

# CITY LEADERS PRAYER BREAKFAST

A REFERENCE GUIDE



This is Reference Guide, based on many years experience of organizing such events.

We would advise you to contact us, for up-to-date methods and strategies which will help you to make an impact on your City's leadership with such an event.

Such events take place annually in many cities worldwide.

Europartners is an international evangelical organization of Christian business and professional people whose primary purpose is to connect people in responsibility to Jesus Christ.

Europartners is a nondenominational, non-profit Christian ministry supported by gifts from people committed to reaching and discipling business and professional people for Jesus Christ.

More information may be obtained from:

Europartners,

[info@europartners.org](mailto:info@europartners.org)

[www.europartners.org](http://www.europartners.org)

## Contents

<b>THE CHALLENGE</b> .....	<b>4</b>
<b>INTRODUCTION</b> .....	<b>5</b>
<b>BENEFITS OF A CITY LEADERSHIP PRAYER BREAKFAST TO THE</b> .....	<b>6</b>
<b>CBMC MINISTRY</b> .....	<b>6</b>
<b>THREE TYPES OF ORGANIZATIONAL FORMS</b> .....	<b>7</b>
<b>GETTING STARTED</b> .....	<b>8</b>
<b>THE SUB-COMMITTEES</b> .....	<b>10</b>
<b>OPTIONAL COMMITTEES</b> .....	<b>13</b>
<b>PLANNING</b> .....	<b>15</b>
<b>SETTING THE DATE</b> .....	<b>15</b>
<b>SETTING THE TIME</b> .....	<b>15</b>
<b>SELECTING THE PLACE</b> .....	<b>16</b>
<b>INVITING GUESTS</b> .....	<b>16</b>
<b>THE INVITATION LETTER</b> .....	<b>16</b>
<b>THE INVITATION</b> .....	<b>16</b>
<b>REGISTRATIONS</b> .....	<b>17</b>
<b>SPEAKER</b> .....	<b>17</b>
<b>THE SPEAKER</b> .....	<b>17</b>
<b>OTHER PERSONS ON THE PROGRAMME</b> .....	<b>17</b>
<b>THE PROGRAMME</b> .....	<b>18</b>
<b>THE PRINTED PROGRAMME</b> .....	<b>18</b>
<b>SAMPLE PROGRAMME</b> .....	<b>19</b>
<b>NAME TAGS</b> .....	<b>19</b>
<b>THE FOOD</b> .....	<b>20</b>
<b>ARRANGING THE “HEAD TABLE” GUESTS</b> .....	<b>21</b>
<b>REGISTRATION CARDS</b> .....	<b>21</b>
<b>FOLLOW-UP</b> .....	<b>23</b>
<b>TIMELINE/CHECKLIST</b> .....	<b>24</b>

## THE CHALLENGE

"Also, seek the peace and prosperity of the city to which I have carried you into exile. Pray to the Lord for it, because if it prospers, you too will prosper." Jeremiah 29:7

These words spoken through Jeremiah give us the mandate to pray for the city in which we live and/or work. Since many years such breakfasts have been held in which people of influence in the city, leaders in business, local government, health services, police, education etc meet together to pray for the city, that God will bless the people of the city and that the leaders will be influenced by God's Word.

It is also a wonderful opportunity to give a strong Christian message to those influencing decisions which affect the lives of many people and introduce them to Jesus of Nazareth!

Here is a Reference Guide which will help in organising your local City Leadership Breakfast!

The City Leadership Prayer Breakfast has developed over the years into an outstanding outreach and follow-through opportunity for CBMC committees. It can be an individual committee effort, if no other committees exist in the area, or, for even greater impact, it can be coordinated by all the committees in an area or city.

In a city that is the countries capital, committees have the unique opportunity to present this event as the National Prayer Breakfast, as is the case in many nations.

This manual was prepared to help you as you plan, organize and conduct this important outreach ministry of Europartners.

Whether your prayer breakfast draws 200 people or 2,000, you'll find here what you need to get the job done. This manual outlines procedures to follow, committee organization and responsibility, and gives samples of tickets, programs, invitations, etc.

It is our prayer that this will be a valuable resource, and that your City Leadership Prayer Breakfast will be the occasion for many men and women in your area coming to know Jesus Christ as their Saviour and Lord.

This manual was written by CBMC, an organization which has organized many such events over the years.

## INTRODUCTION

The European countries were founded on faith in God. That faith, with Jesus Christ as its centre, has made this continent one of the most prosperous in history, and has produced enlightenment, purpose, hope, mutual trust, and cooperation among our peoples.

In the early 1930's, the Christian Business Men's Committee was founded by a group of business executives to foster that same faith - faith based on facts, revealed in the Bible, verified in history and substantiated in experience. Those early CBMC breakfast groups grew quickly to include leaders from various spheres of influence, and spread into a nationwide movement which is now active in over 80 nations of the world. Each group and breakfast is autonomous, tied together only by a mutual interest in the spiritual needs of the world.

In 1953, the International Christian Leadership groups sponsored the First Annual Presidential Prayer Breakfast, or National Prayer Breakfast, in Washington, D.C. It has continued to be a highlight of the U.S.A.'s Capitol each year. President Dwight D. Eisenhower attended the first breakfast, and every President since has attended the event.

Similar breakfasts have sprung up in cities throughout the world for the same purpose-to seek divine guidance for our national and civic leadership, reaffirming our faith, and reasserting our position as Christians. This breakfast brings together leaders from every level and various communities who recognize the need to rededicate themselves to His will.

Most of all, Prayer Breakfasts are an ideal way to let business and professional people hear about Jesus Christ. Many will get up early and drive to the hotel or restaurant to attend a Prayer Breakfast even though they would probably not accept an invitation to attend church. The reason? A Prayer Breakfast is non-threatening. Business and professional people feel comfortable attending and will enjoy the chance to be seen with their peers at an event that carries considerable prestige in the community.

God is using Prayer Breakfasts across the world to inspire leaders to a renewed faith in God and to introduce thousands to Jesus Christ.

## **BENEFITS OF A CITY LEADERSHIP PRAYER BREAKFAST TO THE CBMC MINISTRY**

1. To involve many top community business and professional people in rallying around the local and area government leaders.
2. To pray for those in authority.
3. To present Jesus Christ as Saviour and Lord to business and professional men, women, and leaders in the community.
4. To disciple and train Christian business and professional men, women and leaders in the community.
5. To increase CBMC visibility in the community, thereby promoting growth for the local committee.
6. To involve and train more members in planning outreach meetings, follow-up and discipleship.

## THREE TYPES OF ORGANIZATIONAL FORMS

1. Fully sponsored, coordinated and controlled by CBMC.
2. Partially coordinated and controlled by CBMC.
3. No visible or active support by CBMC.

The most desirable organization for your Prayer Breakfast, of course, is No. 1 (above). CBMC is an ideal organization for coordinating the event because it is neither a church nor a denominational group of any kind. Also, No 1 provides CBMC full control in selecting the speaker, follow-up activities and general conduct of the event. [Note: This control is desirable only because it helps ensure that an atmosphere is created in which the gospel can be presented in the clearest manner possible, and that the event will be attractive, non-threatening, yet firm in its focus on Jesus Christ.]

No 2 (above) can also be valuable, provided CBMC has a crucial position on the Planning Committee, or is assigned such activities as speaker selection, follow-up activities, etc. [Note: CBMC'ers on the planning Committee should be alert to the possibility that others on the Committee may try to alter the format of the meeting so as to 'water down' the gospel. This should be resisted in as tactful a way as possible.]

In the case of No. 3, it is recommended that the local CBMC committee(s) become involved with the primary goal of changing the status of the breakfast to No. 2 or No. 1.

If your breakfast is in status No. 1, this entire manual applies to you. If your Breakfast is in status 2 or 3, only parts of the manual will apply to you. In any case, you should read the entire manual before doing anything else. It will help you through every step if your Breakfast is under CBMC's control. If your breakfast is not under CBMC's control, the manual will help you move it in the right direction.

## GETTING STARTED

The obvious and most sensible thing to do first is pray. Everyone involved in the Breakfast should be in constant prayer, asking God's guidance in starting, planning and conducting the event. Remember: without the Holy Spirit, no amount of effort can ensure a successful Prayer Breakfast.

### SETTING UP COMMITTEES AND SELECTING OFFICERS

The very next thing you need to do is set up committees and appoint officers to head each one. This is a big undertaking, and it's best to divide the work up among the leadership talents of various men. If a City Leadership Prayer Breakfast has been held in your area before, there is probably some form of committee structure in place (if there isn't, don't worry, just follow the outline below). The following committees are recommended:

#### PLANNING COMMITTEE

The Planning Committee is responsible for the general coordination of all activities. Officers for this committee should be selected from the following areas:

1. The CBMC local or national offices
2. Strategically important local organizations
3. The board of local CBMC committees.

The officers on this committee, and their duties, are:

#### Chairman

The chairman should have some management and planning experience and be well known and visible in the business community. His/her responsibilities will include general coordination of all activities:

1. Setting a final date on the City Leadership calendar.
2. Selecting committee chairmen.
3. Setting meeting dates.
4. Chairing the meetings of the committee.
5. Resolving any problems or difficulties that arise.

#### Vice chairman

The vice chairman should also be someone with management and planning experience and be well-known and visible in the community, since he will assist the chairman in his responsibilities and will possibly succeed the chairman after he has served his term. This allows him to be experienced with the organization of a Prayer Breakfast before he leads one.

The vice chairman's responsibilities include:



1. Assisting the chairman in his responsibilities.
2. Chairing meetings in the absence of the chairman.
3. Handling VIP guests and the Head Table (see Steering Committee below).

#### Secretary

The secretary's responsibilities include:

1. Maintaining a computer list (most likely generated from Chamber of Commerce list, or its equivalent) for mailing invitations.
2. Taking minutes at meetings.
3. Distributing minutes.

#### Treasurer

The treasurer should be someone qualified in keeping books and records. His responsibilities include:

1. Preparing budget based on input from committees (Note: watch for budget overruns).
2. Establishing a price for tickets.
3. Paying bills promptly.
4. Depositing receipts from donations and ticket sales (Note: a bank account must be created specifically for the Prayer Breakfast).
5. Submitting receipts and disbursements statements at each meeting.

## THE SUB-COMMITTEES

The General Chairman will appoint sub-committee chairmen. The sub-committee chairmen can then enlist assistance from CBMC members and other members as necessary to help them perform their duties. [Note: the General Chairman might want to keep a list of the names and addresses of all committee chairmen for quick reference in a problem]

### I. Arrangements

This committee will probably have the greatest workload. The chairman should be experienced in planning and coordinating events and be a detail-oriented person. It is helpful if he has a capable secretary who can assist him.

The responsibilities of this committee are:

#### **A. Facility**

1. Reserving the facility on the date set by the General Chairman (facility should be selected based on size of audience expected).
2. Selecting the menu and type of service (sit down/buffet) based on budget considerations and appropriateness to the facility.
3. Making a table layout (coordinated with the facility contact person and the ticket chairman).
4. Giving breakfast guarantee (the ticket chairman and arrangements chairman will need to be in close contact as the deadline for the guarantee approaches).
5. Making any other necessary arrangements at the facility, such as sound system for the singer, spotlights, comfortable room temperature (when room is full), Country flags, and a nearby room for head table guests to meet prior to entering the dining hall. (Notes: The hosting country flag can be hanging on the wall behind the head table, or it can be set in a pole, always on the right side of the stage to the audience. Flags can usually be borrowed if the facility does not have one. Banners may also be used-such as APray for Those in Authority@ - but they are not necessary.
6. Verifying the bill from the facility before submitting it to the treasurer for payment.

#### **A. Printing**

1. Designing and preparing items to be printed, such as the invitation, RSVP card, registration card, program and envelopes for mailing tickets.
2. Submitting copy for printed items to various printing companies for price quotes.
3. Selecting a printer based on price quote and quality of printing.

4. Having any necessary signs made, such as signs for ticket and information tables.
5. Ensuring that printed items for invitations are in the hands of ticket chairman two or three weeks prior to mailing.
6. Making name place cards for head table guests (coordinated with Vice-Chairman and Program Chairman).

#### **B. Speaker**

1. Contacting potential speakers (recommended by the committee) to find out their availability.
2. Selecting the speaker, confirming with him in writing and, if necessary, signing contract and paying deposit (Note: invite the speaker's wife to attend).
3. Maintaining contact with the speaker, whether personally, by letter, or by secretary (to avoid confusion, the arrangements chairman, or his secretary, should maintain all contact with the speaker. This allows the speaker to have one person to contact for all his needs).
4. Obtaining photo and biographical sketch of the speaker for publicity and program committees.
5. Reserving speaker's hotel accommodations.
6. Arranging for speaker's transportation between airport, hotel, and the facility.
7. Meeting speaker prior to the breakfast and escorting him to the meeting.
8. Having the check prepared for honorarium and expenses.

#### II. Ushering

The chairman of this committee must determine the number of ushers needed and recruit men who will aggressively perform their duties. The ushers will be responsible for:

1. Preparing registration packets for each table (registration card and pencils included).
2. Arranging for usher ribbons or name tags to be provided.
3. Arriving early and meeting with the ushering chairman to get usher ribbons or badges and give last minute instructions.
4. Putting a table number on each table.
5. Placing registration packets on each table and a program at each seat on the morning of the breakfast.
6. Helping guests find their table.

#### III. Ticket Chairman

Afer a table layout has been determined (by Facility Chairman) and a number assigned to each table (see sample on page 32), tickets are sold on a reserved basis. CBMC members and steering committee members should be encouraged to buy an entire table and fill it with uncommitted guests.

The ticket chairman's responsibilities include:

1. Sending out invitations.
2. Receiving money for tickets and assigning the seating.
3. Mailing tickets (table number should be designated on ticket).
4. Might require recruiting a group of people to help stuff envelopes with mailing pieces.
5. Should be arranged with a member or friend who has a postage meter if possible. (Note: postage stamps are generally better accepted because they look more personal).
6. Keeping an account of ticket sales and money received.
7. Being present at the breakfast to sell tickets and distribute tickets to those whose tickets could not be mailed.

#### IV. Program

The program should run 60 to 90 minutes. The responsibilities of this committee include:

1. Selecting individuals to fill program areas such as prayer, scripture reading, music, etc.
2. Selecting an emcee who has speaking experience and is a leader in the community.
3. Providing a script for the emcee with the designated time to be spent on each portion of the program. The script should include a welcome, introductions for each person on the program, and handling of the registration cards.
4. Meeting with head table guests and speakers in a designated room before the Breakfast for any last-minute briefing and preparation for entering banquet hall.

#### V. Follow-up

One of the most important functions of the City Leadership Prayer Breakfast is the follow-up on guests who mark their cards.

The follow-up chairman should form a committee of men and women to visit those who mark their cards of ask for more information. The men should be trained in Office Visitation (CBMC's AOne Step Closer@ material is available for this purpose). The ladies, who visit the women who have asked for more information, should also be trained in follow-up.

The responsibilities of the follow-up committee are:

1. Conducting follow-up training prior to the breakfast.
2. Making visits as soon as possible after the breakfast.

3. Preparing a report of results on visitation for the City Leadership Prayer Breakfast committee.

[Note: for a small Prayer Breakfast, the ushering and follow-up committees can include the same people].

### ***OPTIONAL COMMITTEES***

#### Parking and Traffic Control

This committee may be needed only in larger cities. Hundreds of cars will converge on the Prayer Breakfast site at about the same time, creating traffic problems. The facility may not be responsible for handling the overflow.

The responsibilities of this committee include:

1. Checking with facility to determine if they have a system for handling the traffic.
2. Checking also with the police to determine if they can help handle traffic and if they will allow parking on the street near the facility during the Breakfast.
3. Arranging for parking in nearby garages or lots (especially if many nearby lots are owned by private businesses and likely to be used by Breakfast attendees).
4. Enclosing a note in ticket mailings urging men to arrive early that morning and advising them of where to park.
5. Arranging to have traffic reports broadcast by the media (if appropriate). If a traffic report broadcast will be necessary, inform participants where to tune in for the report.
6. Arranging designated parking (or VIP parking) for Steering Committee members of head table guests nearby.

#### Publicity and Public Relations Committee

In terms of promoting the Prayer Breakfast for attendance, this committee will probably not be necessary; you should sell your tickets through the mailed invitation. However, for gaining wide-spread publicity of the event, the speaker (and consequently, your local CBMC), this committee is valuable.

The responsibilities include:

1. Preparing news releases about the Prayer Breakfast for local TV and radio stations and newspapers (see sample news release on p.33).
2. Urging live or taped coverage of the event by TV (and radio) news teams.
3. Arranging interviews for your speaker for after the Prayer Breakfast (if possible).

#### Steering Committee

A steering committee is not imperative, yet it can do much to get top business and civic leaders involved in a City Leadership Prayer Breakfast. The Steering Committee

members will be willing to have their names appear on the letters of invitation, thus lending credibility and prestige to the event.

If you decide to have a steering committee, a letter must be sent to all candidates for this committee inviting them to participate (it should be sent on the City Leadership stationery if possible). Remember to invite only as many people as you can seat at the head table or make other arrangements (such as prominent tables on the floor).

Most business and civic leaders will respond and approve of their names being listed on the Breakfast invitation.

#### Advisory Committee

This committee is made up of all past chairmen. The chairman of this committee should be the immediate past Chairman of the Prayer Breakfast. This committee's role is to give advice to the present planning committee based on their past experience. Every effort should be made to learn from each previous year's efforts, and thus continue to improve the Prayer Breakfast from year to year.

## **PLANNING**

### ***SETTING THE DATE***

In selecting the date for the Breakfast, keep in mind the relative desirability of certain days of the week. Wednesday can be an ideal day. It is in the middle of the week, when people might not be so rushed and are more apt to be in town. Monday is usually undesirable since that morning is too busy and many people may forget the Prayer Breakfast over the weekend. Tuesday could work well, but it might be too close after a busy Monday for some people. Thursday should present no problems, but Friday might be avoided since men are preparing for the weekend.

It is good to have the Breakfast on the same day each year. For instance, the Dutch National prayer Breakfast, and also many City leadership Breakfasts are held around the date of the opening of the Parliamentary Year.

(Note: if you select a religious day for the event, keep in mind any religious preferences surrounding that day. For example, the St. Louis MPB serves no meat at their breakfast).

The local Chamber of Commerce and Convention Bureau should be contacted to be sure there are no conflicts with other events on the day of the Breakfast. The local school board calendar should also be reviewed to see that there are no conflicts with spring breaks, school vacations, etc.

### ***SETTING THE TIME***

7:30 in the morning is an ideal time; and the breakfast should be completed by 9 sharp. This schedule is important, because many people are not executives and must arrive at work on time. If the program is too long, many may grow restless or even leave, and the closing effect of the speaker will be lost.

Be sure the speaker understands to finish no later than 8:55 a.m., as this allows five minutes for the closing prayer and completing the registration cards.

## ***SELECTING THE PLACE***

Select a banquet room in a nice hotel or convention centre that has facilities for handling a large breakfast early in the morning. There should be ample parking convenient to the location, since most businessmen will arrive just prior to starting time. The restaurant should be well known for its quality. If possible, avoid huge convention halls, which can look 'cold' and can be an acoustical disaster. Also avoid churches or religious assembly halls so as not to offend anyone.

## **INVITING GUESTS**

### ***THE INVITATION LETTER***

The invitation letter should go out on the City Leadership stationery and be signed by him. The City Leadership stationery lends prestige to the event, as do the names of the Steering Committee members (optional) down the side.

One good way to handle the text of the letter is to present the Mayor with a suggested letter. In large cities, this might be handled through the City Leadership press secretary or personal secretary. The suggested letter allows the Mayor to know what should be in the letter, and that it should be short and to the point (see sample on p. 29).

Get a clear copy of the City Leadership signature in black ink to be used in printing the letter.

[Note: In one cite, some individuals complained about the use of the city's Coat of Arms on the letterhead. This can be resolved by simply removing the Coat of Arms from the City Leadership stationery for this letter.]

### ***THE INVITATION***

Along with the invitation letter should go an invitation printed on a good quality paper stock.

This invitation should be typeset. Most reputable print shops can handle all the details of typesetting, helping you select paper and colours, etc.



## **REGISTRATIONS**

Make a 'Landing Page' for the event which has a simple registration form.

## **SPEAKER**

### **THE SPEAKER**

The final selection of the speaker is the responsibility of the Speaker Committee, but it should be agreed upon with the Planning Committee. The speaker can be a business person, an athlete, a politician, actor, military man, professional, etc. But he should not be a clergyman, evangelist or religious leader of any kind. No person whose name might create a negative reaction in the minds of those who attend should be selected.

If the speaker's name is well-known, it is an asset, but it is not essential. His title can be as important as his name. For example, the name Thomas L. Phillips may not register with most men, but his title would make men want to come-  
*"Chairman of the Board and Chief Executive Officer of Philips Corporation, 4<sup>th</sup> largest in the nation."*

Whoever you select should come highly recommended. Someone on the committee should have heard him speak, or a tape of a talk he has given should be obtained and evaluated.

Much thought and prayer should go into this selection. Remember, this is an outreach, so find a superb outreach speaker, not necessarily just the best motivational or inspirational speaker.

Suggestions for speakers may be obtained from the CBMC Europartners office.

Note: There is always the possibility of the speaker becoming ill at the last minute, or bad weather delaying his travel. Thus, a back-up speaker should be available, someone who can step in at the last minute - probably a local man. Only the Planning Committee Chairman needs to know about this, but he must be prepared. You do not want to have a room full of people and be left wondering at the last minute who you could substitute.

### **OTHER PERSONS ON THE PROGRAMME**

The Mayor or City Leader should be asked for a few welcoming remarks - let him know in advance that a few is all that is appropriate! No speeches.

A Parliament representative might also like to say a few words. However, remember that this is the City Leadership Prayer Breakfast, and no other political figures should upstage him. Nothing should be done to create an objectionable political situation. Any

other truly notable dignitaries on hand, such as the members of Parliament and other statesmen, can be recognized from the podium, but they should not be given more attention than is appropriate.

## **THE PROGRAMME**

Music can become a point of contention, so the selection should be weighed carefully. It is a good idea to have a soloist or group chosen whose style and repertoire are widely acceptable.

The people chosen to pray should be Christians. Prepared prayers are perfectly acceptable - you may even want to approve them beforehand.

The people who give the Old and New Testament readings do not have to be Christians. It is best to assign Scripture readings to them; and they may use any version of the Bible they prefer.

Make every effort to have the program planned down to the minute. Remember, you want to end on time .

It is best to instruct everyone on the program to rise from his or her seat and begin walking to the podium as soon as the emcees starts introducing him. Again, this may seem like a minor detail, but it is designed to save time. It eliminates the silence and time lost waiting for the participants to walk to the podium.

The Master of Ceremonies is a key man in the success of any City Leadership Prayer Breakfast. He should be a Christian, a good speaker, and have a good stage presence. If the man is well-known, so much the better. Many committees have successfully used radio and TV announcers. The emcee must keep the program moving along on schedule, and he should feel at ease in front of the microphone.

## ***THE PRINTED PROGRAMME***

A printed programme should be at every place setting. It should be printed on a high-quality paper stock, possibly in colours that coordinate or match the colours used in printing the invitations, etc..

Some Prayer Breakfasts actually print a placemat for each setting which serves as the program. Choose whichever you feel would be most effective in your setting.

## ***SAMPLE PROGRAMME***

07:15	Doors open, music	
07:30	Introductions	MC
07:35	Opening prayer	
07:40	City Leadership welcome	MC or Aother city/national dignitary@
07:45	Breakfast	
08:15	Old Testament Reading	
08:20	New Testament Reading	
08:25	Prayerrs for city- national-leaders	
08:35	Main Speaker	
08:55	Closing prayers	
09:00	Close	

## **NAME TAGS**

You may feel that all Breakfast attendees should have name tags (as are used in CBMC outreach luncheons). However, this is not necessarily true. Name tags are best used when people enter a room and circulate. But at the Breakfast, people will come in, find their seat, and introduce themselves to others at the table. They also usually leave quickly afterwards.

In addition, with so many people arriving at one time, name tags can create unnecessary delay in being filled out.

## THE FOOD

It's best to keep the meal simple; food is not the primary object. Choose an applicable simple yet presentable breakfast menu to make an excellent City Leadership Prayer Breakfast menu.

You must decide if you prefer a buffet or sit-down meal for the Breakfast.

Remember, time is important, so choose whichever can get the meal served most quickly.

Remember the following points:

1. Before the room is opened, have the waiters put orange juice, a pot of coffee and bread at each table (if these are not provided in a buffet line). The attendees can pour their own coffee.
7. If the meal is not buffet, this allows the waiters to bring only one plate for each person, and almost everyone can be served at one time. It may also be a good idea to have the waiters bring in a fresh pot of coffee after the plate is served.
8. To be sure the program gets started on time, have all the waiters leave the room without clearing the tables. This is important. You don't want waiter causing any confusion or distraction once the program is underway. Be sure the head waiter know this in advance.

## **ARRANGING THE “HEAD TABLE” GUESTS**

Whether you have chosen to have a formal Steering Committee or a list of head Table Guests, these people should have the first opportunity to buy tickets for the Prayer Breakfast. Most of them, at your suggestion, will agree to buy a table and will distribute these tickets to friends and associates.

Head Table guests should be instructed to arrive about 30 minutes before the start of the breakfast and assemble in a designated room (be sure to make this room easy for them to find). Coffee and a coat rack should be provided here.

During this time, they will visit with one another and receive any last-minute instructions from the Programme Chairman. Then, to facilitate an orderly march into the banquet hall, they should be lined up in the order they will be seated at the head table. One easy way to arrange this is by having seats in the ‘designated room’ with their names on them. As they arrive, have them sit in their designated seat, then they will be in order to march into the hall. This may seem like a minor detail, but it can help the affair proceed in an orderly manner without any time lost.

You can expect that some Head Table Guests will not appear the morning of the Breakfast. Indeed, it is not at all unusual for persons of this calibre to be called out of town on business, plus they could become ill that morning. In this situation, the vacant chair should probably be left vacant (unless the guest has sent an assistant to represent them, which is particularly common among political leaders).

The emcee of Programme Committee Chairman should explain that the Head Table Guests will not personally be introduced (Note: if there are many head table guests, it could take up too much valuable time to introduce them all. If the head table is limited, however, each guests could be briefly introduced from the podium). Their names and business or other connections will be printed in the Prayer Breakfast program.

## **REGISTRATION CARDS**

One of the most important parts of the entire Breakfast is the registration card.

Cards like the sample can be ordered from the CBMC National Office. Or you can have your own printed. The card should be an attractive color, but not white, since that blends too closely with the tablecloth.

The cards should be placed in an envelope (this is the Registration Packet), with one card for each person at the table. You should also include several gold card pencils for men who don’t have one, or have several long pencils available so men can reach them.

What the Master of Ceremonies should say about the card.

At the close of the meeting, the emcee should say something similar to the following to ensure that the registration goes smoothly and effectively:

In closing, we would like to have the registration of everyone here. Will someone at each table reach into the center and pick up the envelope? Take one of the cards and pass the rest around the table. If you don't have a pencil or pen, some are provided inside the envelope (or on the table, as the case may be).

Now may I ask everyone to fill out a card. Let me stress that you will not be put on any mailing lists unless you request it. We only want a record of your attendance. First, print your name (pause). Then print your firm name (pause). Then your business address, and your business phone (pause). And if you were invited by someone, please write that person's name in the appropriate space. Then notice the boxes at the bottom of the card. If you would like to be notified of future meetings, please mark that box. If you would like more information about CBMC, check that box. And if you would like someone to discuss with you our *Operation Timothy* personal development program, mark that box.

Finally, to those who sincerely prayed the prayer a moment ago inviting Christ into your heart, we want to send you a booklet called *The Reason Why* to help you better understand the decision you just made. Therefore, would you please make a large X in the box at the bottom right corner of the card.@

NOTES: This is the most important part of the City Leadership Prayer Breakfast. This is the opportunity for a man or woman to respond to the gospel just presented. Because this comes at the end of the Breakfast, there may be a tendency to rush through it. Remind your emcee to take his time and not display any need to close the breakfast quickly. Even if it means running a few minutes past the allotted time, don't rush the registration.

Also, by having the emcee fill out the card himself and letting the audience know what he is doing (by talking his way through it), people are encouraged to fill out the card themselves. Also, this will ensure that the emcee gives the audience adequate time to fill out the card.

Be sure the emcee instructs the audience to either put their completed registration card back in the envelope or lay it face down on the table. It is important that cards not be lying around for someone else to see what was marked.

The ushers assigned to pick up cards after the Breakfast must be sure that no cards are missed. For this reason, if time permits, it might be best to have the audience put their cards back into the envelope so ushers do not have to search for loose cards. Also, the food service staff may begin clean-up right away, so be sure that the ushers are alert to not let these people discard any registration cards.

## **FOLLOW-UP**

With registration completed, follow-up becomes easily the most important part of the Prayer Breakfast. Without follow-up, any decisions made or minds challenged by the speaker may be lost.

Follow-up teams should be planned well in advance, and the teams should be trained.

Prayer should go into all follow-up efforts, of course, and the men participating must set aside the time to make office calls (usually a half-day).

Many times, trained men from other nearby cities may be available to come and make calls with local men. Usually these men will travel at their own expense, and often they will stay a day or two, so they should be housed at some member's home and have meals provided. The out-of-town man should be paired with a local man who know who has a car and knows his way around the city. Local men can learn much about follow-up when going out on office calls with experienced out-of-town men.

### *How Soon to Follow-Up?*

Follow up should begin as soon as possible - that day if possible. The cards should be sorted immediately after the breakfast, and then copies should be made of them. This way when cards are given out, you can note on your copy the names of the men making the call. This enables better accountability.

Men can start making calls right after lunch. Callers will probably find that men are pleasantly surprised that the inquiries are being followed up so quickly. Remember the adage: AStrike while the iron is hot.@

Results of the visit should be noted on the back of the card, and the card is returned to the Follow-up Committee Chairman.

## **TIMELINE/CHECKLIST**

### 18 months in advance

- o Set a date (confirm with the City Leadership office) [pp. 15-16]
- o Begin contacting recommended speakers [pp. 11,18]

### 12 months

- o Confirm speaker in writing [p.11]
- o Reserve facility [pp. 10,16]
  
- o Meet with entire committee of past year's Breakfast to:
  1. Report on City Leadership Prayer Breakfast just completed
  2. Report on follow-up activity
  3. Make recommendations for upcoming breakfast
  4. Select new officers and committee chairman
- o Select menu and establish price for tickets (this must be done early so the budget can be completed) [pp. 9,10,20]

### 10 months

- o Prepare budget based on input from various sub-committees [pp. 8-14]

### 6 months

- o Confirm singer [pp. 11,19]
- o Begin confirming program participants (such as prayer, Bible reading, etc.) [pp.11, 18-19]
- o Solicit quotes from printers for invitation, RSVP card, program, registration cards and tickets [pp. 10, 11, 17, 19, 20, 21]

### 3 months

- o Update and complete invitation list [p.9]
- o Complete printing of invitations and RSVP card [pp. 10, 17]
- o Make hotel reservations for speaker [p.11]
- o Determine table layout [p.10,17]



- o Send letter to dignitaries inviting them to sit at head table or other reserved seating (response device enclosed) [p.13-14]

#### The morning of the Breakfast

- [p.10] o Arrangement chairman arrives 2 hours early to oversee all arrangements.
- o Ushers meet 1 hour before the Breakfast for instructions for ushering and to perform the following additional duties: [p.11]
  5. Place a program at each setting
  6. Place a registration packet at each table
  7. Place table numbers on each table-these should be tall enough to be easily seen (the facility may perform this task; the arrangements chairman should see to this).
- o Place any signs (such as signs for ticket and information tables) in proper places [p.10,11]
- o Place name cards at each person's seat at the Head Table [p. 10,11]
- o Place large diagrams of table layout somewhere visible outside the banquet hall (optional)
- o Check sound system [p. 10]
- o Check spotlight [p. 10]
- o Ticket chairman should be present early at ticket table to sell tickets and/or deal with any problems regarding tickets [p.11-12]
- o Someone from arrangements committee should be at information table to answer questions and handle any problems. [p. 10]
- o Arrangements chairman should be alert for any problems with food service or other facility arrangements and see the facility corrects the problem [p. 10]
- o Escort the speaker to facility from hotel (if the Breakfast is not being held in a hotel). [p. 11]
- o Head Table meets 30 minutes prior to breakfast for prayer and to be assembled according to seating at Head Table. [p. 21]

#### 2 months

- o Complete printing of tickets [p. 17]
- o Mail invitations [p. 17]
- o Send letter to CBMC members and the Steering Committee encouraging them to support the City Leadership Prayer Breakfast and sponsor tables (this could be mailed with the invitation) [p.13-14]

1 month

- o Complete parking and traffic control arrangements [p. 13]
- o Confirm all program participants [pp. 12, 18]

2 weeks

- o Confirm head table seating [pp. 13-14,21]
- o Have any necessary signs prepared [pp. 10,11]

1 week

- o Complete printing of program and registration cards [pp. 10,20,21]
- o Assemble registration packets [pp. 11, 21]
- o Type name cards for head table [p. 21]
- o Complete script for emcee [pp. 12,19,21-22]

#### The day before the Prayer Breakfast

- o Check with facility to make sure all arrangements are understood by those in charge and everything is under control. Re-emphasize with the banquet manager that you must have the meal served promptly at the specified time (if meal is sit-down) [pp. 10,11]
- o If the speaker is coming from out of town, re-check on his lodging. [p. 11]
- o Check with various committee chairmen to make sure every detail is under control. Also check with the person responsible for picking up the speaker and bringing him to the facility, especially if there have been any last-minute changes. [p. 11]

#### The evening before the Prayer Breakfast

Three suggestions:

8. Have a small dinner with the speaker (and his wife, if she comes). Just invite three or four other couples, such as the key committee chairmen or the emcee and their wives.
9. Have a larger dinner with the people named above plus all committee members and their wives.
10. A large dinner for everyone involved in the Prayer Breakfast plus area CBMCers and their wives. A short program might be in order here - testimonies from two or three men on how they came to Christ through a CBMC outreach meeting.

Note: a time of prayer for the upcoming breakfast should be set aside in any of these situations.

Immediately following Breakfast

- o Ushers gather registration cards, pencils and envelopes from registration packets and; also gather table numbers. [pp. 11, 22]
- o Escort speaker to airport.
- o Follow-up committee sorts registration cards to tally results and determine who needs a follow-up visit. [pp. 12,23]
- o Follow-up teams begin follow-up visits. [pp. 12,23]

1 week after Breakfast

- o Send thank you letter to speaker with honorarium and, if requested, names and addresses of those who marked their card.