seminar will be for all!

## SEMINAR PROMOTION

To help you promote the seminar, we have promotional materials available for your use. Download them free from [www.totheends.com/promotions.html](http://www.totheends.com/promotions.html). Choose whichever you feel will be most effective in your area: 1) The **Landmarks of Faith** seminar brochure that introduces our seminars, 2) The **To The Ends Of The Earth** ministry brochure that introduces our ministry, 3) A resume for Jeff Harrison, who teaches the Landmarks seminars, 4) The full page mini-poster that advertises the seminar you will be holding, 5) The seminar contents sheet for your seminar, 6) A press release for your seminar, 7) Any of the media on our site, including our "Jesus of Nazareth" video. You can also refer people to our web site at [www.totheends.com](http://www.totheends.com) which has lots of information about our ministry, exciting teachings, and photos of Israel.

## SEMINAR SCHEDULE

Each seminar is made up of several sessions: Seminar I (Jesus of Nazareth) is 5 sessions, Seminar II (The Jewish Roots of Christianity) is 4 sessions, Seminar III (The Revelation of Jesus Christ to John) is 5 sessions, Seminar IV (Great Discoveries of the Bible) is 5 sessions, and Seminar V (Evidence of the Creation) is 4 sessions. Each session (in all seminars) is 1 1/2 to 2 hours long. (This is actual teaching time; times of worship and singing or of break time are additional to this).

We recommend holding one session per day. Night sessions are best, since they make it possible for those working in the daytime to attend, and make it easier to see the powerpoint presentations (see below). The maximum that can be scheduled in a single day is 2 sessions, with a long break in between.

## HANDOUT BOOKLETS

Handout booklets are available for all seminars (except Seminar V). Booklets help participants with difficult names and words, provide maps and diagrams, and provide an outline of the seminar to study after the seminar is over.

If your sponsoring organization would like to make these booklets available to those attending the seminar, we will provide an original copy of the booklet to you in the days prior to the seminar. You can then make the copies in advance. For this reason, it's good to get advance registrations so you will know how many copies to make. You can then charge participants to cover copying costs.

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The booklet for Seminar I has 40 pages, Seminar II has 25 pages, Seminar III has 47 pages, Seminar IV has 31 pages. There is no booklet for Seminar V.

### **POWERPOINT PRESENTATION**

In Seminars I, II, and IV (Jesus of Nazareth, Jewish Roots, and Great Discoveries), photos, diagrams, and maps will be shown of Israel and surrounding areas. In Seminar V the photos are of the natural world. (There is no powerpoint for Seminar III on the Book of Revelation, although photos do appear in the handout booklet.) The powerpoint can usually be seen much better at night. Daytime showing requires a dark room. For this reason we recommend scheduling seminars at night, or at least that the majority of the sessions be held at night.

### **EACH NIGHT OF THE SEMINAR**

It is appropriate to begin each session with an introduction by the sponsoring organization. An introductory time of worship and singing is also appropriate if desired, though we recommend this be limited to 10-15 minutes so that the session will not get too long. A 10-15 minute break will take place in the middle of each session. It is appropriate to ask for the offering at the time of the break. Coffee and a snack are also appropriate during the break, if desired. Pastor Jeff will usually take questions after the break and at the end of the session.

### **EXPENSES FOR THE SPONSORING ORGANIZATION**

- 1) Accommodations (food and lodging) for Pastor Jeff and his family if they are travelling with him (2 adults, 2 children) during the week of the seminar. They prefer staying in the home of a Christian family.
- 2) Cost of copying the seminar booklets, if desired. This can be recovered by charging the seminar participants a registration fee.
- 3) A free-will offering each night for **To The Ends Of The Earth Ministries**. Responsibility for taking the offering rests with the sponsoring organization.

### **EXPENSES FOR SEMINAR PARTICIPANTS**

Your organization will determine what to charge the participants (the seminar fee), if any, based on your cost in copying the booklets and your overhead expenses. Participants will also be asked for a free-will offering during the seminar.

### **REQUIREMENTS CHECKLIST FOR THE SPONSORING ORGANIZATION**

- 1) Promote the seminar.
- 2) Print the hand-out booklets, one for each seminar participant, if desired.
- 3) Establish and collect the seminar fee to cover your expenses, if desired.
- 4) Provide a powerpoint projector and screen for projecting the powerpoint presentations (except for Seminar III).
- 5) Provide accommodations for Pastor Jeff and his family during the week of the seminar.
- 6) Take the freewill offering during the seminar for our ministry.
- 7) Enjoy and be blessed!

Thanks! We look forward to seeing you soon for your scheduled  
Landmarks of Faith seminar!