

**Inventory to the
Home Mission Board Operational Manuals Collection**

Series of the Home Mission Board Records

AR 631-17



Prepared by: Donna Wells, Assistant Library Director
Southeastern Baptist Theological Seminary

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Summary

Main Entry: Southern Baptist Convention. Home Mission Board. Operational manuals Collection.

Date Span: 1970 – 1999

Abstract: A sampling of Home Mission Board conference materials, kits, and operational manuals promoting and outlining various programs of training for national and local evangelism. Includes typewritten and mimeographed agendas, pamphlets, training and informational manuals for various Home Mission Board and North American Mission Board committees and agencies.

Size: 2 linear ft. (4 document boxes)

Collection #: AR 631-17

Historical Sketch

The Home Mission Board (now North American Mission Board) is one of the oldest organizations of the Southern Baptist Convention. Since the Southern Baptist Convention's founding in 1845, the Home Mission Board (HMB) has trained and employed missionaries for various areas of service across North America.

First located in Marion, Alabama, the Board relocated to Atlanta, Georgia, in 1882. In 1995, HMB moved to a new five-story office complex twenty-two miles north of Atlanta. In 1997, the Home Mission Board merged with the Brotherhood Commission and Radio and Television Commission to form the North American Mission Board.

The NAMB has issued training manuals over the years for many reasons – for conferences, associations, or staff use. These manuals propose various strategies for spreading the gospel throughout the nation.

Scope and Content Note

The Southern Baptist Convention. Home Mission Board, Operational manuals collection (2 linear ft.) consists of conference hand-outs, associational training manuals, and proposals for evangelization by various SBC groups. The collection includes typewritten and mimeographed

agendas, pamphlets, training and informational manuals for various Home Mission Board and North American Mission Board committees and agencies.

The major topics and issues included in the papers are: evangelization and training in evangelization.

Arrangement

The collection is divided into three series: conferences, kits, and manuals. Materials in each series are arranged in alphabetical order by title.

Provenance

Transferred from the North American Mission Board, Southern Baptist Convention, 2005.

Preferred Citation

Southern Baptist Convention. Home Mission Board. Operational Manuals Collection, Southern Baptist Historical Library and Archives, Nashville, Tennessee.

Access Restrictions

None

Subject Terms

Evangelism
 Evangelistic work, United States
 Southern Baptist Convention. Home Mission Board
 Home missions
 Witness bearing
 Training manuals

Related Materials

Southern Baptist Convention., Home Mission Board., Evangelism Department Collection.
 SBHLA AR # 631-14.

Southern Baptist Convention., Home Mission Board., Publications / Promotions Collection.
 SBHLA AR # 631-20.

Container List

Series 1: Conferences

Box 1

1.1. American Festival of Evangelism, Evangelizing Notebook – 1981

- Manuscripts of conference seminars and workshops by Wayne T. Alderson, Ben Armstrong, Wilbur R. Aten, Roscoe Brewer, John F. DeVries, Richard H. Harris, Carl Hart, Martha Hoke, Sterling W. Huston, Bill Kraftson, Mervyn L. Morelock, Samuel E. Owen, Roger Palms, Susan Perlman, Matthew S. Prince, Rochunga Pudaite, Theodore Raedeke, and Harold Warner.

1.2. American Festival of Evangelism, Festival Notebook – 1981

- Manuscripts of conference seminars and workshops by A. Russell Awkard, Russell F. Blowers and John E. Wasem, Jill Briscoe, Larry D. DeWitt, Leighton Ford, Billy Graham, Bartlett L. Hess, C.B. Hogue, George G. Hunter, III, Gene A. Kern, Homer Larsen and Glenn Kappelmann, David V. Martin, James Earl Massey, John Ed Mathison, C.W. Perry, Benjamin F. Reid, Darrell Robinson, Adrian Rogers, Joe D. Schubert, Glenn C. Smith, C. Peter Wagner, Thos, F. Zimmerman.

1.3. American Festival of Evangelism, Discipling Notebook – 1981

- Manuscripts of conference seminars and workshops by Paul E. Billheimer, Vonnette Zachary Bright, Richard G. Champion, Evelyn Christenson, Milton E. Cunningham, Jim L. Frost, Billie Hanks, Jr., Dirk J. Hart, Ronald G. Held, Walter A. Henrichsen, William L. Hogan, Ray H. Hughes, Randolph J. Klassen, Bart Larson, Herman E. Luben, Norris Magnuson, Walter O. Meloon, John Pearson, Joseph W. Putnam, Michael A. Rapoff, Martha G. Reapsome, B. Hathaway Struthers, Avery T. Willis, Jr.

1.4. American Festival of Evangelism, Equipping Notebook – 1981

- Manuscripts of conference seminars and workshops by Harry Arnold, William C. Bailey, Paul Benjamin, Paul J. Foust, Kenneth E. Bennett, Thomas S. Brandon, Lynn R. Buzzard and Samuel E. Ericsson, T. Joe Culumber, Charles Featherston, Robert G. Fenn, John W. Fogal, Roland E. Griswold, Reid D. Hardin, Donald E. Hoke, M.C. Johnson, VaCountess E. Johnson, Stephen F. Olford, Harry M. Piland, Charles R. Shumate, Lucille Sollenberger, Charles R. Solomon, Leslie H. Stobbe, Lloyd S. Sturtz, James F. Williams.

1.5. Home Mission Board – National Conference on Prayer for Spiritual Awakening – 1981

- A conference held at Ridgecrest, includes the text of presentations by John F. Havlik and Lewis Drummond, plus seminar workbook and teaching syllabus. Also includes pamphlets on prayer.

1.6. Home Mission Board – Staff and National Consultants Retreat – 1988

- Agenda and hand-outs for a conference held at Aberdeen Woods Conference Center in Peachtree City, GA. The retreat theme was “Moving together toward change, challenge and mission.”

1.7. Mission in Context – 1981

- This meeting, “described as an ‘once-in-a-decade’ national conference,” attracted over 940 participants. They looked at census data and Bold Mission Thrust plans and were given “a three-inch stack of booklets outlining steps in mission strategy” which are all included in this set.

1.8. Mission in Context (cont.)

1.9. North American Mission Board – World Changers – 1999

- Project Preparation Manual. “The World Changers experience is a complete approach to a student mission’s project that includes personal preparation, group development and an understanding of the heart of missions.”

Box 2

2.1. Urban Training Cooperative: Impacting Cities with Christ – 1984

- Contains sections on Urban Dynamics, which includes the text of speeches by Larry McSwain; Case Studies of Associations, including metro New York and Baltimore; Mega or Metro Process Items, Plans and Statistical Data; Associational Strategy Planning Materials; and, Home Mission Board input.

Series 2: Kits

2.2. Home Mission Board. Metropolitan Missions Dept. – PACT (Project Assistance for Churches in Transitional Communities) – 1980

- Consultant’s Kit designed to train a person for the role as a PACT consultant. It contains materials on the historical, theological, and practical process for establishing a ministry to city churches. Authorship includes Larry McSwain, Ezra Earl Jones, George Bullard, David Graybeal, and Chan C. Garrett.

2.3. Home Mission Board – People Count – Annie Armstrong Easter Offering Press Kit – 1996.

- Contains editorial helps and clip art, articles and photographs of various home missionaries, articles on the People Count them and prayer.

2.4. Home Mission Board – Win All – Annie Armstrong Easter Offering Press Kit – 1995

- The centennial of the Annie Armstrong Easter Offering contains a brief profile of Annie Armstrong as well as a photograph, and a timeline of the history of the Home Mission Board. It also contains editorial helps and clip art, articles and photographs of various home missionaries.

2.5. Towns, Elmer – How to Reach the Baby Boomer, Leader’s Manual – 1990

- Designed for leadership to understand the baby boomer generation and teach the laity how to understand it as well. Kit contains a book: Mike Bellah, *Baby Boom Believers*, 1988; as well as workbook sections on planning, workbook, promotion, and 4 cassettes that contain a recording of an Elmer Towns-led seminar.

2.6. Towns, Elmer – How to Reach the Baby Boomer, Student Lessons – 1990

- Includes: introduction, lessons, test, and a videotape to be viewed for each lesson.

Series 3: Manuals

Box 3

3.1. Associational Development Ministry – ca. 1970

- Developed by Dr. Lewis Newman and adapted by F. Russell Bennett as a guidebook for district associations.

3.2. Associational Missions Committee Manual – ca. 1975

- Contains booklets describing the work, composition, and usefulness of a missions committee. The set also includes manuals describing subcommittees: chaplaincy, Christian social ministries, church extension, interfaith witness, language missions, resort ministries, cooperative ministries with National Baptists, helping with property and building needs, and volunteer mission workers.

3.3. Baptist General Convention of Oklahoma. Dept. of Evangelism – Victory in Jesus Crusades – 1975

- A crusade plan book describing the steps to be taken to plan a week-long crusade to occur simultaneously with the country's bicentennial celebration.

3.4. Bold Mission Thrust Planning Manual – 1977

- Informational kit from the Home Mission Board detailing the plan for an evangelization program to be implemented from 1977-1979.

3.5. Church Missions Committee Manual – ca. 1975

- A set of booklets detailing the work of the church missions committee and its subcommittees including local missions, community needs, chaplaincy, black Baptists, Christian social ministries, church extension, interfaith witness, language missions, resort ministries, and securing volunteers.

3.6. Good News America: Guide for State Evangelism Directors – 1984

- Lays out a timeline for directors to enlist and employ various broadcast media to promote a simultaneous national revival event.

3.7. Home Mission Board – Framework of Continuing Education and Training Plans for Missions Personnel – 1986

- Presents material to assess the feasibility and usefulness of continuing education. Contains programs and evaluations from the Home Mission Board, state conventions, and plans to help develop programs.

3.8. Home Mission Board. Curriculum – So the Lost May Hear – 1990

- A set of articles, references, and materials to promote the suggested curriculum theme.

Box 4

4.1. Leading your Church in Long-Range Planning – 1975

- A step-by-step manual to guide a church committee on how to plan for its future. The kit includes a cassette tape.

4.2. Manual for Church Extension – 1977

- An extensive kit that details the process of church extension including Home Mission Board recommendations and procedures, and pamphlets documenting all aspects of extension such as Extension in Apartments, Church Extension Planbook, and Associational New Work Campaign.

4.3. Manual for Church Extension (cont.)

4.4. Opportunity 2,000 – Associational Notebook – 1991

- A manual that provides instruction for associations to participate in the program that attempts “enlisting 2,000 churches to plant new churches.”

4.5. Opportunity 2,000 – State Convention Notebook – 1991

- A manual that provides instruction for state conventions to participate in the program that attempts “enlisting 2,000 churches to plant new churches.”