

BRAZIL COACHES

Thank you for joining the Coaches team! This manual is meant to help all of us understand what we expect from the team members coming to Brazil, as well as how to coach them. It means a lot to us that you would take the time out of your schedule to help train team members to be effective.

The reasons this is SO important:

1. Rubens' team has been working faithfully and tirelessly for months to open doors for us to minister under their name in a variety of situations. They are COUNTING on us to be effective and clear. How we minister does affect their reputation.
2. These schools are expecting something special, and are taking time away from their regularly scheduled events to let us minister.
3. The children and teachers in these schools are going through a variety of situations in life, and most are in desperate need of hope! We might only get ONE shot with each audience, it HAS to count! Every single time! People's eternity hangs in the balance.
4. From the U.S.A. side of things we want donors to know that their hard earned money is being put to good use. We are actually training people to do ministry and doing all we can to maximize the impact in every situation.

We want the team coming with us to understand the seriousness of what we are doing, while at the same time not allowing them to crumble under the weight of perfection. The line of definition can be drawn by this statement, "We are not expecting you to be perfect, but we are expecting you to be well practiced". We are not expecting perfection, but rather that we pursue excellence. Understanding that there is grace along the way to cover imperfect progress.

If we are not intentional with crafting these messages then the end result is often a garbage show. Then the presentation becomes sloppy and embarrassing (Not to mention hardly effective). Blaming this on the Spirit of God is unacceptable. He is in the prep just as much as He's in the moment. Regardless of whether someone has been to Brazil in the past, they are required to submit to this process.

Let's get started! Here's what you should be looking for, and things to help them understand so they can define their points quickly and efficiently.

ENTRANCE & EXIT

Most of us coming on this trip have no desire to become a professional speaker, nor do we have any formal training. Have no fear! Here are some tools to help you become effective without having to become a professional. Every speaker at least needs to understand the fundamentals of your ENTRANCE and EXIT. Someone who does not know their entrance (or

how to get started) often takes up valuable time and wastes it with long introductions, or silly questions/games. They do this because they are often not comfortable in front of a crowd, and don't know how to get started. By the time they finally get rolling they have wasted incredibly valuable time.

Your "ENTRANCE" is how you start. Teach them how to begin the speech quickly, and how to dive right in. The opening should be directed at jumping into valuable information as fast as possible. If the opening statements serve no purpose and reveal they are not comfortable in getting started, then coach them. Help them understand how to make a powerful, quick entrance that will immediately segway into valuable information. No floundering around, you will lose the crowd, and potentially sacrifice the next person's ability to do their job well.

Your "EXIT" consists of knowing how to "Land the Plane". Most people are not trained in getting OFF the stage, and therefore often stay there too long, they talk too much, and fail to transition to the next section.

Teach them in each of these speeches how to land the plane. There has to be an exit strategy in each speech, so that they will know how to set up the next person for success, or how to end the ministry time altogether.

PREPARATION TOOLS

In the order of preparation here are the filters as to which we should listen to their speeches through. 1. Spirit. 2. Content. 3 Presentation. 4. Punctuality

#1. **Spirit.** They need to take time before the trip, praying and asking the Lord to guide them in this preparation stage. He may bring things to their mind that they had not thought about.

#2. **Content.** There has to be GOOD content. Not just random facts and stories. Make sure that they have good content in each speech. Call out good content, and ask them to dive deeper in certain areas, or stay away from others. Every speech lives and dies on the content. Good content can still get a point across even if the presentation leaves a lot to be desired.

#3. **Presentation.** They do not need to be a professional speaker. However, even in practicing their speeches teach them to; smile while they talk, enunciate words clearly, speak loudly, project their voice (sometimes we may not have a microphone), stare into people's eyes, body language (Especially what to do with their hands while speaking), not to pace and stare at the floor. Also, make sure that their presentation has a logical train of thought; that it has all of the content organized and presented in a way that makes sense, and has a gradual progression that is leading somewhere. If it doesn't serve a purpose, have them take it out. The presentation should be engaging, thought provoking, and should draw the audience in. A good presentation is worthless without good content. Good content is worthless unless we are

partnering with what the Spirit of God wants to do in each situation. It is imperative that the content is presented CLEARLY. If by the time they are done giving their speech you are still not sure what they were talking about, then it's time to teach them how to be clear and concise.

#4. **Punctuality.** None of this really matters if we cannot be punctual. Make sure that each team member clearly understands the time limits that are given them. It is important that we operate inside of the boundaries given us by Rubens, the schools, and the leadership of this trip. Time them as they practice their speeches and show them how they are doing. This will be a good tool for you to teach them how to only include the important **Content** and to **Present** it in a quick and timely fashion. Punctuality actually creates MORE room for the Spirit to move because there will be less time wasted by useless information.

DEFINITION (What's the point?)

What is the purpose of sharing the information in these speeches? The answer is to get to the Gospel of Jesus Christ! That's the SOLE purpose of why we are doing what we are doing. Every speech should be DRIVING people to the GOAL, which is Jesus!

Now that the **Goal** has been defined, it is your job to make sure everything they are saying is leading to that **Goal**. If what they are saying is not being used as a brick in the road paving the way to Jesus, then have them take it out and rethink it.

Why we share information is determined by the goal we are getting too. Make sure that you often ask the question, "Why are you sharing this?" Is the goal for the audience to know every detail of your story? Or are you using parts of your story to lead towards the **Goal** of Jesus?

The **Purpose** is not that they would know your story, but see how your story leads to Jesus.

The Motivational speech opens the door for your testimony. Your Testimony connects with the kids and leads them to the Gospel Presentation.

Motivational ----> Testimony -----> Gospel

When executed properly, the speeches in the schools should be a team effort that seamlessly leads people to Jesus. One person will give the Motivational Speech, and the Second person will give both the Testimony and Gospel speeches.

#1. **Motivational Speech.** Prepare 3-4 minutes. I like to refer to this as the "John the Baptist" speech. Meaning, it's job is to prepare the way for the Testimony/Gospel presentation.

This speech is important because its purpose is to unlock the door and make it legal for us to preach the Gospel. Here are some important things to know about this speech; 1. Your

entrance should be your name followed by why you are here (i.e. “I’m here to talk to you about making good decisions”). 2. Get to the point. This should be the shortest speech. 3. It is illegal to talk about Jesus in this speech. 4. Your goal is to set up the NEXT person for success. 5. This is a motivational speech, not your testimony. 6. Your **Exit** should always be introducing the next person.

Advice: Teach them to NOT talk down to the kids. They are smarter than we give them credit for. Do not talk in high pitched voices like you would to your pet, or a baby. But rather give them respect, and talk to them as fellow human beings. A language barrier does not mean we treat them like they are less intelligent. We are missionaries, not Barney the dinosaur.

#2. Testimony Speech. Prepare 3-5 Minutes. Here are some important things to know about this speech; 1. WHY am I sharing this content? Is it getting to the goal? Is the goal for people to know my story, or is it that they would know how my story leads to Jesus? 2. It is ok to share some nitty gritty details. These kids have probably been through a lot of unimaginable things. The content should be CONNECTING with the audience and bringing them to the Goal. 3. Your **Entrance** should not even include your name, because you have already been introduced. Simply say something that immediately leads into your content. Such as “It’s good to be here, and I want to share with you a story of when I was your age I went through...” 4. Make sure that the content seamlessly leads into the Gospel presentation.

Advice: People are often most comfortable sharing their testimony because it’s what they know. As a result too much time is taken, and the explanation of the Gospel falls very short. Coach them on how to use their testimony as a tool to present the Gospel. It should feel like your testimony is a vehicle that they are getting into that is driving them to Jesus.

#3. Gospel Presentation. Prepare 3 minutes. The way of Salvation. Many people know why they believe in Jesus, but they really struggle in presenting the Gospel in a cohesive, easy to understand way. Because this is the MOST important speech of the day it is extremely important that this one gets nailed with great clarity and maturity! Since the same person giving the **Testimony** may also be giving the **Gospel** presentation it’s important that the testimony naturally leads into the Gospel without it feeling like two completely different speeches. Many of the people there have been to a catholic church, they understand elements of the Gospel but not the depth of it.

Here are some things to know when coaching them through this speech;

1. This is not a tagline ending of your testimony. We do not summarize our testimony by asking people to pray a prayer without explaining the Gospel. Your **Entrance** to this speech was actually your testimony.
2. The goal of the day was to get to this Presentation.
3. Take the time necessary to walk through this presentation.
4. Explain why we all need Jesus; what He accomplished on the cross and His resurrection, the atonement for our sin, repentance and how we receive this salvation.

5. Repentance! We want them to understand why it's important to follow Jesus, not just say a prayer.
6. They are not joining a club, they are establishing a relationship. They are making a choice to change the direction of their life by their actions. Follow Jesus AND fall in love with Jesus.
7. The kids will often do what you TELL them to do. But it's important that when giving the invitation you ASK them if they want to give their lives to Jesus, that they stand and pray.
8. Make sure each team member knows how to pray through a salvation prayer. Declaring belief that Jesus Christ is the Son of God. That He died on a cross and rose again three days later. That you are receiving the forgiveness of your sins, turning away from the world, and welcoming Him into your life. Ask the Holy Spirit to fill you.
9. If the Spirit is leading you to do specific ministry time afterwards feel free to direct the team members to engage. Otherwise your **Exit** should be blessing them, and thanking the school for having us come. Invite the kids to the crusade, have the team hand out the flyers. Turn the microphone back over to the principal or teacher in charge.

COACHING MEETINGS

Here are some thoughts on how to structure your time together when you are meeting either face to face or via phone or the internet. This will help you to protect your personal time, and make these meetings effective.

Time and resources for you

Our goal is for each meeting to be about 15 minutes. That said, you are free to spend more time with your person if you desire. Feel free to set boundaries with your person for how much you would like to be available for them; Are you okay if they text you throughout the week or email you their support letter to look over? Or would you rather only connect with them at a set time once a week? This is up to you and them to work out. Please do not feel bad about setting the boundaries that you need. If at any moment in this process there is any issue or concern with your person, Dave Hauer and Dean Goossen are here to support you and them. Please let us know ASAP and we can help you or reach out to your person as needed.

Speech Order Preparation

We will have them start by working on their testimony, then the gospel, then combining them, and last of all the motivational message. The reason we are putting the motivational message last is because we want people to spend the least amount of time on it. For the Motivational speech we are giving them two possible scripts that they can choose from, and asking that they pick one and not make up their own.

Speech Coaching

As they give a presentation of their first draft of speeches, be ready to do the following.

1. Have a notebook.
2. Listen to their content, and point out things that are clear or unclear. Give them ideas on how to say things quicker, and more clearly.
3. Make sure their content is always leading to a point. (The Gospel)
4. Coach them on their presentation. (Minimally in the first meeting) We don't want to overwhelm them.
5. Time them. And encourage them to time themselves.
6. Lay out your expectations of them in the next meeting. Give them things to work on, or re-write, and then set a date for the next meeting. This will prevent them from potentially wasting your time by not being ready. Ask them to film their speech and watch it themselves before they meet with you again.
7. Pray with them at the end, and encourage them. As you may know giving speeches is very vulnerable

Meeting #1

1. Introduce yourself and get to know your person.
2. They should have already filled out their "School Speech Preparation Questions" sheet.
 - a. Make sure they understand the expectations of these speeches, and have answered the questionnaire.
 - b. If this is understood, and they need to verbally process some things through to gain additional clarity this is a great time to do it.
 - c. Let them know that they will be practicing their testimony with you first, then the gospel, then combining them, and lastly practicing their motivational message.
3. Give them a heads up of what topic you'll be covering with them this week and what they should be working on for next week.
4. Ask how they are doing on finances and encourage them, praying with them for fundraising.
5. Set a time to connect next week

Future Meetings

1. Be your friendly self and set the timeline and agenda for your talk: what you will review from last time and what you will go over for this week.
2. Go over your notes from last time, ask if they have any questions.
3. Review anything you gave them to work on from last week. Example; Have them share their message again and give them more feedback.
4. Go over the assignment for this week
5. As they share their speeches
 - a. Time them. Make sure they practice Entrance and Exit.
 - b. In some cases it's good for them to video themselves so they can see their body language.
 - c. Coach their presentation while further defining the content.

6. Give them homework, and lay out expectations for what you are looking for.

Refining their speeches

As they finalize their messages look for the following elements:

1. Is the Content extremely clear? Is it leading you to the Gospel?
2. Are they presenting this clearly, enunciating, speaking loudly etc...
3. How is their body language and eye contact?
4. Make sure they are punctual and everything they say is defined by having a purpose.
5. Is the Gospel clear?
6. Keep notes the entire time to show them their progression, and to keep track of weak points.

We are so thankful that you are willing to help us in the midst of your busy schedules. You are crucial in helping make sure this team makes an impact that will affect eternity! May you be blessed in all you do, and reap a reward abundantly above and beyond what you have sown, both in this life and the next. God bless you!