

Purpose of all Healing Missions:
 "To Proclaim the Healing Ministry of Jesus Christ" AND to grow our OSL membership!

Mission Chairperson Oversees all planning of Healing Mission	<i>Chair</i>	<i>Contact #</i>	<i>Date Needed</i>	<i>Complete</i>
Focus of planning: To proclaim the Healing Ministry of Jesus Christ AND grow OSL membership!				
Determine date, location & Missioner to be invited. If Missioner recommendations are needed, contact OSL Office. Once all confirmed, forward information to Regional Director. Also complete and forward to OSL Office, 'OSL Mission/Conference Information Form'. (separate attachment)				
Check with Missioner their Topic (theme), type(s) of healing services they will be doing, number and types prayer teams needed as well as music preferences for each. All information must then be communicated to the Ushers & Greeters, Music & Mission Location Chairpersons for use in their planning. (If the Missioner does NOT have preferences, your Convener or Prayer Team Chairperson may wish to make these decisions.)				
Meet with Chaplain and/or Convener to establish budgets, committees and programs.				
Outline duties and secure volunteer for each chairperson position. Depending on size of mission & volunteers available, many positions may be combined.				
Meet with each chairperson, preferably as a group or as entire chapter so all members understand the Mission's goals & objectives. Continually meet with chairpersons and update all members on progress of planning. IMPORTANT GOAL OF EACH OSL CHAPTER MEMBER: Bring a non-OSL member to introduce to the Healing Ministry!				
AT THE HEALING MISSION: Speak on OSL, its history & foundation in the Healing Ministry and opportunities to be a part of OSL. (If not comfortable doing this, assign a strong OSL member for this responsibility.) Our 'Answering the Call' brochure offers talking points for this if needed. Welcome and introduce Missioner at the beginning of the Healing Mission. Conclude the mission following the Induction service.				
Financial Chairperson	<i>Chair</i>	<i>Contact #</i>	<i>Date Needed</i>	<i>Complete</i>
This person will be responsible for all financials associated with the Healing Mission and will work closely with the Registrar & Mission Chairpersons. Budgets, registration fees, honorariums, offering and tithe will be the main charge for this chairperson.				

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Registrar Chairperson	<i>Chair</i>	<i>Contact #</i>	<i>Date Needed</i>	<i>Complete</i>
Works closely with 'Mailing Chairperson' and 'Communications Chairperson'. Utilize mailing and/or emailing lists obtained from OSL office. This list will be your 'starting point' on advertising and registering participants for your Healing Mission. Make sure all OSL members attending are current in their membership.				
Communication Chairperson	<i>Chair</i>	<i>Contact #</i>	<i>Date Needed</i>	<i>Complete</i>
Missioner Biographical Information: Request from and obtain early. Along with bio, also request missioner photograph. You will need both of these to begin communications process. You will need to receive in time to make copies and forward on to below listed advertising opportunities.				
<u>Sharing Magazine</u> : Submit Healing Mission information at least 90 days prior to event. See submission guidelines at OSL website or in Sharing magazine.				
<u>Radio/TV Stations</u> : Forward all information to stations with public service announcements. If possible, arrange interview for the missioner. <u>Local Newspaper(s)</u> : Make contact with the Religion section Editor, asking about submission guidelines and deadlines. Forward Healing Mission information to them and inviting them to attend. If possible, arrange an interview with the missioner. <u>Posters and/or Flyers</u> : Determine where you will distribute and quantify number needed to produce. You will want to do this approximately 8 weeks in advance of the mission. You may want to use chapter members to help distribute these to reduce mailing costs. <u>Healing Mission Service Bulletin</u> : Meet with the Healing Service Chairperson to determine will be printed in bulletin handouts for mission attendees. <u>Social Media</u> : Enlist a volunteer who is knowledgeable with Social Media; Facebook, Instagram, Twitter etc., to manage communication via these channel. <u>Photos</u> : Enlist volunteer to take photos before & during mission; forward to Convener for posting on Chapter webpage.				

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<p align="center">Mailing Chairperson This position will work closely with Communications Chairperson</p>	Chair	Contact #	Date Needed	Complete
Contact the OSL office to obtain mailing lables and/or email lists of all members & Sharing subscribers in your area. Request via email to OSL2@satx.rr.com or call toll free, 877-992-5222. This list will be shared with Registrar Chairperson. Mail and/or email the mission informational flyer to each subscriber. (Suggested timeline: 2-3 emails @ 3 wk. intervals) Also, please check your chapters member list against list received from OSL office. <u>It is important that all members remain current with their membership.</u> Confirm with Communications Chairperson who will distribute what and to whom.				
Mail or deliver informational flyers to area Churches, Christian bookstores and radio/tv stations. Make sure permission is given before posting any flyers.				
<u>Very Important:</u> Inquire on use of your Church's mailing permit. You may or may not be able to mail through the church.				
<p align="center">Hospitality Chairperson for Missioner and/or Team</p>	Chair	Contact #	Date Needed	Complete
Meet with Healing Mission Chairperson to confirm budget for transportation, lodging & meals as well as Missioner contact information. Call Missioner to discuss preferences for lodging, meals and their mode of transportation to mission location. It is nice to send map of city/area, indicating mission location, lodging & restaurants.				
Lodging: If Missioner prefers hotel/motel accomodations, confirm lodging budget with Mission chairperson. Once confirmed, offer to make reservations for Missioner or provide him/her with budget for them to make accordingly. If Missioner will be hosted by local member, please provide a home that is quiet, with privacy for rest & study. Please also ask host to call and introduce themselves & give address/directions and contact information. Follow up in writing to Missioner all accomodation details.				
If applicable, arrange with Transportation Chairman to pickup Missioner at arrival location.				
Some missioners find restaurant meals less fatiguing, others enjoy home fellowship. Ask the missioner their preference. Arrange for all meals and local transportation as needed.				

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Mission Hospitality Chairperson Create a welcoming, warm and caring atmosphere	Chair	Contact #	Date Needed	Complete
Plan a nutrition break after one to two hours of meeting.				
A hospitality room provides a place for sharing.				
For meetings extending over the noon hour, plan lunch or advertise "Bring Your Own Lunch" and provide beverages.				
Special name tags to designate OSL members with knowledge of the facility are very useful, as well as for participants if they choose.				
Arrange for nursery care as needed.				
If applicable, make arrangements for a dinner at the Church for missioner, teams and OSL members as decided.				
Ushers and Greeters Chairperson May be OSL chapter members or mission location volunteers	Chair	Contact #	Date Needed	Complete
Greeters should be present to welcome everyone.				
Ushers are needed to seat participants, (and if applicable, receive the offering) as well as to direct the flow of participants for the laying-on-of-hands. Confirm with Missioner the type of Healing Service to be used and discuss with all ushers in advance directions & flow.				
Transportation Chairperson	Chair	Contact #	Date Needed	Complete
Identify OSL members available to pick up and/or transport missioner or others arriving for and during the Healing Mission.				
Identify OSL members available to pick up OSL chapter members who may need assistance to/from meetings.				
Arrange for special parking, if needed for attendees.				
Arrange parking lot security if needed.				

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<p style="text-align: center;">Music Chairperson Music sets the tone and prepares the spirit to receive</p>	Chair	Contact #	Date Needed	Complete
Confirm music budget with Financial Chairperson.				
Inquire about music options available and preference for mission.				
Hymnals, Song Books, Song sheets and/or computer projector may be needed. Prepare and (audio/visual) check ahead of time.				
Begin each session with 10 - 15 minutes of singing and/or music.				
Arrange for a band, choir or music leader as needed.				
<p style="text-align: center;">Mission Location Chairperson</p>	Chair	Contact #	Date Needed	Complete
Reserve rooms needed for planned activities ASAP . Discuss seating needs and make sure all chairs are in place prior to meeting. Arrange for any needed Audio/Visual equipment and/or musical equipment.				
Check proper levels on PA systems and make sure the speaker has a cordless microphone (if possible) and they have been instructed on its operation. Have a person available who understands the PA system to assist if necessary.				
Identify and discuss (if applicable) with janitorial staff any cleaning needs before, during or after the mission.				
If podium and/or chalkboard/whiteboard are to be used, have them in place with needed accessories (chalk, markers, etc.). A glass of water should be provided for the speaker.				
Provide comfortable ventilation and heat/air conditioning in each meeting room. Know where and who is able to adjust if necessary.				
If Healing Mission is to be audio or videotaped, make all necessary arrangements to do so. Make sure all permissions are agreed upon prior to beginning of mission.				
If the podium/pulpit has a light - make sure it is operating correctly and the speaker knows how to operate it.				

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Resources Chairperson	Chair	Contact #	Date Needed	Complete
A 'Mission Packet' is available from the OSL office for any chapter planning a mission. Please contact the Resource Manager at OSLresourcecenter@satx.rr.com or call 1-800-675-9228. A Mission Packet contains 15 resource brochures, 25 new member applications, 25 'Answering the Call' brochures, 50 back issues of Sharing magazine and 1 OSL poster (if requested). The hosting chapter or church will be invoiced for \$25.00 to cover shipping & handling. The materials (\$150. value) are free.				
Provide a space, table and laptop for participants to order from the OSL Online Store. If it is decided to sell books authored by the missionary, make arrangements with Missioner prior to mission for receipt of books, payment options & return of unsold books. Secure volunteer for this position.				
If the mission is to be audio and/or video taped, have sell sheets available for participants to pre-order. You will also need to have participants sign a release for them to be video/photographed.				
'Emergencies' Chairperson	Chair	Contact #	Date Needed	Complete
Have available a first aid kit and inform all chapter members, prayer team members and ushers the location of kit.				
Have emergency information available (location address, building # etc.) should 911 need to be called. You may also want to have addresses of local hospitals & urgent care clinics should minor incidents occur where participant(s) or mission team members want to go.				
Offering Chairperson	Chair	Contact #	Date Needed	Complete
An offering is necessary and gives everyone an opportunity to share in the Healing Mission expenses. This is especially true if no registration fee has been collected. Coordinate this with the Convener, Usher and Financial Chairpersons. Consider a tithe to the OSL office to defray promotional literature expenses.				

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Healing Service Chairperson	Chair	Contact #	Date Needed	Complete
Along with the Chaplain, the Missioner and the Prayer Team Chairperson, ascertain which type of Laying-on-of-Hands will be used for EACH service. Coordinate this information with the Ushers and Greeters Chairperson.				
Depending on the type of Healing Service, the person being prayed for will have an opportunity to express their needs. If Healling Teams are to be used, there should be several stations to accommodate them. Confirm with the Convener, the Missioner, Mission Location Chairperson, the Prayer Team Chairperson and Ushers/Greeters Chairperson are ALL aware of type and stations planned so flow of participants is smooth and organized.				
Make sure a pastor, minister or priest is available if needed.				
Prayer Team Chairperson	Chair	Contact #	Date Needed	Complete
Schedule OSL members for Healing Service as needed. (coordinate with Healing Service Chairperson)				
Provide training and instruction on all Healing Service procedures. The OSL pamphlet <u>Developing A Ministry Team</u> may be helpful and may be ordered through the OSL Resource Center.				
Assign OSL members to groups and stations as needed.				
Instruct Prayer Team members to avoid meals with onions and/or garlic prior to services. Provide each team with a box of tissues and breath mints.				
Check with pastor/minister/priest regarding any home-bound people desiring prayer. Coordinate with Chapter members to visit the week following the mission.				

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Floral Chairperson	Chair	Contact #	Date Needed	Complete
Although flowers are not necessary, they are a beautiful addition to the Healing Service.				
If Healing Mission location is a church, check with them on altar flowers. If flowers not already scheduled, offer to provide flowers. Decide if you wish to have flowers in each meeting room where mission will be held. If mission not held at a church, consider if <u>and what type of flowers are desired</u> .				
If flowers will be provided by OSL, arrange to have flowers taken to local hospital or shut-ins following the mission. A prayer team should deliver and be prepared to pray for flower recipient.				
OSL Induction Service Chairperson	Chair	Contact #	Date Needed	Complete
Schedule Induction Service to precede last session of the mission or the Eucharist Service.				
Remind OSL members to bring their OSL Handbook, using pages 35-45 for the service. Provide copies of these pages for all attendees, especially those new members being inducted. PLEASE REMEMBER: BEFORE BEING INDUCTED, PARTICIPANTS MUST JOIN OSL. They may do this by filling out application and attaching check, or online. Please provide a laptop so participants may do this PRIOR to Induction Service. If joining by paper application & check, these MUST BE mailed into OSL office immediately following mission. Any members being inducted into 'Full membership' MUST BE CURRENT in their dues. Check prospective inductees names against list provided by Mailing Chairperson or call OSL Office for membership status verification.				
An OSL Regional Director, State Director or Chaplain may induct new members. If a Chaplain is to be inducted, this may be performed by a Regional Director, State Director or another Chaplain. The Healing Mission Chairperson should contact the OSL Resource Office for a Chaplain Medallion to be presented at the Chaplain induction service.				
'Post Mission' Follow-up Chairperson	Chair	Contact #	Date Needed	Complete
All OSL chapter members (including all Chairpersons) participating in this Mission should evaluate it, determining its strong and weak areas. Record "Do's & Don'ts" to review prior to next mission.				
Determine if goals were met. Did we do what He asked us to do? Did we educate with PRIDE the history of OSL and opportunities for participation in the Healing Ministry? Did new members join OSL?				
Follow-up with any participant needing additional attention.				

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Post Mission' Follow-up Chairperson Cont.				
Write "thank-you" notes where appropriate.				
Send gifts of appreciation where appropriate.				
Send all completed applications and checks for new members, and list of all members inducted as 'Associate Members' to OSL Office immediately following mission. This will ensure membership kits are expedited to new members and their Sharing magazine subscription is activated. Also forward to OSL Office, names and contact information for all members inducted into 'Full Membership'. Send to OSL Office contact information for any participant(s) requesting follow up. This may be OSL members from out of your area wanting information on starting a chapter in their area or, it may be participants who did not join during this mission but would like additional information on OSL and the Healing Ministry.				
'Service of Thanksgiving' Chairperson	Chair	Contact #	Date Needed	Complete
This service date should be set (approximately a month following the Healing Mission) when the Healing Mission is planned. All Healing mission participants should be invited to share their testimonials and praise reports. This service can be held during a regular OSL meeting or as a separate service.				
Conveners: Following Mission, post photos and Mission summary on OSL website Chapter page.				
Ask for volunteer to write article for Sharing magazine or website.				