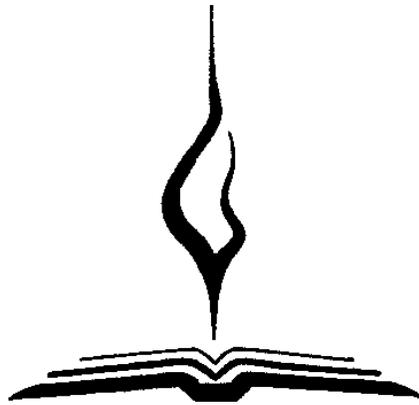


**MANUAL  
AND  
GUIDELINES  
FOR  
MEETINGS**



**FLAME MINISTRIES**

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**John Hoeldtke, President**

Evangelism is not something extra or additional to the regular life of a church: it is central to its purpose. Reaching out to bring others to Christ is God's will for His people and makes for a more genuine spirituality.

*-- John Hoeldtke*

"Evangelism happens when God uses anything we do in order to bring people to Him in Jesus Christ. It is a dimension of the Church's total life and, therefore, not an activity that can be separately labelled."

-- D.T. Niles

Evangelism is not really an "ism." No more healthy expression of Christ's redeeming love in His people exists.

*-- John Hoeldtke*

*"Evangelism is at the very heart of Christianity, and the two can never be separated--for every Christian, when true to his name, must proclaim the good news of Jesus Christ."*

-- G. Ray Jordan

The primary purpose of evangelism is not to build up a church--though that will happen where God's redemptive plan is communicated with love and power. The true motivating center of evangelistic effort lies in the awesome awareness of being a part of the Divine program of reclaiming sons and daughters to God from lost humanity.

*-- John Hoeldtke*

"To evangelize is so to present Christ Jesus in the power of the Holy Spirit, that men shall come to put their trust in God through him, to accept him as their Savior and serve him as their King in the fellowship of his church."

-- The [English] Archbishop's  
Committee on Evangelism -- 1918

Too often, in our day, evangelism has been equated with entertainment. We seek to attract people with celebrity personalities, popular musical events, and "success" principles. This is not entirely wrong. It does contribute, however, to the superficial commitment of many in the churches. New Testament soul-winning involved both preaching and teaching. The forces which propelled it challenged popular presuppositions. Those won over to Christ became part of a new life-force unleashed on the world and culture of the day. They not only heard the message of the cross, but God so worked in their lives they took up the challenge of the cross, denied themselves and followed Christ.

*-- John Hoeldtke*

Dear Friend,

In 1990, I founded **FLAME MINISTRIES**, because I believed the Lord was leading me to enter full-time into an itinerant ministry as an evangelist and Bible teacher. Since then, we have seen God's blessing in many ways. Generally, our meetings in churches have been exceptionally well-attended. Numerous people have made professions of faith in Christ as Savior. Many, many others have recommitted themselves to the Lord or renewed the passion and excitement of their Christian experience. Some have been healed. Pastors have been encouraged and refreshed. In some cases churches have been revitalized. In certain instances, when we have had meetings where more than one church was involved, believers have found new friends in the Lord.

Our ministry statement says that **FLAME MINISTRIES** specializes in equipping local churches in evangelistic outreach in their own communities.

We seek to provide 'tailor made' evangelistic meetings for churches which include plans, materials and other resources to help them in ongoing spiritual life and growth.

Our prayerful passion is to be working with the Lord. We want our ministry and meetings to depend not on human techniques, wisdom and programming, but on the presence, wisdom, direction and power of the Holy Spirit. We know when that happens, Christ will be glorified, people will be profoundly impacted in eternal ways, and churches will be genuinely edified. For this reason, we place high emphasis on prayer.

At the same time, realizing the vital importance planning can have, we have prepared this **MANUAL AND GUIDELINES FOR MEETINGS** to help pastors and church leaders who might consider having meetings in connection with **FLAME MINISTRIES**.

Sincerely in Christ,

*John Hoeldtke*

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## PREPARATION FOR MEETINGS IN A CHURCH

1. The church must, according to its governing structure, decide to call John Hoeldtke for special meetings and make that request preferably in writing.
2. John Hoeldtke, or some representative from FLAME MINISTRIES, will contact the pastor (and possibly other church leaders) in regard to arrangements and plans.
3. John Hoeldtke will send a letter to members and friends of the church in regard to the upcoming meetings. (The church will provide the list of names and addresses for this letter. This list will not be given to others, nor will it be used for financial appeals.)



4. The church is to design plans and a program for special prayer in regard to the meetings, the church in general and those who need to come to a knowledge of salvation. While it is essential that believers pray individually, it is especially important that the people have times when they meet for prayer together.
5. The leaders of the church should make the commitment to be involved in every meeting during the series, unless hindered by circumstances beyond their control. It is helpful if people of the church generally be encouraged to make that same commitment and even acknowledge it publicly.
6. The meetings should be publicized through some forms of mass advertising. Mass mailings, door-to-door distribution of brochures, radio and television announcements, and telemarketing are some possibilities. While the most productive method of reaching people will be by means of personal relationships and invitations from church people themselves, such mass advertising

helps to raise the level of awareness in the community and makes it easier for believers to invite their friends -- and also some people do come because of the advertising. *Remember, multiple impressions make the difference!*

FLAME MINISTRIES will help with advice, ideas and materials.

7. The pastor(s) of the church should emphasize the meetings weeks, and even months, ahead of time. Some of the preaching should be calculated to help prepare people for the meetings.
8. There should be development of an "Operation Andrew" type of approach on the part of church people, with each one having a list of the names of specific individuals for whom they are praying, with whom they are seeking to build relationships, and whom they will invite to the meetings.
9. A group of spiritually dedicated men and women should be prepared to counsel and pray with individuals who respond to the invitation. Discernment is needed in choosing these people.

John Hoeldtke usually provides a *training session for prayer-counselors*.

10. Careful arrangements in regard to nursery facilities, children's activities, ushering, public-address system, restaurant reservations for men's breakfasts or luncheons, sites for women's brunch, teas, etc., should all be made well in advance of the meetings themselves.



## FINANCIAL ARRANGEMENTS WHEN A CHURCH CONTRACTS FOR SPECIAL MEETINGS

The church is to pay for all expenses -- travel, lodging, meals, etc. -- involved in connection with the meetings. Automobile travel expense is figured at the current rate approved by the IRS.

In addition, a free-will offering for FLAME MINISTRIES is to be received. This offering is to be promoted among the people with adequate opportunity for them to respond with gifts. [A free-will offering does not mean the church decides on a set amount and then gives it. Rather, an offering must be received and whatever the Lord provides through the gifts of the people determines the amount.] *We believe this is the best approach and allows churches both large and small to have ministries without worrying about having to pay certain stipulated fees.* The Lord has honored this approach and, since we have support from people who believe in what we are doing, money has never been a major concern in this work.

For special presentations such as *Understanding Islam* or *The Falseness of Socialism* a free-will offering is also expected.

Checks are to be made out to "Flame Ministries." Such monies do not go directly to John Hoeldtke personally but are put into the organization's account, from which he receives a regular salary.

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"For the love of Christ compels us, because we judge thus: that if One died for all, then all died; and He died for all, that those who live should live no longer for themselves, but for Him who died for them and rose again.



Therefore, if anyone is in Christ, he is a new creation; old things have passed away; behold, all things have become new. Now all things are of God, who has reconciled us to Himself through Jesus Christ, and has given us the ministry of reconciliation, that is, that God was in Christ reconciling the world to Himself, not imputing their trespasses to them, and has committed to us the word of reconciliation. Now then, we are ambassadors for Christ, as though God were pleading through us: we implore you on Christ's behalf, be reconciled to God."

-- 2 Cor. 5:14-15, 17-20, NKJV

***John Hoeldtke devotes a part of  
his time to ministry overseas.  
Expenses for this are paid  
through FLAME MINISTRIES funds.***



**FLAME MINISTRIES**

"I am a debtor both to Greeks and to barbarians, both to wise and unwise. So, as much as is in me, I am ready to preach the gospel to you who are in Rome also. For I am not ashamed of the gospel of Christ, for it is the power of God to salvation for everyone who believes . . ."

-- Romans 1:14-16, NKJV

## DESCRIPTION OF AUXILIARY EVENTS IN SPECIAL MEETINGS



**Luncheons [or Breakfasts] for Men.** These are usually held in a room in a restaurant. Believers invite associates and friends as their guests, which means they pay for their meals. Time-frame is an hour at the most. John Hoeldtke speaks for 20 (or at most 25 minutes). It is usually necessary for him to begin speaking while the men are still eating. Brochures are sometimes distributed and men are invited to the meetings at the church.

**Breakfasts** are often preferred in rural communities. Farmers, mechanics, etc., because of the nature of their work want to have the event not interfere with their activities once they have started. Professional men and business men are more accustomed to noon luncheons.

**Teas [or Luncheons] for women.** Teas are usually held in a home. Women invite friends, neighbors, acquaintances to come. Some sort of baby-sitting arrangements are made so that young mothers can attend. Cookies, etc., and other refreshments are available and served toward the end of the time together. The session with the women lasts about 40 to 45 minutes, including special music and get-acquainted exchanges. John Hoeldtke is usually present and interacts with the women. However, he rarely speaks at these teas, but instead makes use of cassettes or women speakers. **Lunches** can be at a restaurant and may not have the baby-sitting feature.



**Events for Youth.** Generally speaking, we have discovered that it is better not to have some special night for youth -- such as a youth night -- but rather to seek to get youth involved each night. Junior high and high school, as well as college-age, young people have been very interested in topics presented -- especially in the "Spiritual Power" meetings. Usually, once they have found out what the meetings were like, they have been interested in attending. We have seen many young people make commitments to the Lord.

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## **Children's Program in Conjunction with Special Meetings**

The usual procedure is for a church to arrange a special set of children's meetings which run concurrently with our special meetings. This is especially the case with week-long meetings. A specialist, or specialists, in children's ministry is usually brought in to lead these meetings. Sometimes the help of a Child Evangelism worker is obtained. It is better to use outside help so as to not tie-up people from the congregation making them unable to attend the meetings.

Such a children's program significantly contributes to the success of the meetings.

There are several advantages to such an arrangement. Younger couples, who have children, will be able to attend the services. Otherwise one of them will have to stay home with the children or the assistance of a baby-sitter will have to be obtained. If the children's program is well-done, the children will be excited about it. They will be likely to invite their friends and other children in the neighborhood to come. Sometimes when other children come, their parents find out about the meetings for adults being held at the same time and decide to attend.

And then many children have made first-time professions of faith in Christ in such auxiliary children's programs.

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It is also important that **nursery facilities** are available for babies and little children.

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## **The Feature of Visitation**

During the meetings, especially when they are held in a local church, John Hoeldtke likes to have opportunity to go calling on certain individuals, especially prospects, with the pastor. Pastors and church leaders are encouraged to develop a list of prospects before the meetings, make contacts with these people and pray for them. This helps greatly in making the evangelistic effort intentional and on target.

Of course, spiritual wisdom is needed to discern those who have a true readiness for the gospel.

## TRADITIONAL-TYPE EVANGELISTIC MEETINGS FOR A LOCAL CHURCH

On occasion these meetings run from **Sunday to Sunday**. (The old idea was "eight great days"). However, in more recent years, these are often less than a full week.

In one arrangement, meetings start on **Wednesday** or **Thursday** and continue through **Sunday**.

In another arrangement, meetings start on **Sunday** and continue through **Wednesday**. Sometimes in this arrangement, the meetings are begun with a special event on Saturday.

Weekend meetings, **Friday** night through **Sunday**, are a possibility, but generally these have not been found to be as effective.

Luncheons (or breakfasts) for men, teas for women, and other events can be incorporated with these meetings.

## TRADITIONAL-TYPE UNION EVANGELISTIC MEETINGS

This format is somewhat similar to that for evangelistic meetings with local churches except that a number of churches in a community combine their efforts for the meetings. Normally these are held in some other auditorium rather than in any of the church buildings involved.

Committees for organization and planning incorporating people from the various churches are necessary.

Luncheons (or breakfasts) for men, teas for women, and other events can be incorporated with these meetings.

" . . . knowing, beloved brethren, your election by God. For our gospel did not come to you in word only, but also in power, and in the Holy Spirit and much assurance. . . "

-- 1 Thes. 1:4-5, NKJV



## “LIFE RENEWAL” MEETINGS [Designed for Outreach & Evangelism]

This series of meetings is designed to be week-long, going from **Sunday to Sunday**. However, services are not held at the church building every night. The pattern could be as follows:

Sunday	AM	Service at Church
	PM	Service at Church
Monday	PM	Service at Church
Tuesday	PM	Dinner and Interaction Time in Home <i>(This is for specially invited people).</i>
Wednesday	PM	Service at Church
Thursday	PM	Dinner and Interaction Time in Home <i>(This is for specially invited people).</i>
Friday	PM	Service at Church
Saturday	PM	Dinner and Interaction Time in Home <i>(This is for specially invited people).</i>
Sunday	AM	Service at Church
	PM	Service at Church

In a larger church, a number of different dinners and interaction times can be held on each of the nights of Tuesday, Thursday, and Saturday. Other pastors and workers assisting in the meetings can be present at these additional events. The purpose of the interaction time is to allow for get-acquainted discussion, a brief presentation of the gospel, and opportunity for questions and clarifications and answers on “neutral” territory.

The service on the first Sunday evening can include an observance of the Lord’s Table as part of the preparation for the week’s activities, or if desired, the final service on the second Sunday night can include the Lord’s Table and/or maybe a baptismal service.

Luncheons (or breakfasts) for men, teas for women, and other events can be incorporated with these meetings.

“You are the light of the world. A city that is set on a hill cannot be hidden. Nor do they light a lamp and put it under a basket, but on a lampstand, and it gives light to all who are in the house. Let your light so shine before men, that they may see your good works and glorify your Father in heaven.”

-- Matthew 5:14-16, NKJV



## **“SPIRITUAL POWER” MEETINGS** **[Involving Evangelism]**

The emphasis in these meetings is on the supernatural dimension of the Lord’s work, spiritual warfare, and God’s power today.

These meetings are scheduled for a week, beginning on one **Sunday** with both morning and evening services, continuing through the week **each night** (with the exception of Saturday) and ending on the next **Sunday** with both morning and evening services again.

Sometimes an observance of the Lord’s Table is incorporated into the final Sunday evening service.

These meetings are not done in a seminar format. We say they are intended to be “encounters with God.”

During these meetings there will be special times of prayer for the sick and for those who have other problems. At times, these sessions may involve anointing with oil and laying on of hands.

It is essential that there be intensive preparation in prayer prior to and during these services.

A feature of these meetings is a book table with a number of significant books for sale. (Certain individuals in the church take on the responsibility of managing the table and selling books. The choice of books is John Hoeldtke’s, done in consultation with the pastor. Books, however, are not normally sold on Sunday.)

Luncheons (or breakfasts) for men, teas for women, and other events can be incorporated with these meetings.

“For though we walk in the flesh, we do not war according to the flesh. For the weapons of our warfare are not carnal but mighty in God for pulling down strongholds, casting down arguments and every high thing that exalts itself against the knowledge of God, bringing every thought into captivity to the obedience of Christ.”  
-- 2 Corinthians 10:3-5, NKJV



## **“FAITH AND FAMILY” MEETINGS** **[Also involving Outreach & Evangelism]**

This series of meetings again is in a week-long schedule, going from **Sunday to Sunday**, with morning and evening services on Sundays and meetings each night of the week (with the exception of Saturday).

Concern over marriage problems and family break-down have been highlighted in recent years. Churches have wanted teaching on Christian principles for family life. These meetings were designed as a result of specific requests for such meetings from some pastors and church leaders. In the messages given, insights from practical experience and psychological ideas, but most of all from biblical truths, are presented.

At the same time, attention is given to issues regarding salvation and the power of Christ to change individual lives. That means these meetings can be used as opportunities for church people to invite friends who need to hear the gospel.

In conjunction with these meetings, a book table is used to display select volumes on marriage, family and the Christian life, so that people are able to purchase helpful material.

Luncheons (or breakfasts) for men, teas for women, and other events can be incorporated with these meetings.

“And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”

-- Deuteronomy 6:6-7, NKJV

“But as for me and my house, we will serve the LORD.”

-- Joshua 24:15c, NKJV



## **“BIBLE CONFERENCE” and “DEEPER LIFE” MEETINGS**

Emphasis on the teachings of Scripture and the truths and dynamics of the Christian life form the content for these meetings, which can be arranged in a week-long series or in a shorter period: *e.g.* Wednesday (or Thursday) to Sunday, or Sunday to Wednesday.

Because of other commitments, John Hoeldtke takes only a limited number of these engagements.

**Holy Week Meetings** (or **Passion Week Meetings**) from **Palm Sunday to Easter** have proved to be effective if carefully planned and undergirded with prayer. Of course, John Hoeldtke can do only one such series each year.

## **“CHURCH LEADERSHIP” and “CHURCH GROWTH” SEMINARS**

Usually done in a weekend arrangement, these seminars focus on key leadership truths and dynamics and on church growth principles. The format is more that of a workshop in most of the sessions.

Because of other commitments, Hoeldtke takes only a limited number of these also.



## **"LIGHT Against DARKNESS" SEMINARS**

These seminars are designed to instruct people on ways spiritual forces have been operating in our world, and how they impact our Christian work and lives. The sessions are very intense with important historical, philosophical, theological and practical data.

These seminars have been presented a number of places overseas and have been well-received. Sometimes an expanded version entailing many hours has been used. A shorter version can be provided with a number of sessions on a weekend.

Because of schedule considerations, only a limited number of these are done.



## **"DEVOTIONAL LIFE" SEMINARS**

Truths and practical advice on how to make Bible study and prayer more meaningful are key features of these seminars. Emphasis is on developing a devotional life that effectively impacts all one's activity and makes one more useful in serving the Lord.

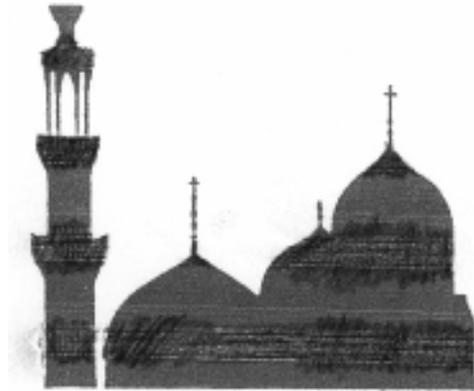
This seminar is presented in four basic sessions and can be done on a week-end.

Again, only a limited number of these are done.



## “UNDERSTANDING ISLAM” PRESENTATIONS

In this one-session presentation, the origins, history, development, sects, beliefs and objectives of the Muslim religion are set forth. Differences with the Christian faith are highlighted. Those attending receive a four page summary of important key information.



During this meeting, John Hoeldtke speaks for approximately one and one-half hours, followed by a half hour question and answer time.

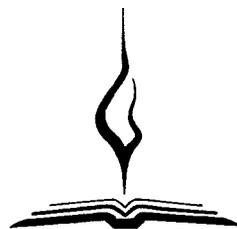
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As a follow-up in churches where this presentation has been made previously, a week-end can be scheduled during which, usually, the film *Obsession* is shown on Saturday night and then John preaches on Sunday morning on ***Islam: The Threat and the Challenge***, and on Sunday evening on ***The Bible Versus the Qur'an***.

## “THE FALSENESS OF SOCIALISM” PRESENTATIONS

In this one-session event, the history and basic ideas of Marxist and Socialist thinking are explained, and then critiqued from a Biblical perspective. The relevance of these issues for our times and culture are made clear. Everything is presented in “laymen’s language” so the average individual does not have difficulty following or understanding. And additional printed material is provided.

For these occasions, John Hoeldtke normally speaks for almost an hour and a half, and then has time for a question-and-answer involvement with the attendees for about a half hour.



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