

1. GENERAL INSTRUCTIONS

- A. Check in at the Counselor's Booth at least one hour before each service.
- B. You should attend Counselor Training and be thoroughly familiar with the instructions for Counselors.
- C. Your responsibilities begin during the invitation as those who come forward gather and then go to the Counseling Area.
- D. Wear your Advisor Badge to identify yourself.
- E. You may sit where you like during the crusade services. However, it would be best to sit on the side nearest the Counseling Area.
- F. Area Advisors should spread out to cover the entire Counseling Area to make it easy for a Counselor to spot an Advisor close by when they need one.

2. DURING THE INVITATION

- A. All Advisors should come forward at the beginning of the invitation.
- B. Some Advisors will need to move immediately to the Counseling Area to assist in directing traffic flow and disseminating material. The Counseling Chairman will advise you if you are needed to serve in this area. All other Advisors should do the following:
 - 1. Stand with those coming to make decisions. When necessary, ask them to move closer to the platform to make more room for other Inquirers.
 - 2. Watch Inquirers and Counselors coming forward. Whenever possible, assist a Counselor to stand by a certain Inquirer.
 - 3. Further, pair off Counselors with Inquirers as they walk toward the Counseling Area. Try to match age and sex as closely as possible.

3. IN THE COUNSELING AREA

- A. Some Advisors will act as ushers in the Counseling Area to see that Inquirers and Counselors are seated properly. The rest of the Advisors should stand to the side out of the line of traffic.
- B. As soon as all are seated, an Advisor will ensure that each Inquirer has a Counselor by his side.
- C. Extra Counselors should be standing at the back of the area and can be placed beside the proper Inquirer by an Advisor.
- D. *Double check* to see if anyone is without a Counselor.
- E. Be alert for Counselors who desire your help in an interview. Otherwise, do not interrupt them.
- F. Be on the lookout for any irregularities such as:
 - 1. Counselors hindered by friends or relatives of the Inquirer. (In most cases, they can be persuaded to wait elsewhere).
 - 2. Counselors who seem to be in difficulty.
- G. Help to keep things quiet in the Counseling Area.

4. INTERVIEWING THE INQUIRER

- A. Stand by the section of the counseling seats which have been assigned to you. Counselors will introduce Inquirers to you and give you their decision cards.
- B. As you receive it, take a quick glance at the card to make sure the Counselor's name and the nature of the decision are recorded. Be sure the Counselor has retained the bottom copy for follow-up.
- C. Draw a testimony from the inquirer with such questions as *"What did the Lord do for you tonight?"* or *"What decision did you make tonight?"* Don't let the Counselor give you this information.
- D. Be careful that you do not give the Inquirer's testimony for him but rather question him in such a way that he gives it.
- E. If further counseling is needed, give it. Of course, always consider the time that can be taken under the circumstances.
- F. Discuss church relationship. Try to pave the way for the follow-up visit to be made by a participating church.
- G. If no further word is needed, let them go. However, be sure the decision card is filled out correctly and completely. Make sure the right decision was checked.
- H. Turn in all decision records before leaving the area.

