

Speakers' Guidelines

for FGB Outreach Dinner and Breakfast Meetings



FGB

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Speakers' Guidelines

Dear Speaker,

Thank you for accepting the invitation to speak at our meeting.

As you will realise, our speakers come from many backgrounds — some have wide experience as main speakers, while other are newer believers who may have been asked to share a short five or 10-minute testimony.

PART ONE of these brief practical guidelines are for **main speakers** at breakfast or dinner outreach meetings.

Key points about the content and presentation of your talk are:

1. The essence of what we share in outreach events is **our personal testimony** — *never* preaching.
2. All testimonies have a structure: we share briefly how we were *before* we came to Christ, then in more detail why and how we became Christians, and what happened *after* we came to Christ - and, particularly, how did the Holy Spirit show His presence in your life? Were you delivered from swearing, drinking, fear and other issues? How did God guide you, provide for you, heal you, chasten you? How does God speak to you now?
3. **Timing:** main speakers are generally introduced by 9pm and are asked to speak for 30—45 minutes, allowing time for ministry at the end, around 9.45pm.
4. Testimonies should not be used to promote a ministry, raise funds or sell resources unless this is a valid part of the speaker's testimony. It is preferred that the meeting chairman says something earlier in the meeting about the speaker's wider ministry and maybe mention resources that will be available on the book-table. It is also helpful if there is someone to look after the resources table, which then frees-up the main speaker to be more involved in ministry to

individual people after his testimony.

5. **The appeal:** we always aim for a response to the main speaker's testimony. Some speakers are more confident than others about giving the appeal for salvation and/or a closer walk with God and offering ministry through prayer for the fullness of the Holy Spirit, healing and so on. The chairman of the meeting will discuss this point with the speaker ahead of time. There is no problem if a speaker ends his/her testimony by handing over to the president and other officers who will know how to make the appeal and bring the event to an effective conclusion.

PART TWO

A few practical pointers for 'newer' speakers

1. Generally, we expect speakers to "know" the main details their own testimony and to have broadly decided which part they should share on this occasion. They therefore will not need to speak from pages of notes, but can, without hesitation, share key moments of their life and testimony. Several points on a card may be helpful, but try to speak without notes (yes, it can be done!) — and do not *over-prepare*, but aim for real spontaneity because you already know the main points of your story. We should *all* be ready to give our testimony at any time.
2. Speak up clearly so that people in the back of the room can hear you. Never slip into 'preaching' mode or give an appeal (the main speaker will do that), but end your talk on a positive note, keeping to time — and leaving your listeners wanting to hear more.
3. Our listeners relate to stories shared from the heart. Never bore your audience with waffle. Brevity is vital and no-one should attempt to tell their whole life story, but highlight a few inspiring moments in your 'journey of faith' — your conversion, baptism in the Holy Spirit and answers to prayer.
4. It is a worthwhile exercise to practice your own short (five-minute) testimony, highlighting some key points which you feel will connect with an audience of not-yet Christians. Then ask yourself — or a friend — how effectively you have communicated and see how it might be improved.

PART THREE

Reminders for the meeting chairman

Here are a few pointers which will also give guest speakers an idea of how our outreach meetings are planned and led:

1. At least a month ahead, ask the speaker for some interesting facts for pre-publicity that will appeal to the not-yet Christian, plus a picture.
2. Make sure the main speaker has a clear directions about the venue and when he should arrive, allowing enough time to freshen-up and pray with officers.
3. Be led by the Holy Spirit: the following guidelines must be subject to any directions that the Holy Spirit introduces, but God is the author of good practice and order.
4. One or two short testimonies before the main speaker will cause faith levels to rise in a meeting, so a free-will offering from regular attendees may be taken before the main speaker is introduced, but do mention that invited guests are not expected to contribute.
5. Younger members: it is vital that we have all age groups represented in the our activities: variety of involvement is important.
6. Try to ensure your 'sound system' is set up by 6.45pm — also a 'resources' table with copies of the 'Happiest People on Earth', plus free resources, such as Voice magazines, the new Membership Forms, and if possible, DVDs from previous meetings. A few small 'flyers' with details of the next dinner can be put on tables before guests arrive. For guests who respond to the ministry, leaders should have decisions cards and follow-up booklets
7. Timing is important: warmly **welcome guests at 7.30**, having briefed the caterers that food must be served promptly, followed by tea/coffee and mints, **all served by 8.30pm.**
 - 8.30: give a very brief outline announcement of the evening (and future events). Keep it short: presidents are there to introduce people and give a very brief comments on what has just been said — they are not there to "talk"!
 - 8.35: someone shares the **FGB Vision**, maybe offering a few free copies of the '*The Happiest People on Earth*' (or the free copy of the '*Fulfil Your Destiny*' booklet).
 - 8.40: local testimonies **with an offering between them**; a music item before and during the offering can be helpful before **the main speaker is introduced at 9pm.**
 - 9.45: **the invitation appeal**—the ministry time begins and may continue to 10pm. Avoid awkward silences— quiet background music helps guest to relax. **Thank everyone for coming.** Very often the real ministry begins when guests think the meeting is over!
 - By 10pm: release guests who wish to leave, although those who responded to the ministry may wish to meet with chapters officers for prayer and fellowship.