

OUTREACH TEAM

The Outreach Team leads local efforts to invite the community through door-to-door distribution and neighborhood engagement, coordinating resources and volunteers across churches.

Before the Crusade

- Coordinate plans with GO TELL Staff, Executive Team, and Church Coordinators; align messaging and materials with the Publicity Team.
- Saturate USA Partnership: with GO TELL Staff, coordinate shipment of door hanger bags, Gospel tracts, and Jesus Film DVDs; assemble bags with GO TELL Crusade promotional materials and local church invitations.
- Schedule a Packing Party and ensure printed promotional materials arrive on time; organize volunteers for neighborhood distribution.
- **Each One Reach One cards** (provided by the GO TELL Office) should be distributed in every participating church. The pastor or a church coordinator can distribute and explain to the congregation the Each One Reach One program during the morning and evening worship services. We want God's people to become concerned for the lost.
 - Each One Reach One Sunday is a ministry designed to have everyone pray for, invite and bring at least one unbeliever to the Crusade. (See Schedule of Preparation Events for the correct date)
 - Participants should ask God to give them a burden for the lost. Pray that their eyes will be opened so that they will see their need for Christ. Pray that their hearts will be receptive to the Gospel.
 - Pray that friends and family members will accept an invitation to the Crusade and that any walls of resistance will be torn down.
- Neighborhoods: assign target areas, map routes, and encourage churches to adopt coverage zones; distribute flyers and invite to pre-Crusade events (Prayer Breakfast, Pre-Crusade Youth Rally, Each One Reach One Sunday).
- Block Parties (if planned): coordinate with Executive Team and GO TELL Staff to budget funds and secure permits/liability documentation; use gatherings for personal invitations and Gospel conversations.
- Before going out, pray together as a team for open hearts, protection, and readiness to receive the Gospel.

During the Crusade

- Continue distribution in high-visibility areas; share outreach testimonies with the Publicity Team for broader encouragement.

After the Crusade

- Provide a summary of coverage, participation, and outcomes to the Executive Team and GO TELL Staff; share testimonies; participate in evaluation to improve future efforts.

PRAYER TEAM

The Prayer Team undergirds every aspect of the Crusade in intercession—mobilizing churches and believers to pray for revival, unity, bold witness, and lasting fruit. The late pastor and author Jack Taylor was a man who wrote much about prayer. He is known to have said that the lack of prayer is the source of many battles that are fought. He drew believers back to the throne room to beg of God to bless our efforts to do His work. He is quoted as having said, “All that God does, He does through prayer.”

Before the Crusade

- Coordinate with Executive, Follow-Up, and Church Coordinators to enlist prayer leaders across all participating churches; encourage each church to form a Crusade prayer group.
- Promote prayer through Prayer Gatherings, Prayer Walks, and Home Prayer Meetings; encourage Scripture-based intercession for revival, unity, and boldness.
- Create and distribute Crusade Prayer Guides to congregations to structure daily prayer efforts.
- Promote the Prayer Breakfast with Publicity and Church Coordination Teams; the Prayer Team Chairperson organizes a corporate prayer time during the Prayer Breakfast in conjunction with GO TELL Staff.
- Designate intercessors to pray during the Packing Party, Youth Rally, and other pre-Crusade events.
- Consider a 40 Days of Prayer focus leading up to the Crusade (or another agreed emphasis), praying for salvation decisions, protection for volunteers, favor with civic/school leaders, and unity among churches.

During the Crusade

- Gather the Prayer Team 30 minutes before each service to pray for speakers, worship, response, and logistics; assign intercessors to pray during services in a quiet space.
- Pray specifically for Follow-Up Team and Prayer Partners as they minister during invitation; join nightly prayer circles with Executive Team and GO TELL Staff.

After the Crusade

- Hold a Post-Crusade Prayer Gathering to thank God for decisions and pray for discipleship; continue praying for unity and awakening in the community.
- Provide a short, written summary of prayer events and testimonies to the Executive Team and GO TELL Staff.

USHER TEAM

The Usher Team provides a warm welcome and ensures an organized, safe environment from the parking lot to seating, shaping the first impression and flow each night.

Before the Crusade

- Recruit ushers, greeters, and parking attendants from participating churches; confirm nightly volunteer counts with GO TELL Staff and Executive Team.
- Conduct a team walk-through about two weeks before the first service to review duties, entry flow, and traffic patterns; coordinate with the Security Team as needed for crowd or traffic control.
- Venue and Parking Setup: establish parking for general attendees, VIP, handicap, and buses; work with Setup/Teardown on signage/lighting/barricades; keep emergency routes open; assign zones.
- Greeter Preparation: train greeters to welcome attendees and distribute programs or offering envelopes (ushers do not hand out decision cards).

During the Crusade

- Parking and Traffic: arrive early to direct vehicles; maintain communications between parking attendants and ushers; keep pedestrian areas clear and lit; assist guests with mobility needs.
- Greeting and Seating: welcome guests, answer questions, and guide to seating quickly; reserve seating for pastors, choir, VIP, and those with special needs as directed by GO TELL Staff.
- Service Support: assist Finance Team with offerings; work with Prayer Partners and Follow-Up Team to keep aisles clear during invitation; direct safe exits at dismissal.

After the Crusade

- Remove parking signs, cones, and markers; return vests/flashlights/radios; debrief briefly and assist Setup/Teardown with cleanup as needed.

PRAYER PARTNER AND FOLLOW-UP TEAM

The Prayer Partner and Follow-Up Team serves as the primary ministry team during the Crusade invitation time and in the following days. This team, composed of both trained Prayer Partners and Advisors, ministers to individuals who respond to the message, prays with them, records their decisions, and ensures proper follow-up with local churches.

BEFORE THE CRUSADE

- Organize and recruit Prayer Partners from participating churches; ensure balanced coverage each night, including the Pre-Crusade Student Rally (100 to 150 Prayer Partners needed). Each participating church should have a quota of prayer partners in ratio to the size of their congregation. For example, a church of 100 could provide 5 to 10 prayer partners, whereas a church of 300 could provide 20 to 40 prayer partners. Depending on the attendance of the crusade, 200 to 400 prayer partners will be needed. Larger areas will need 500 or more.
- Conduct the initial Prayer Partner Training led by a GO TELL Team member and schedule a minimum of two additional trainings to be led by the Prayer Partner Chairman. Pastors who have attended the training can train their church members. It is critical that all training sessions use the materials and procedures provided by the GO TELL Crusade Director.
- Distribute training materials, decision cards, and procedures at the Training sessions.
- Coordinate with Setup/Teardown to arrange chairs for the Prayer Partner Area using the GO TELL-provided template.
- Secure about 300 chairs as a starting point; ensure tables for cards, pens, clipboards, *Download* booklets, and Bibles.

FOR PRE-CRUSADE STUDENT RALLY

- Working with a GO TELL Team Member, ensure that a Prayer and Response area is set up and ready to pray with students who respond.
- Collect and record any spiritual commitments that are made for proper follow-up using the online spreadsheet that is provided by the GO TELL Home Office.

DURING THE CRUSADE

- Prayer Partners arrive 45 minutes early for briefing and prayer; positions will be assigned nightly by GO TELL Staff.
- Pray with respondents, complete the decision cards (salvation, recommitment, call to ministry, other decision, etc.), ensuring you collect full contact information.
- Submit cards to the Secretary immediately; assist with sorting by decision type and church; Secretary enters data nightly and provides summary reports to GO TELL Staff and pastors.
- Publicity Team members record impact stories from Prayer Partners after they've interacted with decision makers.

AFTER THE CRUSADE

- Coordinate distribution of decision lists to pastors and churches; encourage contact within 24 hours.
- Schedule and lead a meeting of Pastors of participating churches to ensure every name is assigned to a church for intentional follow-up and discipleship.
- Securely file physical cards (retain for at least one year); send final digital files and summaries to GO TELL Home Office.

YOUTH TEAM

The Youth Team mobilizes student ministries and helps coordinate non-religious school assemblies to promote wise choices and invite participation in Crusade events. The Youth Team will meet with youth pastors, school officials, coaches, community leaders, government officials, law enforcement officers, business leaders, civic groups, school groups (i.e., Fellowship of Christian Athletes, Young Life, First Priority, etc.) and anyone who could assist the Youth Team in achieving its goal.

Before the Crusade

- Priority: **coordinate ON TRACK** non-religious school assemblies early; engage business leaders and school board officials to open doors. These assemblies are for middle and high schools.
 - Create a shareable calendar that allows Youth Pastors and the GO TELL Staff to view the schedule of assemblies.
 - GO TELL Team Members can conduct 3 to 4 assemblies per day depending on the travel logistics between schools.
 - GO TELL can provide endorsements and, if requested, full transcripts for assemblies; see ontrackassemblies.com for details.
- Plan and promote the Pre-Crusade Youth Rally with GO TELL Staff; coordinate with Publicity and Church Coordination Teams.
 - This rally is held about 30 days prior to the Crusade. (A date should be selected so that no other competing interests are occurring during the selected day and time. Coordinate with the Executive Team to confirm the date and location)
 - A gifted local area worship band may lead worship. Another option is the GO TELL Crusade worship team. A youth evangelist that is recommended by GO TELL will speak at the rally. Secure a venue such as a high school gym, area civic center, local church, etc. Prayer Partners need to be available for those who make commitments to Christ. Production will need to be provided locally. GO TELL will help coordinate content, including any videos, etc. Questions, concerns or recommendations for this event should be discussed with GO TELL's Home Office before any changes are made.
- Prepare **Youth Emphasis Night** logistics, including 12 to 16 tables for pizza and drinks.
 - Connect with local businesses for giveaways as a draw for Youth Emphasis Night (Wednesday night of the Crusade week). However, keep the giveaways to at most 2 to 3. Many communities have had much success in drawing youth by obtaining a donated car from a local dealership. The car will need to be transferred to a local church or non-profit for tax-deduction purposes. All taxes and fees will need to be arranged for title transfer.
 - Youth Emphasis Night is the last night of the Crusade. This event will be kicked off with a "gigantic" pizza blast for all students 30 minutes before the service begins. **Do not substitute anything for pizza.** By far the easiest thing to serve, pizza is liked by most teens..
 - Estimate the amount of pizza needed. The ratio to use is 2 slices per student expected to attend (4 students per 8-sliced pizza) Contact all pizza vendors in your area to let them know what will be taking place and how much pizza you

will need. For example, if expecting 1,000 students, you will need 250 pizzas (1,000 students divided by 4 students per pizza).

- Negotiate the best price. It is suggested you order two different options, i.e., pepperoni and cheese.
- Check with the pizza provider to ensure the pizzas are delivered on time. If it is delivered by 6:10 p.m., there should be plenty of time to prepare to serve by 6:30 p.m.

During the Crusade

- Encourage volunteers and youth pastors to attend the ON TRACK School Assemblies. While the assemblies are non-religious, the student body is a mission field. Participating in the assembly attendance is the open door for future opportunities after the crusade.
- Enlist several youth leaders/workers to hand out *Pizza Blast* tickets at the end of the assembly to ensure that every student has a ticket, inviting them to the free Pizza Blast on the closing night of the Crusade. The invitational ticket is for free food and drink that occur before the last night. While we hope that students stay, we cannot force them to stay. For this reason, it is important to ensure that the pizza service does not begin before the allotted time. It is important to know the total numbers of students at each school to guarantee an adequate number of tickets are available.
- If adults are not permitted to hand out tickets, enlist the FCA groups, Student Government Groups, or other student bodies to do so. Students are protected under the First Amendment to be able to invite their peers to events if it does not interfere with instructional time.
- Support the Follow-Up Team by ensuring student decisions are recorded and connected with their churches; help connect unchurched students with local youth pastors.
- Encourage youth pastor engagement and capture student testimonies with the Publicity Team.
- On Youth Emphasis Night (last night of the Crusade), set up a serving line for each different type of pizza and one for drinks. Make sure you have enough adults to serve and limit the number of slices until you are sure you won't run out. (Example: 2 per youth until everyone is served, then allow seconds)
 - Use the method of serving that the GO TELL Crusade Director suggests. It is possible to serve a large number of students very quickly if set up properly.
- Items needed:
 - Plates
 - Napkins
 - Drinks (bottled water preferred)
 - Gloves for servers, etc.
- Serving should stop no later than 6:55 p.m.

After the Crusade

- Work with Follow-Up and Church Coordination Teams to connect students to discipleship; share testimonies and maintain relationships.

BANQUET TEAM

The Banquet Team plans and executes the **Kick-off Banquet**, which is the first major fundraising event of the Crusade and one of the most strategic gatherings of the entire preparation process. The purpose of the banquet is to:

- Present the **vision** for the Crusade to community leaders, pastors, church members and potential supporters.
- Recruit **volunteers** to serve on the Crusade preparation teams.
- Introduce the **Crusade budget**, explain how funds will be used, and invite financial partnership.
- Share **testimonies** and stories of life-change to build faith and momentum.
- Provide a setting that inspires generosity, unity, and excitement for what God will do in the coming weeks.

A well-executed banquet significantly impacts how the Crusade will be funded and embraced by the community. Volunteers who serve on this team help set the tone for the entire outreach effort. This begins with the **Banquet Training Rally**, a preparation for the Banquet that occurs 3 to 4 weeks prior to the Banquet. (See Schedule of Events from the Executive Team for this date. More information is listed below on the Banquet Training Rally)

BEFORE THE BANQUET

- Recruit a minimum of **5 to 10 people from each participating church** to attend the Banquet Training Rally.
- The date of the Banquet is set by the GO TELL Crusade Director and Executive Team.
- The Banquet Team works with the Executive Team to ensure the best venue to use for the Banquet. Ensure the venue has adequate parking and is easily accessible.
- Obtain a contract to guarantee the availability of the facility. The Executive Team and a GO TELL principal must sign the contract and secure any required insurance certificates. Community centers, civic centers and schools are excellent options.
- Select a licensed and insured caterer. Obtain a contract and Certificate of Insurance before confirming services.
- Aim for a caterer price of **\$16-\$18 per person**.
- Require the caterer to provide at least two serving lines and more than one drink station to prevent bottlenecks during serving.
- GO TELL will provide banquet materials to be placed at each place setting such as a banquet program, a "Ways to Serve" flyer, prayer breakfast invitation and a pledge envelope. A copy of Rick Gage's autobiography *More than a Game* should be at every other place setting, and a stack of "Team Enlistment" Cards and Crusade Invitations (business card sized) should be placed in the middle of the table.
- Place a basket on the table for pledge envelopes to be collected.
- Coordinate with the **Publicity Team** to promote the banquet in churches, online, and through personal invitations.
- Decorate the facility to reflect excellence and warmth, setting the tone for an impactful evening. Welcoming **decorations** create an inviting atmosphere that

aligns with the Crusade's vision. Centerpieces for Banquet tables should be no taller than 12 inches to foster communication among table members.

- Coordinate with GO TELL staff to include printed QR codes for volunteer sign-ups on tables in a clearly posted manner.
- For sponsored tables, a means of identifying the table is required. This could be in the form of tent cards or another prominent method of identification. Table sponsors also can be listed on an insert to be included in the Banquet program.
- Secure a professional sound system and an engineer to setup and operate an audio and a video system. Often a church has someone who can provide these needs. The GO TELL Crusade Director will need to connect a computer to the video system.
- Ensure that the venue has a platform with a simple but modern preaching podium along with a cordless, hand-held microphone. If no platform is available, one will need to be rented and installed. Suggested platform size would be a minimum of 8' x 12'.

DURING THE BANQUET

- Oversee setup, decorations, table placements, signage, and food service.
- Ensure the **Finance Team** has a secure area to collect and process donations and ticket monies.
- Tickets will be collected at the door, but the process should be **expedited** to prevent bottlenecks.
- Greet guests warmly and assist with seating as needed.
- Assist in running the evening program: transitions, testimonies, special guests, and keynote message in collaboration with GO TELL Staff and the Executive Team.
- Direct volunteers to **collect pledge envelopes** from the tables and thank attendees for their participation.

AFTER THE BANQUET

- Deliver all funds, checks, ticket reports, and pledge envelopes immediately to the **Finance Team** for logging and deposit.
- **Do NOT discard** any pledge or giving envelopes; they provide redundancy for donor receipting.
- Ensure that copies of all checks are made and kept with **Finance Team** documentation.
- Review attendance numbers, decorations, volunteer performance, and service flow with the Executive Team to identify improvements.
- Send **thank-you notes** to sponsors, volunteers, caterers, and venue staff.
- Prepare a final summary:
 - Attendance
 - Total funds raised
 - Sponsorships secured
 - Follow-up tasks for Finance Team and Executive Team

BANQUET TRAINING RALLY

Each participating church should select a Church Coordinator to represent their church. The Church Coordinator is responsible for helping his/her pastor promote the Kick-off Banquet and ensuring that his/her congregation is well informed and engaged in supporting all the events leading up to the Crusade.

Responsibilities

- **Attend the Banquet Training Rally**
Key lay leaders attend this rally to receive instructions, banquet promotional materials, and banquet instructions on how to effectively encourage participation from their church. Each church should work toward securing **a minimum of 5 to 10 attendees.**
- **Promote the Banquet in Your Congregation**
These actions include:
 - Announcements in church services
 - Showing the 60-second video promoting the Crusade
 - Sharing printed banquet invitations
 - Speaking with individuals and small groups
 - Encouraging church members to invite guests and prospective donors
- **Selling of Tickets**
Move outside the church with ticket sales – friends, family, civic groups, news media, teachers, political and business leaders, public safety officials, etc.
 - Sell as many tickets as possible. Recruit key leaders in your church and community to attend. The purpose is not simply to sell a ticket but to ensure attendance.
 - Confirm the reservation with those who purchased tickets one week before the banquet. If anyone is unable to attend, inquire as to whether they are finding a replacement or if you should. Remember, **the purpose is to fill the seat with someone who will catch the Crusade vision** and make a commitment to be involved.
- **Sell Table Sponsorships**
Tables may be sold to sponsors beginning around \$500 per table. However, remember that each seat should be filled. Check with the Finance Team and Banquet Chairman to ensure that the sponsorship amount is accurate.
- **Maintain Ticket Sales and Registration Records**
Accurate records should be kept of who has purchased tickets and who has committed to attend. This information is recorded on the Ticket Sales Record **(included in the appendix).**
 - After collecting this information, it should be provided to the Banquet Team and Finance Team.
 - Turn in all money and remaining tickets by the appointed deadline to the Banquet Chairman/Finance Team. The deadline is determined by the caterer for food preparation purposes.

- **Assist With Banquet Night Check-In**

Church Coordinators may help the Banquet Team on the evening of the banquet by:

- Assisting with the table place settings.
- Directing attendees to their tables.
- Helping expedite the check-in line.

- **Promote Additional Crusade Preparation Events**

Church Coordinators also help communicate about upcoming preparation gatherings such as:

- Volunteer Training (the day after the Banquet).
- Prayer Partner Training.
- Youth Rally.
- Prayer Breakfast.
- Outreach Packing Party.

SETUP/TEARDOWN TEAM

The Setup/Teardown Team prepares and maintains the physical environment of the Crusade site, ensuring efficient setup and careful teardown.

Before the Crusade

- Plan with GO TELL Staff and Executive Team; identify manpower and tools needed. Manpower needs vary, but a starting number should be a minimum of 50 able-bodied individuals. Tools also vary, but leaf blowers are common to quickly blow trash and debris to a common area as well as assisting in drying bleacher seats if rain has occurred.
- Secure materials such as ladders and tent canopies as directed by the GO TELL Production Team.
- If venue power is insufficient, locate a ****75KW 3-phase generator**** for production equipment.
- Field Protection: secure 10 to 50 sheets of ¾-inch plywood as requested by venue; stage delivery per GO TELL direction.
- Seating: secure about 300 chairs as a starting number for the Prayer Partner and Follow-Up areas. 15 chairs in the backstage area for the production crew, worship team, guests and preachers.
- Tables: approximately 20 tables (6 to 8 feet) will be needed for GO TELL Resource Areas, Production Team needs, and Prayer Partner and Response Areas. An additional 12 to 16 tables will be needed for the Youth Emphasis Night (last night of crusade).
- Layout: review GO TELL layout map for stage, seating, prayer partner area, and team stations; coordinate permits if required for outdoor setups (check with county/city personnel for clarity).

During the Crusade

- Setup Day: unload, assemble, and position staging, lighting, chairs, and tables; use the GO TELL chair-setup template for the Prayer Partner Area.
- Place 8 to 10 chairs backstage for Production Team, Worship Team, and special guests. In conjunction with the Production Team and GO TELL Team, create a “backstage area” using tents and tarps if no other area is designated.
- Safety and Readiness: follow GO TELL instructions for field protection, power access, and safety; verify venue is clean and safe before opening night.
- Daily Maintenance: **ensure lighting is turned on prior to each service**; walk the site to keep chairs/barriers in position; keep walkways clear; assist teams with adjustments.

After the Crusade

- Teardown: remove chairs, tables, and stage materials without damaging the venue; return borrowed/rented equipment promptly; load production equipment into designated vehicles or trailers.
- Final Walkthrough: leave the venue in original condition or better; report any damage or lost items to GO TELL Staff.

PUBLICITY TEAM

The Publicity Team is responsible for creating awareness and excitement about the upcoming GO TELL Crusade through traditional media and digital channels.

Before the Crusade

- Meet early with the Executive Team and GO TELL Staff to plan print, radio, TV, and digital promotion; coordinate with Church Coordination Team for church communication.
- Secure coverage with local newspapers, radio, and community TV; send press releases and public service announcements (PSAs); list events on community calendars.
- Outdoor advertising: GO TELL vendor can supply vinyl banners of 48 to 53 feet for tractor-trailers as mobile billboards; GO TELL provides artwork.
- Timelines: billboards/radio/TV should begin no more than 6 weeks before the Crusade; paid social ads begin 4 weeks prior and scale up; increase frequency as the event nears.
- Digital: any local materials must follow GO TELL AMERICA brand tools; encourage churches to repost official content.
- Distribute posters, bulletin inserts, and flyers (final approval from GO TELL Office).

During the Crusade

- Capture daily highlights, photos, and short videos; post updates with testimonies and decisions.
- Coordinate with GO TELL Team Member and Follow-Up Team to record impact stories from Prayer Partners after interactions with decision makers.

After the Crusade

- Prepare post-event stories and share photos/videos/testimonies; send thank-you posts to volunteers, churches, and sponsors.

Archive assets and provide GO TELL Home Office with copies and social analytics.

SECURITY TEAM

The Security Team ensures a safe and an orderly environment for all participants. Working under law enforcement oversight and with GO TELL Staff, the team enables distraction-free worship and response.

Before the Crusade

- Plan with local law enforcement, venue personnel, and GO TELL Staff; identify safety concerns, access points, exits, and medical routes; assign zones (parking, entrances, stage, prayer area).
- Conduct two trainings and walkthroughs with GO TELL Staff, venue personnel, and law enforcement before the Crusade begins; review layout, zones, and emergency response.
- Confirm background checks are completed for all volunteer security members.
- Establish a Security Command Point; equip key personnel with radios; clarify chain of command and reporting protocols.
- Coordinate with Setup/Teardown for barricades and restricted areas; verify lighting adequacy in parking/entry/pathways; ensure emergency exit signage is clear.

During the Crusade

- Law Enforcement Oversight: officers manage enforcement, crowd control, and emergencies; volunteers observe, report, and communicate—no physical intervention.
- Volunteers: maintain calm presence; monitor entrances, parking, and main areas; report suspicious behavior/unattended items with who/what/where/when details; keep emergency routes open; guide crowd flow with Usher Team; assist with offering protection/escort as directed.
- Emergencies: remain calm; follow officers' and GO TELL instructions; discreetly move attendees to safety if directed—do not restrain or confront.

After the Crusade

- Assist Setup/Teardown removing crowd-control equipment; collect radios/borrowed gear; attend debrief with law enforcement, venue, and GO TELL Staff.
- Submit incident summaries or recommendations to the Security Team Chairman or GO TELL Office within 48 hours; retain copies for records.

HOSPITALITY TEAM

The Hospitality Team ensures that the GO TELL Team, guest speakers, and special guests are cared for throughout the Crusade week—lodging, meals, transportation, and thoughtful service.

Before the Crusade

- Lodging: secure special Crusade hotel rate (e.g., Hampton Inn) for preparation visits and Crusade week; explore Airbnb options for Worship/Production Team; confirm details with Executive Team before contracts. The GO TELL Home Office will make all lodging reservations once the hotel rate is secured.
- Meals: prepare four Noon Luncheons (one each day after nightly services) with appropriate space and cleanup.
- Transportation: coordinate airport pickups and nightly venue transportation; arrange courtesy vehicles per GO TELL Staff needs. **NOTE: it is extremely important that a member of the opposite sex NEVER pick up a member of the team alone.** Contact the GO TELL Crusade Director for a schedule of transportation needs and the makeup of those needing transportation.
- The GO TELL Crusade Team will coordinate all air travel arrangements for the team, as well as any special guests, and will notify the Hospitality Chairman of those arrangements.
- Welcome: optionally prepare gift baskets with healthy snacks and bottled water for team members and guests.

During the Crusade

- Check in daily with GO TELL Staff to confirm transportation and meal needs. Rick Gage and the featured guests will need to be picked up at the hotel/lodging area in enough time to be present for the 6:45 p.m. prayer time in the backstage area.
- Provide bottled water nightly for stage personnel (Worship Team, speakers, Production Team, Music Team volunteers).
- Ensure meals and refreshments are set up promptly and efficiently for scheduled luncheons or gatherings.
- Assign 6 to 8 volunteers each night to assist GO TELL Staff at resource and merchandise tables; keep areas stocked, organized, and welcoming.
- Final Night: provide an easy handheld supper for the Production Team; coordinate timing and delivery with the Production Team Lead.

After the Crusade

- Follow up with lodging providers to ensure invoices are paid and receipts collected; return borrowed vehicles/materials.
- Send thank-you notes to vendors/volunteers who served the GO TELL Team; submit a brief summary to the Executive Team and GO TELL Staff.

MUSIC TEAM

The Music Team partners with the GO TELL Worship Team to provide a unified worship experience. GO TELL selects/ leads the Worship Team; the local Music Team recruits a Sunday night community choir and technical volunteers to serve throughout the week.

Before the Crusade

- Recruit a mass community choir from participating churches; schedule at least two rehearsals (focus on unity and readiness for Sunday night).
- Recruit 2 to 3 volunteers per night for cameras and 2 volunteers proficient in ProPresenter/video switching (IMAG).

During the Crusade

- The community choir sings with the GO TELL Worship Team on Sunday night.
- Music Team Leader checks in nightly with GO TELL staff and Worship leadership to ensure volunteers are placed appropriately.

Note: The Music Team does not select music, manage transitions, or handle sound setup/equipment.

CHURCH COORDINATOR TEAM

The Church Coordinator Team links GO TELL Crusades with participating churches to ensure accurate information, strong engagement, and unified follow-up. Secure a copy of the Schedule of Preparation Events from the Executive Team so that accurate information can be communicated to church leaders.

Before the Crusade

- Recruit a Church Coordinator for each church and coordinate closely with the Publicity Team to distribute all materials and schedules.
- Partner with the Follow-Up Team Chair to prepare churches to receive and disciple new believers.
- Promote and ensure churches implement: Prayer Breakfast, Pre-Crusade Youth Rally, Outreach events, Each One Reach One Sunday (evangelism emphasis with prayer cards), and Crusade Challenge Sunday (freewill offering for the Crusade budget).
- Promote Prayer Partner and Follow-Up Training for pastors and members; work alongside the Executive Secretary to communicate all key information to churches.

During the Crusade

- Greet and assist pastors and church groups; deliver updates when adjustments are needed.
- Coordinate with the Prayer Partner and Follow-up Team so churches are ready to connect with new believers.

After the Crusade

- Attend the Follow-up Team's post-crusade meeting, confirm that every decision card is assigned to a church for personal follow-up and discipleship; share testimonies with GO TELL Staff.
- Sustain interchurch relationships in partnership with the Executive Team for future outreach.