

Awakening the Voice of Truth

This Document is intended to be used as a guide for bringing Awakening the Voice of Truth (ATVOT) to your city. Each person involved as a Committee Coordinator should read through this to understand the mission, purpose and strategy of ATVOT. This brief document also includes what it takes to bring Dr. Raleigh Washington and ATVOT to your city. We want to make things as transparent as possible and work side by side with you to impact the Pastors in your city. We have also included at the end a page of “Tips” which have come from committee members of past events. Please read through these... they are invaluable! We have seen wonderful things happen and have received incredible feedback from previous events. We will work closely with you all along the way to make this event impact YOUR CITY!

- **Mission Statement**

To challenge, encourage, motivate and embolden pastors, ministry Leaders, christian university presidents and spiritual influencers to Awaken the Voice of Truth (which is The Word of God) to address the plethora of false narratives that are creating toxic divisions in the church, the family and our nation.

- **Purpose Statement**

To work with current christian networks in major cities around the United States to bring the message of ATVOT by way of an event for pastors, ministry leaders, university presidents, as well as their spouses. After the event, having a more colaborative network left in the city to impact it for Jesus is desired. Online resources will be available to all pastors and christian leaders that will help to continue to equip them to address false narratives that continue to arise.

- **Top line Strategy**

Find major cities where there are good connections to people passionate about equipping and supporting their pastors, university presidents and ministry leaders surrounding cultural issues from biblical perspectives. The goal is to work with an existing group of christian business and/or ministry leaders in a city to bring ATVOT to their city. In some instances, a group would have to be formed if one does not exist but It is best to look for existing groups that have a network in a city. It is important that this group not just take on the event project, but to also be committed to impacting their city for God’s Kingdom.

How we bring an ATVOT event to your city.

- **Recruitment**

Bring people together who desire to impact their city for God’s Kingdom. Most cities have Christian Business Groups which are a great catalyst to start with. Cast vision for ATVOT (it’s vision, mission and strategy) and share results from other cities that have had an ATVOT event. Share Dr. Raleigh’s Bio with and lead them to invite him to share his vision at an upcoming meeting. Ask those present to invite others to hear Dr. Raleigh speak as the Holy Spirit leads people to their minds. The group should also be encouraged to promote the meeting to other christian groups who desire to make an impact for God’s Kingdom in their city. As you share this, it could also be a galvanizing meeting for others to want to join the group and make it grow. Most

christian business groups are looking for others to join and make the group grow. There's nothing like a project for people to work on together to create passion for group growth.

During the meeting Raleigh will speak to the group, sharing the need for people to "awaken" the pastors in their cities to address urgent cultural issues from a biblical perspective. Dr. Raleigh is very engaging and passionate as he shares data and stories to show the need. At the end of the talk, the group will be asked if they would like to bring ATVOT to their city. They will be given a brief overview of what this will entail and asked if the group would like to be involved in this. If the group agrees, a request will be made for a show of hands that would like to get more information and be a part of the committee formed by this group to head it up. For those that raise their hands, time will be taken at the end of the meeting, to schedule a future meeting to discuss next steps.

- **Next Steps- Meetings**

Prayer is critical to surround and cover an ATVOT event. The committee needs to spend a good amount of time praying together over not just the event and the logistics, but for those that are being invited and those leading it. Prayer over the region is critical as past events have seen the enemy attack.

A kickoff meeting (virtual or in person) is held. At this meeting someone from ATVOT will be on to discuss the learning from past events and share "Best Practices" learned. Q and A will ensue and then a list of needs will be displayed and gone through. Each area needs a volunteer to head it up, but they will have the support and help from others in the entire group which agreed to bring ATVOT to the city. People will step up to be committee coordinators for these different areas including a committee chair. Those coordinators will become the ATVOT committee for your city. Those on the committee will agree to the time of the next Meeting. At this meeting it's important to come up with a projected timeframe for the event. Experience dictates 4 months minimally. Ask the Committee to dig around to see if any other events are scheduled around that time frame. It's important to keep away from events that may affect the pastors from being able to attend.

The second meeting will include Dr. Raleigh and we will walk through each coordinators responsibilities and open up for discussion surrounding each area. It's wonderful to see what happens when the body of Christ collaborates on these areas. Ideas form and strategy takes hold! The committee will choose a date for the event. By the end of this meeting everyone should know what their next steps will be. The committee will also set the next meeting date and time.

Subsequent meetings are a time when the committee meets to update each other on how things are coming along as well as sharing successes and opportunities. Number of confirmed attendees should be communicated to ATVOT periodically. ATVOT is available at any time to give input or answer questions. We also have the ability to connect you to the committee coordinators from past events if you would like.

It's critical to know that the most time consuming and important part of the committees' responsibilities is to get pastors from in and around your city to come to the event. Past event experiences have taught us this portion is "all hands-on deck." Every person in the larger group as well as on the committee will be helping here.

Committee Coordinators

- **Invite Coordinator.** This position should be filled by someone who has a networking skill set. They do not have to have a great network of pastors but that would help. Their skill sets help them see the different opportunities that people may have in their own networks as well as finding networks to approach. They are good at follow up with those in the group that are inviting pastors as well as facilitating conversation with other christian groups that are located in the city. They will be working with an ATVOT administrator who will be collecting the RSVPs. They will also find others in the larger group that have connections with church leaders that are influential in the region. Engaging the areas Christian influencers is critical. We have experienced influencers contacting us after an event and stating that they wished they had known earlier so they could have helped contact others. The pastor AND their spouse are invited. Also include the youth pastor and the executive pastor along with their spouses.

This is a 2-stage process.

1. An online Excel grid which will be provided for you. Place all the information on this sheet which becomes your working target list. You can manage who people want to invite and who is doing the inviting- Necessary for follow up which you will spend most of your time on.

2. RSVP software (Event Bright or similar) where the people invited can be sent to RSVP and choose their lunch choices.

NOTE: *Do not make the RSVP link public. This is invite only and the link should only be sent to those you wish to invite. We have had events that were hacked by those opposing our message.*

- **Marketing Coordinator.** A template has been made for a “Save the Date” and Invitations that will be sent out by the committee and entire team to pastors. Someone on the committee or working with Dr. Raleigh’s assistant can input the changes to create one for the event.
- **Finance Coordinator.** This position is the gatekeeper to the budget for the event. The budget will consist of national and local funds and approved by the committee. They will keep a tracking of expenditures against the budget and make sure that expenditures will not exceed the agreed upon budget. They and the committee chair are accountable to Raleigh on this.
- **Venue/Food Coordinator.** Learning has told us that these two go hand in hand. The Venue is not to be a church for several important reasons which Raleigh will share at the second committee meeting. The venue should be a very nice hotel or similar in the city and coordinating the food and audio/video needs to the hotel is crucial. The event should be a white linen luncheon, treating pastors and their wives to an event that shows we honor them. Food should be served and NOT buffet style. We have found that nice hotels require us to use their catering but since this creates the highest expense of the event, care should be taken to be good stewards of the funds God gives us while putting on a first class event. Some past luncheons have included valet parking done by the hotel.
- **Fundraising Coordinator.** A portion of the event will be paid by national donors that give to Awakening the Voice of Truth. Past committees have commented that they wanted to fund raise locally for the event. They felt **it was their city** and God wanted local christian leaders to step up and partner to impact and come alongside their pastors in the region. This position should be someone that is good at networking and

encouraging those in the larger group to reach out to those who they sense would be passionate about bringing ATVOT to their city. Raleigh is available to talk personally with local donors if need be.

- **Prayer Coordinator.** Prayer should surround every facet of the event. This position requires someone who is a prayer warrior and can lead others to pray over the event, pastors, donors and volunteers. They may even have connections with prayer teams around the city.
- **Committee Chair.** This position should be filled by someone who has a gift of coming alongside others in pursuit of what they need to accomplish. They head up and facilitate the meetings. They communicate with ATVOT with needs and questions. They keep things on track so that the timeframes for the event date are met. They help out wherever they can and are a passionate cheerleader to the team. They also will schedule the “Debrief Meeting” with ATVOT after the event with the entire committee so we can improve best practices for future events.

The programing for the event will be orchestrated by Dr. Raleigh and in the past have included local christian leaders/pastors for a small portion. Coordination will take place between the committee and Dr. Raleigh to understand any local issues that could impact the event; specifically local leading pastors or christian organizations. We are very sensitive to take these things into account so that we are a resource and encouragement to them as leaders in their city, while at the same time sharing the false narratives in our culture and how to address them.

The Event

Dr. Raleigh will have the programing set from the opening prayer to the closing prayer with input from the committee. The committee will have put an event timeframe together which will include timing for volunteers, speakers, and pastors to arrive as well as any logistical issues. Past events have included local “sponsors” (donors) setting up a table outside the luncheon room. This allows local organizations to help sponsor the event and be able to share with those attending what their organizations are about. A local photographer should be included so that pictures can be posted by not only ATVOT but local churches, ministries and the group bringing the event to their city. Past events have included the handing out of a “Swag Bag” which could include the new book Dr. Raleigh is writing as well as items sponsors would like to include. Also coordinating what slides need to be used by speakers will be done by the committee. It is their responsibility to have AV set for the luncheon. Some speakers have slides and others don’t. ATVOT will also send a few slides including opening, closing and donation slides.

As mentioned in the Mission and Purpose, ATVOT wants to come alongside pastors to encourage, motivate, equip and embolden them. This is not intended to be a “one and done” event, but the start of something that impacts your city and lasts. Bringing pastors and christian business and ministry leaders together is critical along with providing ongoing resources they need. We look forward to working with you on bringing this event to your city.

~ Dr. Raleigh Washington and the ATVOT team.~

Tips

This section is a collaboration of past ATVOT event committees. They are ideas that they wanted to pass along to other committee coordinators. We truly appreciate their feedback! As you plan the event, please keep track of ideas to pass along to future committee coordinators. These ideas will be asked of you at the debrief that will be scheduled following the event.

Prayer Coordinator

- Put together prayer walks around the venue to pray over the city and building. Pray against any demonic attack coming against them.
- Pray for the speakers, pastors, other attendees, venue.
- Partner with prayer teams already in place. Ask the pastors who RSVP if there is someone heading up a prayer ministry at their church.

Venue/Food Coordinator

- The lunch should include a pre-selected item by each person attending. (ie- Chicken, Steak, Vegetarian)
- Have the committee come up with 3 dates that would work for them as well as Dr. Raleigh. Dr. Raleigh must coordinate with speakers and everyone on the committee should be able to attend if possible.
- When discussing food options with the venue, get minimum requirement as well as a catering menu. You will need this to make a decision with the committee for the budget.
- Get as much flexibility with the contract. If food is left over see if you can help get it donated. Some venues have policies against this, and tremendous waist can occur.
- Get the cancelation policy for the event. You may want to shift locations.
- Make sure you know the drop-dead date for getting back meal selections. The ATVOT Administrator will help follow up with phone calls to get the RSVP's and meal selections. Those that invited someone to attend should also be reaching out to those they invited.
- Because the speakers are sharing during lunch, making sure the venue streamlines serving lunch is important. Make sure the way they give people their selection choices is simple and a lot of communication during serving is avoided (maybe narrow down selections?)

Audio/Video

For the events has been a challenge. Get someone to head this up- they will have to coordinate with the venue. The venue most likely has the capabilities that are needed including large screens, but it can be expensive. Many pastors will have people in their churches that are very proficient at this and will save money and work more closely with you.

Fundraising Coordinator

- Share with potential donors that they would have an avenue of "marketing" to a large group of pastors and ministry leaders through donating to the swag bags as well as access to a table outside the room.
- People want to give to things that matter. Share the mission and vision, people will respond.
- If you have a larger donor that would want to talk to Dr. Raleigh, don't hesitate in requesting he be on a phone call with the donor.
- Donors don't have to just give money. You may have a florist, photographer or ? who is a believer and would want to participate.

Committee Chair

- Make sure timelines are hit. RSVP's and meal selections are the big ones.
- Foster collaboration between coordinators as well as those that are actively volunteering. Also be wary of those that overstep and dominate in areas that aren't their own.
- Make sure that swag bag materials are in on time and have a team set to stuff the bags. Also make sure all sponsors who are wanting tables bring their own table, tablecloth, etc. You may want to ask a volunteer to help you head this up.
- Find someone to get a photographer to the event.
- Understand how many volunteers it will take in each area and have the coordinators get them early in the process.

Invitation Coordinator

- This should be used for RSVP only and not to be the initial contact with pastors. In person or phone call invite from someone is the most effective.
- Getting RSVP's is like "herding cats." Send out an update on RSVPs to those that have invited people. Understand the follow up that each invitee is doing on those that are on the invite list but have not confirmed through the RSVP process.
- Look at local networks of people as well as organizations. They will have relationships with pastors. Many cities have someone who has a contact list of key pastors in the region.
- When a pastor is invited, ask them if they have contacts with other churches you could connect with.

Finance Coordinator

- Make sure the budget is set understanding how much ATVOT funds are available and what needs to be raised locally. The funds are agreed to by Dr. Raleigh for ATVOT funds and the local committee.
- Fundraising locally is key. If people are not committed to putting in funds to bring the pastors in their city to an ATVOT event, then you should consider if an event should even take place.
- The entire committee should be conscious of fundraising. The Finance Coordinator holds the committee accountable.
- Some Coordinators have a hard time staying in budget. We had a situation where one venue coordinator decided to put flowers on all the tables at a cost of \$400.00. We ended up finding a donor for it at the last minute otherwise they said they would pay for the flowers out of their own pocket.