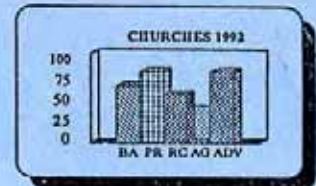


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The
NATIONAL
RESEARCH
MOBILIZATION
HANDBOOK



Establishing and Facilitating

- * *NATIONAL RESEARCH FUNCTIONS*
- * *INFORMATION CENTERS & RESOURCES*
- * *INFORMATION-SHARING NETWORKS*

Bob Waymire
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January 1994

The National Research Mobilization Handbook

Release Edition

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January 1994

If the Body of Christ does not have readily available accurate, up-to-date information about both, the harvest fields and the harvest force, it will lose sight of its long-range goal, expend its energies and resources in many good deeds, leave many harvest fields untouched, and return empty-handed out of others. Millions will remain in bondage and never experience the powerful, life-changing love and care of our Lord Jesus Christ.

However--when the Body of Christ has the facts (light) it needs, it will then be possible to reach the potential of making disciples of all nations, see whole societies liberated from bondage, and see Jesus Christ incarnate in every segment of society showing forth His loving care, truth and redemption. The Kingdom of Light will shine forth in victory!

This handbook has been drafted primarily to assist in the establishing and/or functioning of **permanent research functions** in the various countries and regions of the world. It is a document in development, and **recommendations are invited.**

Bob Waymire, LIGHT International
International Coordinator
AD2000 & Beyond Movement National Research Mobilization Network

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FORWARD

Jim Montgomery's book, *DAWN 2000: 7 Million Churches To Go* is a landmark in global missions strategy which I believe will prove to be a prophetic voice for the Church in our day. In the chapter entitled, "The Power of Information", Montgomery states, "But without this step there simply will not be a DAWN project, and probably no commitment to significant national goals nor to the worldwide goal of 7 million more churches. It concerns the matter of research." Later he asks, "How can the Church of a nation be effectively mobilized to make a realistic attempt at the discipling of a nation?" To which the reply is, "That is one of the tasks of research. It is to so gather and so present information that the people of God will be moved to do more effectively the work of God." Information helps provide the light needed to defeat the Kingdom of Darkness.

This statement pinpoints why carrying forth national level (country-wide) research is essential for implementing the Great Commission task of "making disciples of all nations". That is, providing the information needed to motivate, mobilize, and equip the national Church for effective ministry. We could add that ongoing research is needed for determining how we'll do the ministry--and the what, where and when. And for evaluating status, effectiveness, and progress towards our goals. It is also a strategic process in that it puts the Church in first-hand contact with its environment--on a continuing basis.

Information, the product of research, must be made available on a continual basis to the wide spectrum of organizations and ministries both inside and outside the nation. Research and information management and communication must be structured such that it is able to provide the necessary uninterrupted service in an efficient manner to a wide spectrum of the Church.

Without accurate, up-to-date information the Body of Christ in a nation is "flying blind". Meaningful planning and resource allocations are in jeopardy as are effective evangelism and church-planting. But where there is a national level information research function, and a service for getting information into the hands of those who need it, both the Church within the nation and outside can better reach the potential in qualitative and quantitative growth.

Having said all that, we still acknowledge that the real Guide and Implementer is the Holy Spirit of God. World evangelization is His ministry, and any efforts we make will only be truly successful if they are orchestrated by Him. It is incumbent upon all of us to be men and women of God, praying always, using the Bible as our *Message* and *Method* book, and having our concerns and work in tune with our Lord and Master.

*"Having accurate, up-to-date, relevant information--in the right form--in the right hands--at the right time, does not guarantee you will have success in reaching the potential in any given endeavor.
But you can't get there without it."*

(RW)

Summary of Purpose for this Handbook

Purpose: The purpose of this document is to help facilitate obtaining, maintaining and communicating the *accurate, up-to-date picture of a nation* relating to the fulfillment of the Great Commission of "making disciples of all nations."

The basic picture is composed of:

1. the number of congregations (churches) and attendees:
 - a) where they are located and not located (including maps).
 - b) who is in them, and who isn't--and why (including factors).
 - c) are they growing or not growing--and why (including graphs and factors).
2. the Christian ministries being carried out--where and among whom.
3. the peoples being churched and those not--and why.
4. the peoples that are being/have been exposed to the Gospel--and those not.

Basic data needed on an annual basis are:

1. denominational data for congregations, adult baptisms, average attendance, members, estimate of adherents (including growth rates).
2. parachurch/agency data for "workamong" (what and who), targeted areas/peoples, exposure data for radio, films/video, literature/scriptures, cassettes.
3. vital statistics, demographic, ethnic, religious and economic data--to the district and urban zone levels.

Basic functions to be carried forth are:

1. Development of an appropriate structure to facilitate the above.
2. Development of a national research plan, including gathering and managing required data in support of national strategies.
3. Coordination with a wide spectrum of ministries to determine information needs.
4. Coordination and facilitation of training in research/surveys and information management.
5. Coordination and facilitating applications, communication and networking of information.

INTRODUCTION

The **National Research Mobilization Handbook** has been prepared to assist the Body of Christ around the world to have the accurate, up-to-date information it needs to carry forth its ministries towards the completion of the Great Commission enterprise, i.e. "taking the Gospel to the ends of the earth," and "making disciples of all nations."

This document deals with the structures, primarily at the national level, designed to facilitate the processes ranging from determining what information is needed—when and where, to getting that information into the right hands in a timely manner. The intent of the structures involved is for them to be ongoing (permanent), at least in function, although the form may vary from place to place, and time to time.

One of the basic goals is to have an ongoing record of what has been accomplished, and what is yet to be accomplished in the area of evangelism and church-planting in various entities, such as: countries and provinces, ethnolinguistic groups, and urban areas. The mind set in the design of this handbook was as much towards "closure" as to "growth". That is, it assumes a goal of monitoring progress towards completing the task, not of just obtaining a good rate of growth. The result being that it attempts to provide information that describes what is yet to be accomplished, and not just how much or fast the church has grown or not grown. This is reflected in the chapters and appendices concerning "what information is needed."

Several things were kept in mind in the preparation of this document:

1. There are several countries that already have relatively good research programs functioning. These may not feel they need this handbook. However, it is hoped that they will pay attention to the areas concerning "standardization" and "networking", and also come into full cooperation with newly formed national research functions.
2. It assumes, that over time, several other organizations will be functioning as intended, and thereby provide some of the interlinking and interdependent functions required for a good, comprehensive global information strategy and function. Some of these are SHARE Fellowship, Global Mapping International, DAWN Ministries, et alia, plus several of the special interest networks of the AD2000 Movement (Saturation Church Planting, Unreached Peoples, Cities, etc.).
3. The **Information Strategy Handbook** (by the same author as this handbook) will be forthcoming in late 1993. This will serve as a companion document and will supply more of the "why" and "what for" element, wherein this document is aimed more to the "how". This was to facilitate getting permanent national research functions initiated and operationalized.

It is planned that this handbook will be revised at least annually over the next 2 years. If you have material you would like to be considered for inclusion, please contact the author at the address on the title page (i).

Notice: This is a document in progress. Comments, suggestions and corrections are solicited. Some appendices have been added to provide supplementary information that should prove helpful to many. We've gathered many excellent illustrations from around the world which show how information can be effectively visualized via maps, tables and graphs that we can provide to those who are interested.

Bob Waymire, May 1993

The aim of the Permanent National Research Function is to serve the whole Body of Christ through: obtaining, maintaining, analyzing, reporting, applying and sharing the accurate, up-to-date information needed for the Body of Christ to carry forth its multi-faceted ministries.

THE PERMANENT NATIONAL RESEARCH FUNCTION

A Permanent National Research Function is.....

*..a country-wide cooperative effort,
..an on-going continuous effort,
..a technical and scientific effort,
..a coordinated and adapted effort,*

*...bringing relevant information to bear on the
task of making disciples of all peoples.*

The function is *country-wide* in its scope. It simultaneously brings to light information about the whole church (the harvest force) and the whole national context (the harvest field). It purposes to serve the whole Body of Christ in the nation, and is commissioned and endorsed by it.

This *on-going* structure periodically brings old information up-to-date. It regularly identifies and meets the new information needs of the harvest force. Its intent is to provide "permanent lighting" vs a "flashlight" ("torch") approach.

This structure is *scientific* in its approach. It involves thorough, orderly investigation and diligent study and analysis. It requires dedicated and trained people to effectively carry forth the function.

This structure is *adaptive* in its nature. It adjusts to fit the resources, needs, and context of the harvest force in a country. It provides for the *coordination* of the various types and kinds of research needed in a country. It facilitates exposure and sharing of information over a broad spectrum.

The basis structures are:

- 1) **National Research Committee** (or some form of working group) made up of representatives from several different organizations, ministries and locales;
- 2) **Information Resource Center** that obtains, maintains, analyzes, publishes and networks information. It helps provide research and info management tools and training. It links with other information sources/resources.

Note: **Appendix-A diagram** depicts the roles and structural relationships of several of the entities making up a typical Permanent National Research Function (PNRF).

EXAMPLES OF
PERMANENT NATIONAL RESEARCH FUNCTIONS (PNRF'S)

1. **Philippines.** The **Evangelical Fellowship and Philippine Crusades** provide an ongoing national research function serving the national Church with such crucial information as: barangays (communities) without evangelical congregations, denominational statistics and growth rates, factors of growth and non-growth, people group data, development data, etc.. Staff present the results regularly in denominational and national conferences. A quarterly periodical "**Philippine Challenge**", keeps the Church informed of ongoing research efforts, and contains concise informative articles on various research-related subjects.

2. **Ghana.** The **Ghana Evangelism Committee** has coordinated village-by-village, people group, and denominational surveys over the years with little outside assistance. They have also analyzed distribution and growth characteristics of churches among the various people groups and cities/towns. They produce comprehensive reports containing a healthy use of maps, tables and graphs, on a regular basis. Staff presents the results of the research and analysis in seminars, workshops and conferences around the country. A periodical, "**The Task**", is an information, motivation, mobilization and training tool.

3. **India.** The **Church Growth Research Centre (CGRC), and Serve-A-People Clearing-house (SAPC)** serve a broad spectrum of the national Church and mission agencies. The **CGRC** coordinates closely with the national research committee (called the **Socio-Cultural Survey Committee**, which is closely aligned with the **India Missions Association**) providing research training and data management, and coordination/supervision of special statewide and other surveys of villages and people groups. The **CGRC** publishes the ***India Church Growth Quarterly*** and special reports and books providing channels for sharing the information. Research and analysis results are also shared via seminars and conferences. The **SAPC** (which corresponds to "Adopt-A-People" programs in other countries) functions under the auspices of the *national research committee* regarding identification and documenting people groups, preparation of ***People Profiles***, and the matching of churches with groups and agencies for reaching the unreached with the Gospel.

4. **Japan.** The **Church Information Service (CIS)** for several decades has been tracking churches and members prefecture-by-prefecture, depicting the results in a beautiful comparative map series. The **CIS** research committee cooperates closely with the **Japan Church Growth Association**. A publication, **Japan Harvest**, provides the results of the research in both, Japanese and English.

5. **Zimbabwe, Guatemala, El Salvador, Colombia, Denmark, England, Germany, Mexico City, Canada, and New Zealand** are other countries that have ongoing research functions operational for bringing into focus information on both, the "harvest force" and "harvest field". There are many others that are "gearing-up" for obtaining, maintaining, and sharing essential information on the country, its cities, peoples, organizations, needs and progress.

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**THE PURPOSES OF
A PERMANENT NATIONAL RESEARCH FUNCTION (PNRF)**

- A. Coordinate research efforts within the country.** The PNRF will help facilitate needed research and information management within the country through understanding the wide spectrum of needs represented, and initiating/coordinating appropriate action necessary to meet them.
1. There are a variety of types, kinds and levels of research that must be carried out within a country, each requiring careful planning, coordination and mobilization of resources. The PNRF can be a key facilitator in this area.
 2. A summary of strategic information is needed. Additional research must be catalyzed to gain additional needed vital information, and for periodic updating of data.
 3. Sharing information is best accomplished when it conforms to certain standards regarding format, coding, media, etc.. Coordination of standards is needed to facilitate those involved in research and information sharing. The PNRF can help facilitate data sharing.
- B. Provide an information resource via a national Information Resource Center (IRC)**
1. Information is of little value if it doesn't get into the hands of those who need to make use of it. It is needful to have a place, or places, where people can obtain the latest information.
 2. Having a central information resource center provides a point of contact for sharing information—a place where information can be deposited for maximum exposure/use. It can also provide links to a variety of networks, and be the vehicle for seeing that the information is communicated and shared in usable formats and in a timely manner.
- C. Provide information management and analysis**
1. When a variety of information is brought together it requires careful management and analysis in order for it to be of value to those who need it. Huge amounts of data require very special processing in order to make it readily available in usable form.
 2. Analysis of information reveals "what the data is telling us". Data analysis is an ongoing effort, for common information is utilized by a variety of ministries, and many view the same data from different perspectives, and will use it for different applications.
- The results of analysis have direct impact upon how we "do" the ministry. It provides part of the basis for the "*prophetic message*" of what God is saying to us regarding future ministry.
- D. Coordinate/provide training in research and information management.** The PNRF/IRC can help facilitate training to meet a variety of information-related needs.
1. Training in "how-to-do research", and in information management is a vital need in nearly every country and organization. The relative worth of the information available relates directly to the quality and the methods utilized in the research process. In the world today, very little quality field research is being carried on on a widespread basis. We rely too heavily on published data, most of which is either outdated, or based upon estimates.

PURPOSES OF A PNRF-continued

Involvement in the research process is vital. The Body of Christ must be "in-touch" with its environment. Ministries cannot rely totally on receiving information from others, but must become involved, to some vital extent, in the process themselves. This requires training.

2. **Training in information management is essential.** Today, at the national level, large amounts of information are becoming available from a variety of sources. Putting this into usable form requires good management skills and techniques.

The state-of-the-art in computer technology has made available very powerful information management tools. Up-to-date training is needed to be able to use them effectively. Database, mapping, and data-communication systems are constantly being upgraded.

- E. **Communicate the findings through a variety of media.** The PNRF/IRC provides a vehicle for communicating information to a wide spectrum of the Body of Christ in a nation & beyond.

1. Those that have accurate, up-to-date information have a responsibility for sharing it. This can be done effectively (and periodically) in a number of ways, and can be facilitated by the national **Information Resource Center**, via:
 - a. **Publications**--excellent use is being made of publications in communicating research and analysis findings. Both, *periodicals* and one-time reports/books play a strategic role. Additionally, *atlases* (both geographic and ethnographic) can provide a compact, comprehensive and graphic description relating to distribution and status information not available in other forms. Organizational, ethnographic and geo-political (country, city, towns, provinces, etc.) *directories and listing* are necessary in order to adequately complete the picture. Updated atlases and directories published every five years will provide needed status at strategic intervals.
 - b. **Workshops and seminars**--these can be very effective for sharing the information in that this type of atmosphere provides for interaction around the data.
 - c. **Conferences and congresses**--there has been a good history of regional and national conferences and congresses where the results of the research and analysis have been presented, and formed the basis for goal-setting and projections for future growth.

- F. **Share information with others** (See diagram-Appendix-A)

1. When a central body of information is maintained, it has great potential value when it gets shared with the right people, countries, organizations, and ministries. Initiative must be taken to share. But, efforts must also be taken to assure that the information can be shared effectively and efficiently. This requires management and adhering to certain standards.
2. Part of sharing information is making your needs known, and being prepared to receive the information. Sharing/networking is receiving as well as giving.
3. Each national research function and Information Resource Center must be conscious of the fact that it must be part of two or more information networks. One, is the network of other information sources within the country. The other is the linking with external networks. Each country is part of a larger context and needs to give and receive vital information.

THE NATIONAL RESEARCH COMMITTEE

*A vital key for developing a successful national research plan and ongoing research function in a country is the formation of a **National Research (and/or Information) Committee (NRC)**. Various elements within the Body of Christ have specific information needs, and these needs must be made known to those involved in gathering, managing, analyzing and communicating information. A committee representing a broad spectrum of the Body of Christ, its ministries and organizations, will have a vital role in determining the effectiveness of the Body in carrying forth its task and mandates in "making disciples".*

IMPORTANT NOTE: *There can be flexibility in the formation of the committee. The form is not as crucial as the function, although there are some formation guidelines experience has proven to be very important. This also applies to the title. For instance, it isn't required that the committee be titled the "National Research Committee". However, this does describe one of its primary functions. In some instances it may be that an already organized committee meeting most of the following "member" guidelines can also serve as the national research committee. A note of caution is warranted, however. Because of the importance of research and information to the health, growth and future of the Church, serious actions are required, and if a committee tries to take on too many responsibilities some areas will be neglected.*

PURPOSE AND FUNCTION

(See diagram-Appendix-A)

The primary purpose of the **National Research Committee (NRC)** is to assist in establishing and facilitating a permanent national research function in the nation/country by:

1. Representing the research and information interests and needs in the country.
2. Providing guidance and assistance in drafting and implementing a national research plan.
3. Assisting in establishing a national **Information Resource Center (IRC)**--which serves the whole Body of Christ in the nation.
4. Assessing the information needs of the national Body of Christ, and coordinating efforts to see them met.
5. Providing periodic evaluation of research and information progress and needs.
6. Providing a point of contact in the country in the area of research and information.
7. Interfacing with the **AD2000 & Beyond Movement Network Coordinators**.

COMPOSITION

The strategic role of the **National Research Committee** is to help assure accurate, up-to-date, relevant information is readily available to agencies, parachurch organizations, denominations, local churches and educational, training, support and service institutions. This vital role necessitates highly qualified, experienced persons make up the committee.

MEMBER SELECTION GUIDELINES

1. Representative of the national association of mission organizations.
2. Representative from the association of Evangelicals and/or association of pastors.
3. Representatives of key denominations and parachurch organizations.

MEMBER SELECTION (CONTINUED)

4. Those representing national strategies or ministries (such as Unreached Peoples, saturation church planting, urban evangelism, training, etc.).
5. AD2000 Movement National Research Mobilization Coordinator.
6. Those already carrying forth meaningful research and/or information management.
7. Not dominated by any one particular ecclesiastical element (e.g. conservative, pentecostal, etc.) or geographic area. Representation should cover a broad spectrum and distribution of the Body of Christ.

COMMITTEE SIZE

The optimum committee size is difficult to determine and will vary somewhat from country-to-country, and perhaps from time-to-time. Basically, there needs to be enough members to:

1. Provide representation of the various information interests/needs in the country including both, "harvest force" and "harvest field";
2. Provide balanced organizational representation from an ecclesiastical & theological perspective;
3. Function efficiently (too large a committee can be a problem here);
4. Carry forth the various responsibilities and interests of the committee and its charter.

A general rule-of-thumb might be:

Not less than 5 members (even for small countries)

Not more than 12 members (even for very large countries)

The actual size will probably vary from time-to-time, and it will probably be difficult to have everyone in attendance at every meeting.

ADDITIONAL GUIDELINES AND FUNCTIONS

1. The AD2000 National Research Mobilization Coordinator can help in forming/mobilizing the committee (or interface with an existing committee if one exists that could and would fill the NRC function).
2. The committee should draft its own "**Functions and Responsibilities**", and furnish them for review and information to the Regional Research Mobilization Coordinator, who in turn will furnish them to the International Coordinator for review and observations (but not "approval").
3. Some rotation of members should be planned for.
4. There may be several organizations in the country involved in one degree of research or another. One function of the committee (and/or the IRC) would be to determine what is already being done, both in harvest force and harvest field research, and what yet needs to be done.
5. The NRC should meet on a regular basis, and confine or limit its area of responsibility to planning, organizing, catalyzing/mobilizing and coordinating of research/survey related activities.

ADDITIONAL GUIDELINES (CONTINUED)

6. **Budget.** The NRC, in its planning, should draft a budget itemizing expenditures needed to carry forth the elements of the national plan, including surveys, analysis, reports, publications, seminars, workshops, etc.. (See note below)
7. The **director** (or coordinator) of the national **Information Resource Center (IRC)**, should be a member of the committee.
8. The Committee should commission surveys and analysis when required. This should be done after careful research into what is already being done/has been done by other organizations/efforts. Cooperation with existing work should be a goal. The committee has no authority over what is being done by organizations but should be cognizant of it, and cooperate in a way that helps meet the overall goal of "having an accurate, up-to-date picture of the harvest field and harvest force".

Notes: 1. Special attention will need to be given to raising of the necessary finances. This is one reason a broad organizational and ministry representation on the committee is profitable. Those groups/organizations needing the information to underwrite their plans and strategies may be the most likely to help finance the efforts required to obtain and manage the information.

There also may be others inside and outside the country who may be vitally interested in obtaining certain information. There are some involved in publishing who may be interested in contributing to a research effort providing it will result in producing the needed information. In some countries there are foundations who help fund certain kinds of research/survey efforts.

Long-range funding is an area requiring serious considerations. Too often, good plans fail due to lack of planning and preparation in this area.

2. **LIGHT International (LI)** and the **AD2000 Movement Research Mobilization Track (RMT)** have the goal of assisting the national Body of Christ in every country (where possible) in establishing a **Permanent National Research Function (PNRF)**. They can provide, or coordinate the provision of: some "baseline" data, info management tools and training in their use, research training, planning and organizational materials. Both are committed to working closely with the *national research committee* in order to help assure an effective research and information management plan is functioning within each country, and also to assist in linking the efforts in the various countries together in a global information network.

RIMSEM **LIGHT Int'l & Global Mapping Int'l** can help hold a **Research and Information Management Seminar (RIMSEM)** in your area. RIMSEM's often utilize local resource people and case-studies, are interdenominational, and can provide:

1. Orientation and training in the use of computerized information management tools, including: database systems, mapping systems, desk-top publishing systems, and telecommunication/data-com/E-mail/networking systems.
2. Baseline country, city, language, and people group data and maps, together with standardized codes for facilitating information sharing/networking
3. Instruction in research and information planning and strategy.
4. "How-to" instruction for surveys, publishing results, applications, etc.

THE INFORMATION RESOURCE CENTER (IRC)

PURPOSE

The purpose of the national Information Resource Center (IRC) is to provide a research and information service to the Body of Christ in the nation and beyond, on a continuous basis. It is to so manage information that it gets into the right hands....in the right form....at the right time.

It's over-arching purpose is to assist in seeing the love, truth, care, and power of Jesus Christ and the Gospel reach to every community, neighborhood and person, and a congregation of believers in every kind and class of people.

It is to give "eyes and ears, arms and legs" towards providing a permanent national research & information function in the country.

DESCRIPTION

The national Information Resource Center provides a Church and missions information service to the Body of Christ in the nation by:

1. Obtaining and maintaining *Harvest Field* and *Harvest Force* data--utilizing computer database, graphing, mapping and telecommunication tools whenever possible and practicable.
2. Providing data analysis and reports. Provide periodic data updates.
3. Catalyzing and coordinating needed surveys--in cooperation with the "national research committee" and other groups.
4. Providing/coordinating training in research and information management.
5. Publishing an "information" periodical to help motivate, equip, mobilize and inform the national Body of Christ. Publish other research and information materials.
6. Presenting the results of research and analysis to the national Church in seminars, workshops, and conferences.
7. Sharing/networking information with other organizations and countries.
Serving as a "node" in national, continental and global SHARE networks.

STRUCTURE

Establishing and maintaining a national research & information function, and the national Information Resource Center (IRC) requires: facilities, staff, equipment, and finances. Some considerations and general guidelines are set forth here. However, each situation will dictate, to some degree, the specifics for each category.

A. STAFF

1. *Just anyone should not have the responsibility for directing/coordinating the national research function/IRC. Someone with experience who understands the crucial roles information plays in the success of the various aspects of management and ministry should be selected to manage/coordinate the function. They will need inter-personal relationship skills.*

STAFF-continued

Often times it will be necessary to have someone help establish the function who may not be the ideal person in the long-term. It may also be necessary for someone to fill this responsibility as a part-time function. In either case, this should be a temporary condition.

The validity and success of the ministry depends upon the quality and availability of the information available for both, the management and disciple-making processes. The quality and availability of the personnel will have a direct effect upon the quality and availability of information obtained, maintained and communicated by the national research function/Information Resource Center.

2. Job descriptions. There are several staff job descriptions requiring appropriate personnel. (For a time one person may be required to serve in more than one area.) Some are:

- a. Coordinator/Director.** This person will provide the overall coordination/leadership, and should have some leadership, management and relational skills.
- b. Library research.** Some library research is part of every function of this kind. People who like to dig through books and reports, tabulate data, and provide summaries are usually best suited for serious library research. (Of course, they may also have other skills, e.g. computer, leadership, teaching, analysis, etc.)
- c. Computer operator.** Having a computer-literate/experienced person can pay big dividends in these days of hi-technology. Computer oriented tasks are basically:
 - 1) Data entry (nearly anyone who types can do this).
 - 2) Database manager-someone who can get data into and out of the right computer files, and perform some analysis.
 - 3) Computerized mapping (cartographer)--nowadays this is fast becoming a popular and powerful way to manage, analyze, and communicate information. Some minimal specialized training will probably be needed and can be provided via **Research and Information Management Seminars (RIMSEM's)** (contact **LIGHT Int'l**), or by sending someone to **Global Mapping** in Colorado Springs, Colorado, USA.
 - 4) Data communication (telecom)-this area comes in two levels:
 - a) simple, everyday stuff like faxes and E-mail [Electronic mail--well, it's becoming more and more every day stuff], and
 - b) involving data communication/sharing with other countries, organizations, et alia. Some special knowledge and training in telecommunication is recommended.
- d. Analyst/Teacher.** Someone who has experience in interpreting and making applications of the data, and skillfully presenting it. How the information is analyzed and presented is often the key to successful applications of the data.

3. Part-time vs Full-time Staff

- a.** If you try to staff the IRC with only part-time staff then the function will not be able to provide the ongoing information service needed for the various ministries and organizations to reach their potential. Circumstances may dictate starting with part-time staff. This is fine, but should be a temporary arrangement.

STAFF-continued

Continuity, initiative, and dependability are the keys to a useful and successful national research and information service.

Time and time again this has been proven, and is still being proven. Those that have two or more responsibilities are usually playing "catch-up" in trying to "serve two masters". This can work for an initial period, but must be remedied for the long term.

- b. Having said all that, there is a place for part-time staff. Data entry, library research and special projects can all benefit from part-time personnel based upon a case-by-case basis.
- c. One crucial reason for having full-time presence in the center/function concerns serving those for whom the function/center exists. Often, people will desire information, or want to provide information, but where there is no one there to answer the phone, or to coordinate needed efforts (training, projects, etc.) then the "service" aspect becomes lost in other priorities.

Additionally, there is great need for someone to obtain and maintain an up-to-date summary status of the harvest fields and harvest forces in a nation. This requires constant investigative efforts into a wide variety of areas where information is required.

B. FACILITIES

1. **Adequate facilities** will enhance the efficiency and usefulness of the function/center. (Initially, it may be necessary in some situations to get started with limited facilities and staff and equipment). However, don't make the mistake of not planning for needed expansion and upgrading. Prepare management (and yourself) ahead of time by anticipating what the function can mature to in the next 3-5 years.
2. **Some basic considerations for facilities would include:**
 - a. **Location.** For accessibility to power/lighting, moisture and temperature control, security/protection (for files and equipment), accessibility to transportation by staff & others, etc..
 - b. **Size.** Adequate desks, files, equipment, library, work table(s) for library research staff, etc..
 - c. **Environment control.** Temperature (computers don't like to be too hot or too cold)- 15 to 35 degrees Celsius or Centigrade, or 50 to 95 degrees Fahrenheit is a safe range for most equipment. However, it is a good practice to have a fan blowing on computers (and probably operators) at temperatures above 28 degrees Celsius (83 degrees F.).

Constant high humidity is detrimental to paper files/books. Very high humidity will also cause rust and some electrical problems with computers and other office equipment. Although this may be difficult to control in some places, some effort needs to be made for the computer and file/library areas where humidity is extremely high.

Constant power and good lighting are prerequisites for a good information management environment (many of you are laughing). If random power outage is "just a way of life", then battery back-ups, or auxiliary power is almost a must for computers. Lap-tops running with battery packs in and plugged into external power may not be affected. In every case, surge protection is needed for computer power. The types that indicates that the device is still OK are best. Some protective devices provide "one-time" protection only. If you are in any area where good power is a problem, back up your work OFTEN.

C. EQUIPMENT

1. **Office equipment/furniture.** There are some basic equipment/furniture items required, e.g.: desks, chairs, files, table, typewriter, copier, fax, etc..
2. **Computer-related equipment.** For those using computers there are basic guidelines in Appendix-H -- "*Hardware/Software Recommendations*".
 - a. **Computer.** The computer(s) must be able to perform their basic needed functions which usually are: database management, charts and graphs, word-processing, modem-transfer (telecom), and mapping (hopefully, in most national functions). Some guidelines are:
 - 1) Use IBM compatible equipment if you are planning on sharing information with others. If you are using the Macintosh, you may need a conversion program.
 - 2) Use a hard-disk (the larger the better, usually) when involved in database management, and/or mapping/graphics.
 - 3) Get 4 or more megabytes of RAM (internal memory) if you are buying new. This speeds the operation making best use of newer software.
 - b. **Ancillary equipment.** Some general recommendations and guidelines are:
 - 1) 2400 baud **modem** (or higher).
 - 2) Color VGA **monitor** and card for mapping/graphics.
 - 3) 11x17 inch **graphics tablet** or larger for drawing new maps. (Many computer maps are already available on disk).
 - 4) (For mapping, and color graphics)-obtain a pen, electrostatic or ink-jet **plotter** that will produce color maps on paper or transparency film.

D. BUDGET

1. **Preparation of a budget.** Our best plans will go unfulfilled if we don't have the necessary resources to carry them out. Preparing a budget will help to:
 - a) determine/outline what finances are needed.
 - b) provide a good *tool* to help obtain needed finances.
2. **Budget items.** Budget items might include: supplies, equipment, materials (incl. reference books), salaries, rent, improvements, furniture, surveys (lodging, meals, transportation), workshops, seminars, reports, publications, etc..

INFORMATION NEEDED--BASIC DATA REQUIREMENTS

The following listings of information are those considered to be fundamental for statusing the presence and progress of the Gospel, and the conditions of society in a country. These data should be available to the Body of Christ in the nation, and beyond, on a continuing basis. Appendix-E lists abbreviations used for field codes. Utilizing these codes will help facilitate universal data-sharing. Appendix-F contains sample table forms, maps and graphs.

The following describes information that needs to be maintained at the national level for the country, people groups, rural and urban areas--for both, the **harvest force** and **harvest field**.

The listings that follow do not comprise a complete listing but do include many or most of the essential variables needed for a fundamental reference database that would support a wide variety of ministries. Each ministry focus will have its own unique data requirements.

It should be the goal of a national research function to obtain and maintain the data on an ongoing basis. Yesterday's truth can be today's fiction in these dynamic times. And society is "generational", new souls being born every second. New statusing and descriptive data is required on a continuing basis. Periodic surveys will be needed.

A. HARVEST FORCE DATA (the national Church/Body of Christ)

1. **INSTITUTIONAL DATA.** It is necessary to document as thoroughly as possible the total "harvest force". This includes all organizations (institutions) actively involved in the Great Commission enterprise, and their activities, i.e. denominations, agencies, and parachurch organizations having ministry in the country from within or without.

The following are basic data. Statistical summary data needs to be maintained where possible for 5 year intervals, and especially the last 10 year period for each organization, to facilitate good analysis. **Note:** the following data should be gathered for denominations, agencies and parachurch organizations as applicable. See **Appendix-E** for field names to use in your database so you will be able to share data with others. Some sample data forms are found in **Appendix-F**.

- a. Year work began
- b. Country of origin
- c. Current number, type and location of workers (province, city, etc.)
- d. Types and location of ministry being carried out
- e. Number and location (prov/state, district, etc.) of related congregations/churches
- f. Number and location (prov/state, district, etc.) of related outreaches/preaching points
- g. Average worship service attendance
- h. Number of active baptized members
- i. Number baptized (for each year)
- j. Number of Bible Studies Groups
- k. Number enrolled in Bible Study Groups
- l. Number, type and location of educational institutions
- m. Number of students enrolled in educational institutions (ref. j. above)
- n. Number of foreign (expatriot) missionaries sent (target countries and people groups)
- o. Number of domestic (national) missionaries sent (target areas and people groups)

HARVEST FORCE-continued

- p. Key factors of growth and non-growth (for congregations/members)
 - q. Growth program title and goals (especially for new members and congregations)
 - r. Community development status and ministries (health care, water, education, energy, etc.)
2. "**WORKAMONG**". List for each organization (agency, national Church, parachurch, media, et alia) the people group/language group they are working among plus the following:
- a. The first year work began in the group by this organization
 - b. Type(s) of ministry(ies) by geographic region/area e.g. province, city, region, etc.
 - c. Current number of workers (note year data applies to)
 - d. Language(s) for each ministry (note whether "mother tongue" or "trade language")
 - e. Number of congregations (related to this organization)
 - f. Number of attendees in these congregations (if only "roll" membership is known, provide this data, but note it is for "roll", so not confused with "active members" or "attendees".)
3. **TARGETED**. Listing of people groups/language groups/cities/villages in a country being targeted (work not begun) by each organization. The following additional data is needed:
- a. Year work is planned to begin
 - b. Type of ministry and geographic area targeted
 - c. Planned language(s) of ministry
 - d. Measureable goals for work in the group(s)

B. HARVEST FIELD DATA (the context in which the Church finds itself-all non believers)

1. **COUNTRY**. Documenting a variety of social, religious, cultural, economic, political and demographic conditions and status is needed for each country. Certain data are essential for establishing a reference database for supporting the various ministries. Some of these are:
- a. Country population and annual growth rate
 - b. Index of provinces (state, etc.) and their population (supply population year)
 - c. Index of languages and dialects, and their populations (supply population year)
 - d. Index of major cities and their populations (cities over 50,000)
 - e. Index of religions and their adherants (and/or percentage of population)
 - f. Total number of towns and villages (by province); number without any congregations
 - g. Attitude of government (official and unofficial) toward Christianity & spread of the Gospel
 - h. Percentage (estimate) of the population currently subject to the presence and/or proclamation of the Gospel on a regular basis
2. **LANGUAGE GROUPS**. A complete listing of each language and dialect in the country/area that is being documented is needed. Documentation of alternate names will also prove helpful. A master language reference is the *Ethnologue* published by Wycliffe Bible Translators, 7500 Camp Wisdom Road, Dallas, Texas, 75236 USA. Also available on disk. The following is considered basic data needed for each language (and for many dialects):
- a. Language/dialect name and code (provide matching Ethnologue language code if possible)
 - b. Province(s) and location description
 - c. Population in this country, and total global pop for the group (including year and info source)
 - d. Scripture and translation status

LANGUAGE GROUPS-continued

- f. Radio status (type of broadcast, and originating country and station)
- g. Religious adherents/number of believers/active members--for each religion
- h. Number of congregations (including denominational identity)
- i. Number of preaching points and small groups Bible studies
- j. Community development status (access to/presence of-- health care, good water, shelter, clothing, energy, education, arts/entertainment, commerce, telephones, etc.)
- k. Christian organizations working among them (a cross-reference for "Workamong")
- l. Cultural distinctives (customs carried on by this people)
- m. Religious distinctives (include practices for punishment, forgiveness, sacrifice, etc.)
- n. Distribution/dispersion (other countries by pop and cause e.g. migration due to wars, etc.)
- o. Resistance/receptivity (scale/estimate) to the Gospel

Note: A People Profile (2 to 8 pages--similar to that developed by Global Mapping International) provides an excellent way to document a people group for both, agencies and for mobilizing prayer and other support via the local churches/denominations. Contact LIGHT International, Box 368, Etna CA 96027 USA Phone/Fax: 916-467-3686 for information, or if blank forms are desired. Blank "templates" also available for computer.

3. **OTHER PEOPLE GROUPS.** There are many other people groups in the country based upon their ethnicity, culture, social grouping, etc.. Essentially, the same information needed for Language Groups is required for them, including the language(s) they speak. It is needful to document the type of group by providing data that describes the group's uniqueness.

4. **UNCHURCHED AREAS**

Identification of people groups and geo-political areas having no congregations and/or preaching points is crucial. Cities/city zones, towns, villages, provinces, districts, language groups, ethno-cultural groups are all entities which need to be identified if they have no local churches.

5. **CITIES.** In addition to the index of cities in the country profile listed above, more in-depth data is needed for major urban areas. Description of urban areas would include similar variables (or fields) as those listed for or describing country and language/people groups.

C. **SPIRITUAL MAPPING** (for Kingdom warfare)

Spiritual mapping involves discerning the spiritual condition and history (both recent and early) of the various levels of geographic, geo-political and certain ethnographic entities, including urban, rural, national, sub-national, regional, continental, area and global. It involves: identifying the strongholds of Satan, identifying territorial spirits and their jurisdiction, investigating the connection between physical events and phenomena and the spiritual backdrop/forces, investigating causes for resistance and responsiveness to the Gospel, and other insights into the strategies and strongholds of the enemy (the Prince of the Kingdom of Darkness).

In his book on this subject, Breaking Strongholds in Your City (Regal Books, 1993), Peter Wagner and several others elaborate on ways and means of *spiritual mapping*. He has compiled extensive sets of questions grouped into three categories (historical, physical and spiritual) the answers to which provides a comprehensive spiritual mapping description of the entity being researched. These survey questions are included in Appendix-D. (continued next page)

SPIRITUAL MAPPING (continued)

Another excellent resource relating to Spiritual Mapping information and strategy is **The Sentinel Group**, P.O.Box 6334, Lynnwood, WA 98036 USA Phone: 206-672-2989, Fax: 206-672-3028. George K.Otis, Jr., President, has written widely and holds seminars/consultations on the subject. His recent book, *The Last of the Giants* (Chosen Books, 1991), is a land-mark. He has also released the *N. American edition* of the *Spiritual Mapping Field Guide* (1993).

D. DATA TABLES, MAPS AND GRAPHS (Sample forms, maps and graphs in **Appendix-F**)

Appendix-F contains several blank table forms and some samples maps and graphs. The contents of these tables, maps and graphs will provide a good general status of the nation and its peoples, and can be utilized for several geo-political levels, e.g. province, region, city, etc.. There are several evangelism, church-planting, development, and other strategies for which these data summaries and graphic illustrations will be most valuable and crucial.

This by no means constitutes a record for all the information necessary to adequately status a nation, city, people or ministry. However, this will provide a vital summary status, and will be especially useful for national strategies, e.g. DAWN, AD2000 Movement, Unreached Peoples, etc.

1. DATA TABLES. The following blank table summary forms are included in **Appendix-F**:

- (F-1) A. **PROVINCE DATA SUMMARY**-*basic pop & "evangelized" data with country totals*
- (F-2) B. **ORGANIZATION DATA SUMMARY**-*basic org'n list w/church-related data with totals*
- (F-3) C. **PEOPLE GROUP DATA SUMMARY**-*basic church-related data with totals*
- (F-4) D. **PEOPLE GROUP STATUS**-*basic group list with "evangelized" status data with totals*
- (F-5) E. **PEOPLE GROUP-ORGANIZATION DATA SUMMARY**-*Org'n church data by ppl group*

Notes: 1. The table forms have the database codes listed for each data column. These codes are selected from the field code abbreviation listings in **Appendix-E**.
2. The back-side of each form contains a blank form of the same format which can be used for different languages. Utilizing the same columns for the same data would be helpful when combining data from several sources/locations/countries.

2. MAPS. The following sample maps are included in **Appendix-F**. They were all generated using **Atlas GIS (AGIS)** mapping/analysis software. See next page for more details on how to obtain this and other software.

- A. **India "Percent Christian"**- *percent Christian by state*
- B. **Mexico City "Population Per Church"**- *ratio of pop per church by city district*
- C. **Guatemala "Scripture Status"**- *language group locations and translation status*

Note: These maps are shown as examples only. Data is valid, but not up-to-date.

3. GRAPHS. **Appendix-F** also contains 2 pages (F-8 & F-9) of sample graphs. Most of them are copies of graphs being utilized by others, and contain actual, but not up-to-date, data. You will want to select the type of graph(s) that best communicates the data and illustrates the information and comparison you want to depict.

(These samples were re-constructed using either **Freelance for Windows**, or, **AMIPRO**. **AMIPRO** was used--by a non-professional--for laying out and publishing this entire handbook. Both programs are by **Lotus**.)

"STANDARD INFORMATION MODULE"

Global Mapping International and LIGHT International, will begin to make available in mid-1993 the "Standard Information Module" (SIM) containing "baseline" data, maps, and codelists, and some special software. The purpose of the module (package) is to provide certain basic data that nearly every missions research and information function utilizes. This includes standardized codings and conventions (developed by SHARE's Standards and Protocol Committees represented by several organizations), and, common geographic (country, province, city), common ethnolinguistic(language), and demographic data in order to enhance information networking and management, especially among national & regional **Information Resource Centers (IRC's)**, which will receive the SIM's as they become operational.

The module (package) will initially include:

1. Country and province lists and codes (FIPS codes, Int'l Standards Org'n [ISO] codes, OW, etc.)
2. Global base map (computerized) containing country and province boundaries, major cities, major lakes and rivers, and highways.
3. Information Sharing Handbook, Data Dictionary, and Codelists for countries, language groups, provinces, religions plus some cities.
4. Language listings (over 6000 mother tongues) with some basic data, such as: population, translation status, dialects, alternate names.
5. Cities lists (approximately 3500) with city/country codes and population estimates up to year 2025 (every 5 years).
6. (Optional) Database software, with basic forms and templates. [DOS and/or Windows]
7. (Optional) Mapping software with an assortment of global status maps. [DOS/Windows]
8. (Optional) Telecommunication/E-Mail software and SHARENET node locations.

Note: Additional data will be obtainable as they become available, such as the new electronic **Operation World** and **Ethnologue**, Registry of Peoples and Languages, etc..

Much of the above is currently available. Contact: Bob Waymire, **LIGHT International**, (International Research Mobilization Coordinator) at: *P.O.Box 368, Etna CA 96027 USA* Phone/Fax: 916-467-3686 or *Global Mapping International, P.O.Box 25399, Colorado Springs, CO 80936 USA*, Phone: 1-719-531-3589, Fax: 1-719-598-7128

NOTICE: There are other key research and information management tools available: Two are:

The **DAWN Research Handbook** (Wingerd). Provides good procedures for data gathering and analysis. Available via: **DAWN Ministries Int'l**, 7899 Lexington Dr., Suite 200-B, Colorado Springs, CO 80920 USA Phone: 1-719-548-7460, Fax: 719-548-7475.

The **Information Sharing Handbook** (SHARE). Contains standards and protocols relating to sharing of information, including security. Available via: **SHARE Fellowship**, P.O.Box 26535, Colorado Springs, CO 80936 USA Phone: 1-719-531-3594, Fax: 1-719-548-7459.

"SHARE Fellowship"

What is SHARE Fellowship?

SHARE Fellowship is a growing *network* of those in the global Christian community who are committed to *sharing information* needed to fulfill the task of world evangelization. This high-technology and information "age" we live in provides the potential for managing and networking vast amounts of data. The world is also shrinking due to improvements in transportation and telecommunication, and this is making the global missions and evangelization enterprises widespread and dynamic.

The potential for harvest and growth are greater than ever, but so is the need for having accurate, up-to-date data at your fingertips—at the right time, and in the right form. **SHARE Fellowship** was born out of this need, and is geared to help meet it by:

1. Helping to link people with common info needs together as part of a global network;
2. Helping develop, locate, and/or make available information-sharing tools and services;
3. Providing minimal administrative services (mainly by volunteers from several key organizations) for: enrollment of network members, publishing special publications, drafting of standards and protocols, and providing ongoing evaluation of needs and state-of-the-art information management and sharing tools.
4. Identifying and assisting in making available key foundational data listing (e.g. peoples, countries, cities, etc.)

Core structure

SHARE Fellowship has a core structure that serves the network in a variety of ways. The purpose of this core structure is to help in facilitating the networks information management and sharing, and to care for the administrative needs and responsibilities necessary for the network to expand and function effectively.

The structure includes a steering committee, several working committees made up of representatives from a variety of denominations, agencies and parachurch groups, and certain essential ongoing administrative tasks are handled by individuals. The working committees draft information sharing standards and protocols, many of which are published in the *SHARE Information Sharing Handbook*. Other services include the *Missions Information Directory* (MID—a directory of databases/information sources), and a new quarterly news publication.

SHARE Fellowship also helps to make available a variety of publications and products, including some fundamental data and code lists, such as is contained in the *Standard Information Module* produced by Global Mapping International and LIGHT International (see description on p.17).

Who should belong to SHARE Fellowship and why?

"WHO"

Those who want to be part of a network of church and missions strategists and decision-makers, information managers, researchers and technicians, grass-roots workers, and special interest groups—with the purpose of obtaining and sharing vital information relating directly to the task of world evangelization. Some of the groups already playing key roles are: *Global Mapping International*, *DAWN Ministries International*, *Wycliffe/SIL*, *Southern Baptists*, *Campus Crusade*

(Continued)

for Christ, LIGHT International, Navigators, Assemblies of God, and many others. Dozens of others are joining from around the world.

"WHY"

Those who belong to **SHARE Fellowship** will be entering a network of those in the worldwide Body of Christ who are committed to sharing information they have (with certain necessary qualifications) in a manner and form that is conducive to others receiving it. That is, they will adhere to the standards and protocols set forth by the Fellowship, insofar as is practicable.

SHARE Fellowship can put you in touch with the latest technology for information management and communication. You can receive fundamental listings (data files) of peoples, countries and cities. You will receive standard code list files for geo-political, ethnolinguistic, religious and organizational entities. This is to provide a "common base" for sharing and managing data.

You can easily be in touch with those who can provide technical assistance for software and hardware orientation, training and problem-solving. You have several organizations and individuals willing to help you meet your information and technical needs.

Why is this help available? Because our Lord has laid it upon the hearts of many--and has enabled them in special ways to help defeat the Kingdom of Darkness by assuring that the Body of Christ has the true picture (light - illumination) of the way things really are. And it is necessary for the Body of Christ to have depth and efficiency in information sharing in order to function effectively as a body.

What do I need to do to join SHARE Fellowship?

Those who want to belong to **SHARE Fellowship** are asked to subscribe to the following *Covenant*:

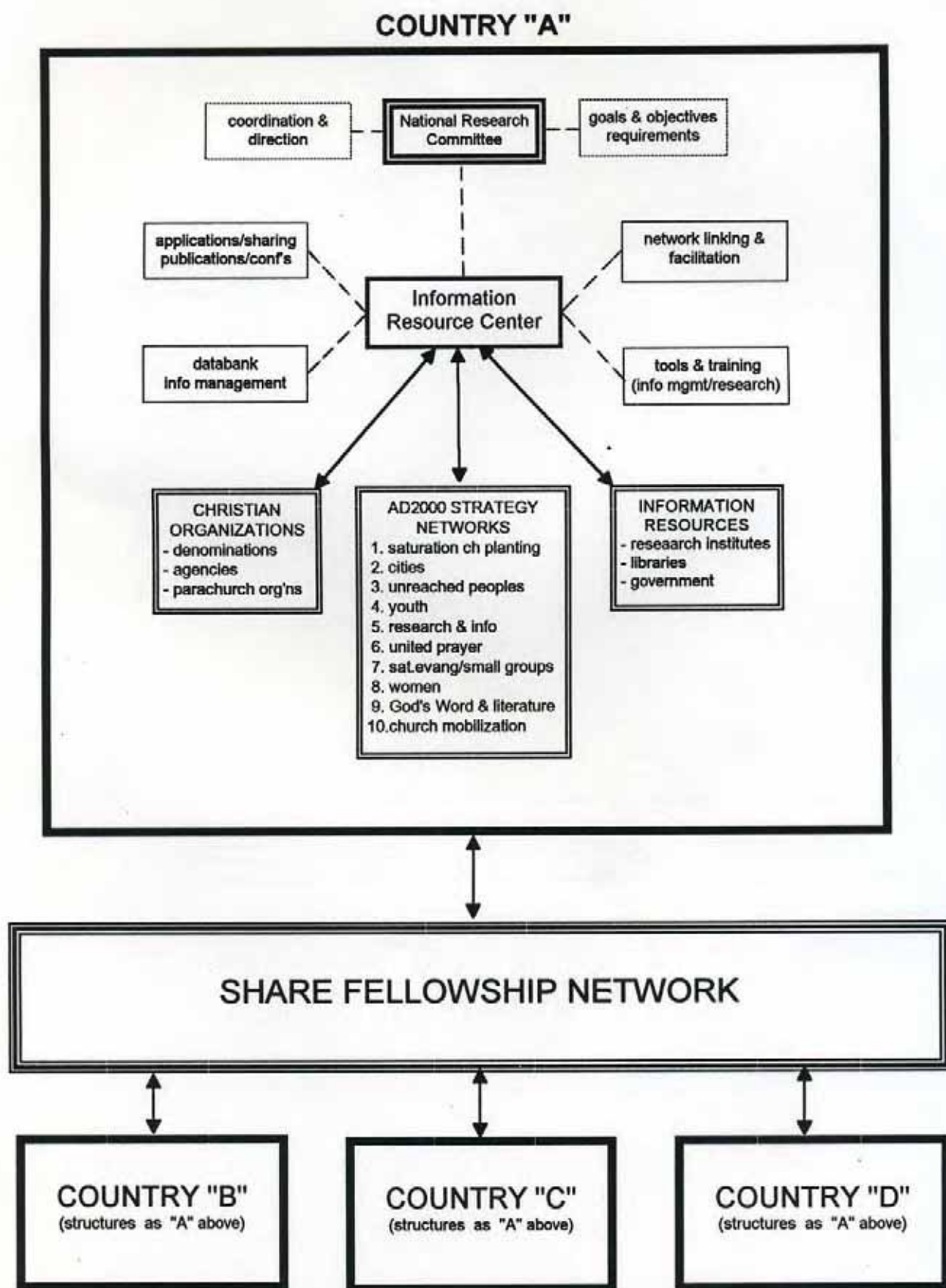
I agree to participate in and seek to further the goals of the SHARE Fellowship.

I agree to abide by the Code of Conduct and Protocols and Standards of the Information Sharing Handbook

I agree to use my best efforts to share information with SHARE Fellowship members as efficiently as possible within the constraints of my organization.

Those interested in joining should make a copy of page "G-1" (**Appendix-G**) of this Handbook, fill it in as completely as you can, and mail or fax it to:

SHARE Fellowship, Attention: John Gilbert
P.O.Box 6767,
Richmond, VA 23230 USA
Phone: 804-353-0151 Fax: 804-254-8980



"THE BIBLICAL BASIS FOR RESEARCH"**Bob Waymire**

Feb. 1993

If you were to ask someone whether or not evangelism or church-planting was a spiritual exercise, you'd more than likely get a positive reply, or at least a, "I surely hope so". If you asked the same question regarding research, indications are that you would find many skeptics. Some even feel that research is a "worldly" approach to ministry...that research is a science relegated to academic and primarily secular realms.

Our message and method book, the Bible, makes it clear that knowing the facts (reality, things as they really are) is prerequisite for success in effective evangelism and church-planting. It is a matter of "light" vs "darkness". This process of investigation towards this goal of "knowing the facts" we term *research*.

We would all (well..most all) agree that we must have accurate, up-to-date information (facts) regarding both, the harvest field and the harvest force, in order to reach our potential in carrying forth any ministry. When we reflect upon our daily life process we can understand how important it is to have relevant knowledge upon which to base our decisions. The same is true for all ministry decisions. God's Word makes it clear that He expects us to be "in-touch" with our environment, our context, our physical and social surroundings. He also makes it very clear we are to constantly be in touch with Him in order to know how best to understand and deal with them.

God's Word likewise makes it clear we are engaged in Kingdom warfare. This battle constantly is being waged between the *Kingdom of Darkness* and the *Kingdom of Light*. The *Prince* of the Kingdom of Darkness does not want us to have the truth--the facts--see things as they really are, especially now, in this generation. He is the *Author of Confusion, the Deceiver, the Father of Lies*. The Kingdom of Light will always win if and when light dispels darkness. We must have light.

The following scriptural accounts illustrate how God guides the process of winning the Kingdom battle:

One of the more classic accounts of research in scripture is found in the book of Numbers where God instructs **Moses** to research Canaan prior to possessing the land. Chapter 13 states,

"The Lord said to Moses, send some men to explore the land of Canaan which I am giving to the Israelites. From each ancestral tribe send one of the leaders. So at the Lord's command, Moses sent them out....". (vv.1-3)

Further along in the same chapter, Moses issues specific instructions for the fact-finding effort:

"When Moses sent them to explore Canaan he said, 'Go up through the Negev and into the hill country. See what the land is like and whether the people who live there are strong or weak, few or many. What kind of land do they live in? Is it good or bad? What kind of towns do they live in? Are they unwalled or fortified? How is the soil? Is it fertile or poor? Are there trees or not?'" (vv. 17-20)

Their research was God-conceived. Of course, it is up to those involved in the research to place it on the spiritual plane. Research is an instrument, and is not spiritual or unspiritual in itself. It can be used for good or evil. It depends upon the purpose and attitude of the users--who they're relying upon. In this case the large majority did not believe God when he told them, "...the land which I am giving (you)", to their own peril and that of the whole nation. (Ch. 14:30-38). God didn't send them to determine whether or not they should go in and possess the land, but to determine how. And to get a glimpse of its goodness.

The book of **Nehemiah** (the *cupbearer*) is one of my favorites in all of scripture. This man of humble position was rightly related to God and the king, and as a result brought victory into an impossible situation. Nehemiah was not only an incredible man of God, he was a very methodical and thorough researcher. His goal became obvious in his petition to God after he received information regarding the sad state of Jerusalem and the remnant of Israel, during the period of exile in Babylon (Ch 1:1-10). The record tells of his own guided investigation of the city (2:11-20), and his "*applied research*". His mobilization of resources, and the detailed apportioning of the work force to rebuild the wall, resulted in restoring Israel's separation from the world (3:1-32), and the people of Israel's restoration to God--his ultimate goal (10:28,29). The whole book of Nehemiah is peppered with accounts of his informed decision-making and his ready reliance upon God. The following outlines some of the key elements:

Neh's Action	Ref in Neh.	Observations
1. <i>Information</i>	1:3	Neh. rec'd info re troubled Jerusalem & exiles
2. <i>Confession</i>	1:6	Confessed Israel's unfaithfulness as cause
3. <i>Petition</i>	1:11, 2:4,5	Asked God and the king for favor and resources
4. <i>Permission</i>	2:6	Found favor with the king, so Neh. began plans
5. <i>Preparation</i>	2:7,8	Made physical and political arrangements
6. <i>Investigation</i>	2:13-15	Did on-site detailed investigation
7. <i>Motivation</i>	2:17,18	Response to investig'n results, "Let us rebuild..."
8. <i>Mobilization</i>	2:20-3:32	Everyone involved where research showed need
9. <i>Opposition</i>	2:19; 4:1,10;5:1	External and internal opposition ever present
10. <i>Completion</i>	6:15	Wall, and separation from world, completed
11. <i>Restoration</i>	8 & 9 & 10:28,29	Heard the Word, confessed, repented, committed
12. <i>Celebration</i>	12:27-43	Joyously celebrated their return & God's greatness

Isn't it heartening that so many current day leaders and strategists are men and women of prayer, and turn to the scriptures for their guidance in this area of research and information? Jim Montgomery, who heads up **DAWN Ministries**, is one such leader/strategist. In his landmark book, *DAWN 2000: 7 Million Churches To Go* Jim provides an excellent treatment in applying Biblical principles from the books of Numbers, Joshua, Nehemiah and Proverbs to research and its strategic role in disciple-making and church-planting. He sites these Biblical examples in illustrating; "*the incredible power of information*", and, "*research is the first among equals*" when applied to the process of discipling nations, and the formulation of the "*prophetic word*".

John Robb of MARC, a strategist/trainer for reaching unreached peoples worldwide, in his book *FOCUS! The Power of People Group Thinking*, in a chapter on "**Research and People Groups**", uses Moses' and Joshua's procedures in "spying out the land as examples of appropriate research process. He then reaches the conclusion, "*Research is not something unspiritual or irrelevant to the business of ministry. It is rather the essential foundation for strategic, effective ministry.*"

Today, the Body of Christ must stay closely in touch with its Biblical as well as its physical context in order to best understand how to reach its potential in effectively ministering to the multiplicity of societies in this dynamic and challenging world. And we still must be reminded that research is only a spiritual exercise if we make it so by our faith in our Lord and obedience to His Word.

Proverbs 18:13 (LB) states straightforwardly, "*What a shame-yes, how stupid-to decide before knowing the facts*". Research, the key to knowing the facts, is not a viable option, it is an imperative--as the Bible clearly illustrates.

THE STRATEGIC ROLES OF RESEARCH AND INFORMATION
(in "*Making Disciples of All Nations*")
Bob Waymire

What significant role does research have in advancing the Kingdom of God on earth? Does it really figure in to soul-winning and church-planting? Is it instrumental in showing forth the love, care and power of our Lord Jesus Christ? The answer is a resounding Yes! Let's take a look.

Research is a fact-finding process. Its product is information. Few will argue the fact that we need information. Fewer still may be aware that the validity and appropriateness of the information relates directly to the process by which it was obtained. Furthermore, involvement in the process yields strategic familiarization and credibility dividends.

There are two standard processes involved in carrying forth all our ministries which must be underwritten by accurate, up-to-date data. If not, effectiveness is seriously impaired.

The Management Process. Efficient and effective management relies heavily upon having the right information, in the right hands, in the right form, at the right time. The viability of management decisions involved in the following steps relates directly to the validity of the supporting data:

1. Drafting reasonable and faithful *goals and objectives*
2. Formulating relevant *strategies* and do-able *plans*
3. Selecting and implementing effective *methodologies*
4. Mobilizing and allocating needed *resources*
5. Performing effectiveness & direction *evaluation*

The Disciple-making Process. "*Making disciples*" is a fundamental purpose and imperative expressed in the Great Commission. Although we may not be conscious of the following listed process elements, each is operative whenever people accept Christ, and obediently follow Him. Each step has implications for the particular knowledge we need of society, and the individual, in order for our disciple-making to be most effective:

1. *Penetration*-of society with the Gospel
2. *Contextualization*-of the Gospel (making it relevant to the audience)
3. *Persuasion*-decision to receive Jesus Christ as Lord & Savior
4. *Incorporation*-into a fellowship of believers
5. *Maturation*-growing in Christ (qualitative growth)
6. *Multiplication*-reproduction (quantitative growth)

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Inherent within information and the research process are several factors which, when studied carefully, help us understand and realize their various roles and powerful potential.

The "Involvement Factor". Those in the "*harvest force*" directly involved in surveying the "*harvest field*" are best positioned for productive reaping. The reapers must be "*in-touch*" with their context. The research process provides purpose and opportunity for penetrating society, and determining how best to contextualize the Gospel. More grass-roots fact-finding should replace much of the "arm-chair" strategizing and hypothesizing.

The **"Accountability Factor"**. The Church is accountable for acting upon the truth it knows (in accordance with God's Word-Matt.13:12). Describing a situation in society as it actually exists is "truth" (fact, reality, light). Information precedes and breeds accountability.

The **"Nehemiah Factor"**. The *Accountability Factor* aligns closely with the *Nehemiah Factor*, which deals with getting the right information, in the right form, into the right hands, at the right time. Nehemiah was the right person to receive the information relating to the state of the children of Israel and Jerusalem. The cry, "*Let us rise up and build!*" (Neh.2:18) was the response to Nehemiah's effective acquisition and application of information, in close partnership with God. Nehemiah became the "prophetic voice" that rallied the nation.

The **"Unifying Factor"**. We are united only when we hold things in common (Gr. koinos). We then can have fellowship (koinonia) in carrying forth the mandates of the Great Commission. Having common information we can then set common goals, a prerequisite for functioning as a Body (which I think is probably the real goal of the Great Commission). Facts are objective, another key to unity.

The **"Warfare" Factor"**. We are surrounded by an ongoing battle between the *Kingdom of Darkness* vs the *Kingdom of Light*. To win we must have light. Light (truth-reality-facts) can overpower darkness, but walking in the light is a constant struggle because the powers of darkness are constantly at work propagating confusion and error. We are vulnerable when decision-making is not based upon valid fact. Satan does not want the Body of Christ to be enlightened...it reveals and undermines his schemes.

The **"Generation Factor"**. Our God-given responsibility is to "make disciples" in our generation(s). Accurate, up-to-date data facilitates this. Much published data today is outdated, staling generations come and gone. We must monitor, on a continuing basis, both, the harvest field and harvest force in our generation, to reach our generation, and establish ongoing research and information functions to serve future generations.

The **"Credibility Factor"**. Credibility is gained when others know you are in touch with reality, and are accurately presenting the facts. Our Christianity becomes more relevant, acceptable and powerful when we care and take enough time to "find out the facts" then accurately analyze and present them. This then provides incentive and basis for taking appropriate actions.

The **"Growth Factor"**. Our Lord has made it plain, He expects His Body to grow. Accurate, up-to-date information provides the platform for Body growth, both qualitative and quantitative. It tells where the Body is and isn't growing, and reveals why. It provides the basis for making projections for future growth, and helps facilitate seeing them realized.

Without research, and accurate, up-to-date information, the Church will often forget its long-range goal, get lost in many good deeds, come up empty-handed out of ripe harvest fields, and leave many millions in bondage who could have been liberated.

The following listings of survey questions, plus expanded descriptions and definitions, are found in, Breaking Strongholds in Your City by C. Peter Wagner (1993, Regal Books), and Spiritual Mapping Field Guide-North American Edition by George K. Otis Jr. (1993, The Sentinel Group). They are designed to serve as guidelines for "spiritual mapping." They were originally compiled with the community in mind, but can be adapted to virtually any area.

"Historical Research"

1. The History of the Community (Area)

A. The founding of the community (area)

1. Who were the people who founded the community? Where did they come from and when?
2. What was their personal or corporate reason for founding the community? What were their beliefs, philosophies and religion? What was their vision for the future of the community?
3. What is the significance of the original name of the community?
 - * Has the name been changed?
 - * Are there other names or popular designations for the community?
 - * Do these names have meanings? Are they linked to religion of any sort? Are they demonic or occultic names? Do they signify blessing? Curse? Do they highlight the city's redemptive gift? Do they reflect the character of the people of the community?
4. Are there any discernable designs or symbols embedded in the original plan or layout of the community? If so, where is their meaning? Did the Freemasons lay any of the cornerstones?

B. The later history of the community (area)

1. What role has the community played in the life and character of the nation as a whole?
2. As prominent leaders have emerged in the community, what was their vision for their community? Who are the most influential figures in the community? Why? Are they religious?
3. Have any radical changed taken place in the government or political leadership of the community?
4. Have there been significant or sudden changed in the economic life of the community? Famine? Depression? Technology? Industry? Discovery of natural resources?
5. What significant immigration has occurred? Was there ever an imposition of a new language or culture on the community as a whole?
6. How have immigrants or minorities been treated? How have races or ethnic groups related to one another? Have community laws legitimized racism of any kind?
7. Have community leaders broken any treaties, contracts or covenants?
8. Have any wars directly affected the community? Were any battles fought in the community? Was there bloodshed?
9. How has the community treated the poor and oppressed? Has greed characterized community leaders? Is there evidence of corruption among political, economic or religious leaders and institutions?
10. What natural disasters have affected the community?
11. Does the community have a motto or slogan? What is its meaning?
12. What kinds of music do the people listen to? What is the message they receive from that music?
13. What five words would most people in the community use to characterize the positive features of their community today? What five words would they use for the negative features?
14. Is there known gross immorality in the city (abortion clinics, homosexual prominence, pornography shops/stores, unwed mothers, etc.)?

2. History of Religion in the Community

A. Non-Christian religion.

1. What were the religious views and practices of the people who inhabited the area before the community was founded?
2. Were religious considerations important in the founding of the community?
3. Have any non-Christian religions entered the community in significant proportions?
4. What secret orders (such as Freemasonry) have been present in the community?
5. What witches' covens, satanist groups or other such cults have operated in the community? Were there any known curses placed on the city?

B. Christianity.

1. When, if ever, did Christianity enter the community? Under what circumstances?
2. Have any of the early or later Christian leaders been Freemasons?
3. What role has the Christian community played in the life of the community as a whole? Have there been changes in this?
4. Is Christianity in the community growing, plateaued, or declining?
5. Are the local churches in the community active in refuting immorality, e.g. abortions, pornography, homosexuality, etc.?

C. Relationships.

1. Has there been conflict between religions in the community?
2. Has there been conflict between Christians?
3. What is the history of the church splits in the community?

"Physical Research"

1. Locate different maps of the community, especially the older ones. What changes have taken place in the physical characteristics of the community?
2. Who were the community planners who designed the community? Were any Freemasons?
3. Are there any significant discernible designs or symbols imbedded in the original plan or layout of the community?
4. Is there any significance in the architecture, location, or positional relationship of the central buildings, especially those representing the political, economic, educational or religious powers in the community? Did Freemasons lay any of the cornerstones?
5. Has there been any historical significance in the particular plot of land upon which one or more of these buildings are located? Who originally owned this land?
6. What is the background of the community's parks and plazas? Who commissioned and funded them? What significance might their names have?
7. What is the background and possible significance of the statues and monuments of the community? Do any reflect demonic characteristics or glorify the creature rather than the Creator?
8. What other art work is featured in the community, especially on or in public buildings, museums, or theaters? Look especially for sensual or demonic art.
9. Are there any prominent archaeological sites in the community? What meaning might they have?
10. What is the location of highly visible centers of sin such as abortion clinics, pornographic bookstores or theaters, areas of prostitution, gambling, taverns, homosexual activities, etc.?
11. Where are areas that concentrate greed, exploitation, poverty, discrimination, violence, disease, or frequent accidents?

12. Where are locations of past or present bloodshed through massacre, war or murder?
13. Does the position of trees, hills, stones, or rivers form any apparently significant pattern?
14. Do certain landmarks of the community have names which would not glorify God? Are there overt centers of idolatry (i.e. Hindu temples, Buddhist temples, Voodoo shrines)?
15. What is the highest geographical point in the community and what is built or located there? This can be a statement of authority.
16. Which zones or sectors or neighborhoods of your community seem to have characteristics of their own? Attempt to discern areas of the community which seem to have different spiritual environments.

"Spiritual Research"

A. Non-Christian

1. What are the names of the principal deities or territorial spirits associated with the community past or present? Do many of the people believe in Satan? Are there known Satanists?
2. What are the locations of high places, altars, temples, monuments, or buildings associated with witchcraft, occult, fortune telling, satanism, Freemasonry, Mormonism, Eastern religions, Jehovah's Witnesses, and the like. Do these form any patterns when plotted on a map?
3. What are the sites of pagan worship from the past, even before the community was founded?
4. What are the different cultural centers which might contain art or artifacts connected with pagan worship?
5. Has any community leader knowingly dedicated himself or herself to a pagan god or a principality?
6. Were any known curses placed by the original inhabitants on the land or people who founded the community?

B. Christian

1. How have God's messengers been received by the community?
2. Has evangelism been easy or hard?
3. Where are the churches located? Which of them would you see as "life giving" churches?
4. What is the health of the churches in the community?
5. Who are the Christian leaders considered as "elders of the community?"
6. Is it easy to pray in all areas of the community?
7. What is the status of unity among Christian leaders across ethnic and denominational lines?
8. What is the view of community leaders toward Christian morality?

C. Revelational.

1. What are the recognized, mature intercessors hearing from God concerning the community?
2. What is the identity of the ranking principalities seemingly in control of the community as a whole or certain areas of the community's life or territory?
3. Is there a sense of hopeful expectancy among the ranks of the believers?
4. Is there evidence that God is moving in a new and sovereign way in the community? Any outbreak of divine signs and wonders? Have these been confirmed?

DATABASE FIELD-NAME ABBREVIATION CODES

The following listing of abbreviated database field-name codes have been derived utilizing the "rules" supplied on pages E-5 and E-6. They are based upon normalization standards and protocols furnished by the Minnesota School of Management, as applied (for the most part) by the SHARE Standards and Protocol Committee. Some codes have been selected because of "standard usage", either in the public arena, or Church and missions. Pages E-5 & E-6 provide rules for your use in deriving codes for field-names not listed herein, plus samples of combined codes. It is requested that you send a copy of codes you generate utilizing these rules, and/or codes that you consider standard for your applications to:

SHARE Fellowship, P.O.Box 26535, Colorado Springs, CO 80936 USA
Phone: 719-531-3594 Fax: 719-548-7459

ABB	ABBREVIATION	AUTH	AUTHORITY	CP	CHURCH_PLANTING
ABO	ABORTION	AUT	AUTO/AUTOMOBILE/S	CIN	CINEMA/S
ABU	ABUSE/ED	AVA	AVAILABLE/ITY	CIR	CIRCULATION
ACA	ACADEMIC	AVE	AVERAGE	CIT	CITY/IES
ACCR	ACCREDIT/ED/ATION	AAGR	AVE.ANNUAL_GROWTH_RATE	CLA	CLASS/ES/CLASSIFICATION
ACC	ACCURATE/ACCURACY	AGY	AAGR-YEARS	CLI	CLIMATE
ACT	ACTIVE/ACTING/ACTION	AWA	AWARENESS	CLIN	CLINIC/S
ABM	ACTIVE_BAPTIZED_MEMBERS	BAC	BACKGROUND/S	CLO	CLOTHING/CLOTHES/ED
ACTR	ACTOR/ACTORS	BAH	BAHAI (RELIGION)	COD	CODE/S/ED
AD2K	AD2000	BAL	BALANCE	COLL	COLLEGE/S
ADR	ADDRESS	BAP	BAPTISMS/BAPTIZED	SHA	COMMON
ADQ	ADEQUATE	BAS	BASE/BASIC/BASES	COMM	COMMUNICATE/D/ION
ADH	ADHERENTS	BED	BEDS/BEDDING	COM	COMMUNITY
ADM	ADMINISTRATION/ING	BEG	BEGIN/BEGINNING/BEGAN	GAM	COMPETITION/S
ADO	ADOPT/ION	BEL	BELIEVER/BELIEF	COMP	COMPETITOR/S
AAP	ADOPT_A_PEOPLE	BEN	BENEFIT	CONC	CONCERN/ED/ING/S
AAPC	AAP CLEARINGHOUSE	BES	BEST	CONG	CONGREGATION/S
ADU	ADULT	BIB	BIBLE	CTCT	CONTACT/ED/S/ING
AFF	AFFILIATION	BIR	BIRTH	CNT	CONTINENT
AGE	AGE	BOD	BODY	CTRL	CONTROL/LED/ING
ELD	ELDERLY/AGED	BK	BOOK/S	CONV	CONVERT/ED/ING
ORG	AGENCIES/AGENCY	BRA	BRANCH	COOR	COORDINATOR/ED/ES/ING
AIR	AIR	BCST	BROADCAST/S/ING	COO	COORDINATES (LAT/LONG)
ALC	ALCOHOL	BUD	BUDDHIST	COP	COPY/IES
ALI	ALIGNMENT/ALIGNED	BDG	BUDGET	COS	COST
ALL	ALL	CAL	CALL	COL	COST_OF_LIVING
ALT	ALTERNATE	CAP	CAPITAL	CNSL	COUNSELED/OR/ING
AMG	AMONG (EX:WRK_AMG)	CAR	CARE/ATTENTION	CNTY	COUNTY
ANA	ANALOGIES/ANALOGY	CRR	CAREER	COU	COUNTRY/IES
ANL	ANALYSIS	CAS	CASSETTE/S	CRI	CRIME
ANI	ANIMIST	CAT	CATEGORY/IES	CUL	CULTURAL/CULTURE/S
ANN	ANNUAL	CAU	CAUSE/S	CUS	CUSTOMS
APR	APPROACHES (GOSPEL)	WARN	CAUTION/WARNING	DAY	DAY/DAILY
ARA	AREA	CEL	CELEBRATIONS	DAT	DATA
AC	AREA_CODE	CTR	CENTER	DB	DATABASE/S
ARR	ARRANGED	CHG	CHANGE/S/D	DATE	DATE/S
ART	ART	CHF	CHIEF	DEA	DEAD/DEATH
ASS	ASSISTANCE	CEO	CHIEF EXECUTIVE OFFICER	DECA	DECADAL/DECADE
ATT	ATTENDANCE/EES	CHI	CHILD/CHILDREN	DGR	DECADAL_GROWTH_RATE
CAR	ATTENTION (SEE: CARE)	CHR	CHRISTIAN/ITY/S	DGY	DGR-YEARS (OF CALCULATION)
ATD	ATTITUDE	CH	CHURCH/S/ED	DEC	DECISION/DECIDE
AUD	AUDIENCE	CGR	CHURCH_GROWTH_RATE	DTN	DEFINITE_TRANSLATN_NEED
AV	AUDIO VISUAL	RLL	CHURCH_MEMBERSHIP_ROLL	DEF	DEFINITION

Enter additional codes here:

DEG	DEGREE/S	FAM	FAMILY/IES	HSH	HOUSEHOLD/S
DEL	DELEGATE	FAR	FARMS/FARMERS	HRAF	HUMAN_RELATIONS_AREA_FILE
DEM	DEMOCRATIC	FAX	FACSIMILE/FAX (#)	HUR	HURT/HURTING/WOUNDED
DEMO	DEMOGRAPHICS	FEM	FEMALE (SEE: WOMAN)	HYG	HYGIENE
DEN	DENOMINATION	FER	FERTILITY	ID	IDENTIFICATION/IDENTIFY
DENS	DENSITY	FES	FESTIVAL/S	ILL	ILL/ILLNESS
DEPA	DEPART/URE/ING	FLD	FIELD/S	IMM	IMMIGRATE/ION/ING/ANT
DEPT	DEPARTMENT	FIL	FILE/S	IN	IN/INTO/INSIDE
DEP	DEPENDENT/S/IES/Y	FLM	FILMS/FILMED/FILMING	INCE	INCEST
DES	DESCRIPTION/IBE/S	FIPS	US STATE DEPT GEO CODES	INC	INCOME/S
DEV	DEVELOP/ING/MENT	END	FINISH/LAST	INDP	INDEPENDENCE/ENT
DIA	DIALECT/S	FIR	FIRST	NDX	INDEXES
DIET	DIET	FLA	FLAG/S	INDG	INDIGENOUS
DIR	DIRECTOR/DIRECTION/ING	FOL	FOLLOW-UP	INF	INFANT/S
DISA	DISASTER	FOO	FOOD	INFL	INFLUENCE/D/AL/S
DISC	DISCIPLE	FOR	FOREIGN/FOREIGNER/S	INFO	INFORM/INFORMATION
DISN	DISCIPLINE/D/ING	FORG	FORGIVE/N/NESS/ING	INN	INNOCULATE/ION
ILL	DISEASE/S	FORM	FORM/S	INQ	INQUIRE/R/ING
DSTV	DISTINCTIVES	FRE	FREE/FREEDOM	IN	INSIDE/IN/INTO
DIS	DISTRICT/S	FREQ	FREQUENCY/IES	INS	INSTITUTION/S
DIV	DIVISION/DIVIDE	FR	FROM	INST	INSTRUCTION
DVR	DIVORCE/S	FULL	FULL	INTL	INTERNATIONAL
DR	DOCTOR/S	FT	FULL-TIME	ISO	INTL STANDARDS ORG. (GENEVA)
DOCT	DOCTRINE/S/AL	FUN	FUND/ED/ING/S	INV	INVENTORY
DOC	DOCUMENT/ATION/ED/ING	GMB	GAMBLE/GAMBLING	ISS	ISSUE/S
DOM	DOMESTIC	GAM	GAME/S	JUD	JUDGE/JUDICIAL SYSTEM
DBL	DOUBLING/TO DOUBLE/DOUBLED	GAT	GATHER/ING	KEY	KEY/S
DRU	DRUG/S	GEN	GENERAL/GENERIC	KM	KILOMETER/S
DUR	DURATION	GEO	GEO-POLITICAL/GEOGRAPHIC	KNO	KNOW/KNOWLEDGE
E	EAST/EASTERN	GIV	GIVE/GIVEN/GIVING	LBR	LABOR
ECO	ECONOMY/ECONOMIC	GLO	GLOBAL/GLOBE	LAN	LANGUAGE/S
EDI	EDIT/EDITING/EDITOR	GMI	GLOBAL_MAPPING_INT'L	END	LAST/END/FINISH
EDU	EDUCATION	GRDB	GLOBAL_RESEARCH_DATABASE	LAT	LATITUDE
EFF	EFFECT/IVE/S	GOA	GOAL/S	LAY	LAY/LAYMAN
ELD	ELDER/ ELDERLY/ELDERS	GOD	GOD	LDR	LEADER/S
ELE	ELECTRICITY/ELECTRIC	GOS	GOSPEL/S	LST	LEAST
ELEM	ELEMENTARY	GRI	GOSPEL_RECORDINGS_INTL	LV	LEAVE/ING
EMI	EMIGRATE/ING	GOV	GOVERNMENT/GOVERNOR	LEG	LEGISLATURE
EMP	EMPLOYMENT/EMPLOYEES	GRA	GRADUATE/S/ED	LEN	LENGTH
END	END/ENDING	GRD	GROSS_NATIONAL_DEBT	LES	LESBIAN/S
ENE	ENERGY	GNP	GROSS_NATIONAL_PRODUCT	LET	LETTER/S
ENG	"ENGAGED" (UP MSMST.)	GRP	GROUP/S	LI	LIGHT INTERNATIONAL
ENGL	ENGLISH	GRO	GROWTH/GROWING	LIB	LIBERTY/LIBERATION
ENR	ENROLL/ED/MENT	HBK	HANDBOOK/S	LIBR	LIBRARY/IES
ENT	ENTER/ENTRY/ENTRIES	HEA	HEAD	LIC	LICENSED
ERA	ERA/S	HEAL	HEALTH	LIF	LIFE
ETHN	ETHNIC/ETHNO-	HRT	HEART	LIM	LIMIT/S/ATION/ED
ETH	ETHNOLOGUE (PUBLICATION)	HEC	HECTARES	LIN	LINGUISTIC/S
EV	EVANGELICAL/S/EVANGELIZE/D	HEL	HELP/ASSISTANCE	LIS	LISTENERS
EBS	EVANGELISTIC_BIBLE_STUDIES	HID	HIDDEN/HIDE	LSTK	LIVESTOCK
EHBS	EVANG_HOME_BIBLE_STUDIES	HIE	HIERARCHY	LIT	LITERACY/LITERATURE
EVA	"EVALUATED" (UP MSMT.)	HI	HIGHER	LCL	LOCAL
EVE	EVENT/S	HS	HIGH_SCHOOL/S	LOC	LOCATE/LOCATION/S
EXP	EXPANDED(E.G. EXPDES)	HIN	HINDU	LONG	LONG/LONG-TERM
EXPA	EXPATRIATE/S/EXPATRIOT	HND	HINDRANCES	LON	LONGITUDE
EPC	EXPECTANCY	HIS	HISTORIC/AL/Y	LOW	LOW/LOWER
EPN	EXPENDITURES/EXPENDED	HOM	HOME/S	MAI	MAIN
EPR	EXPERIENCE/D	HLE	HOMELESS	MAJ	MAJOR/MAJORITY
EXT	EXTEND/ED/ING/SION	HSX	HOMOSEXUAL/S	MAK	MAKE/MAKER/ING
FACT	FACTOR/S	HOS	HOSPITAL/IZED/S	MAL	MALE/MAN
FAC	FACULTY	HR	HOURS/LY	MFG	MANUFACTURING

Enter additional codes here:

MGR	MANAGER/S	OUTS	OUTSIDERS	QUA	QUALIFICATION/S
MAP	MAP/S/MAPPING	OOP	OUT_OF_PRINT	QUAL	QUALITY
MARC	MARC (AN ORGANIZATION)	OWN	OWN/OWNSSELVES	QUAN	QUANTITY
MAR	MARRIAGE/S/MARRY	PAG	PAGES	RAC	RACE
MM	MASS MEDIA	PD	PAID	RAD	RADIO/S
GAM	MATCH/ES	PAR	PARENT/S	RTV	RADIO/TELEVISION/TV
MAT	MATERIAL/S	PART	PART	RNG	RANGE
MAX	MAXIMUM	PT	PART-TIME	RNK	RANK/RANKING
MEDI	MEDIA	PARY	PARTIES/PARTY	RAP	RAPE/D
MED	MEDICAL/MEDICINE	PAS	PASTOR/S	RAT	RATE/S/RATING
MEG	MEGA (MILLIONS)	PAT	PATIENT/S	RCH	REACH/ED/ING
MEE	MEET/ING	PATT	PATTERN/S	REA	READ/ER/ING
MEM	MEMBER/S/SHIP	PAY	PAY/PAYMENT	RSN	REASON/S
MEN	MEN	PEA	PEACE	RCV	RECEIVED/RECEIVABLE
MET	METHOD/S	PPL	PEOPLE/S	RCM	RECOMMEND/ED/ATION/S
MID	MIDDLE	PER	PER	REC	RECORD/S/ING/ED
MIG	MIGRATE/D/ING/ION/ANT	PC	PER_CAPITA	RCR	RECREATION/S
MI	MILE/S	PCT	PERCENT/AGE	RECT	RECRUIT/MENT
MLT	MILITARY	PRF	PERFORMER/S	RA	REDEPTIVE_ANALOGIES
MIL	MILLION/S	ERA	PERIOD/S	REF	REFERENCE/S/D
MINM	MINIMUM	PERM	PERMIT/PERMISSION	REFU	REFUGEE/S
MIN	MINISTER/Y/IES/S	PRS	PERSON/PERSONNEL	REG	REGION
MIS	MISSION/AIRES/S	PH	PHONE/S/PHONE NUMBER	RN	REGISTERED_NURSES
MON	MONEY	PHY	PHYSICAL	RLT	RELATE/RELATION/SHIP
MO	MONTH/MONTHLY/MONTHS	PQLI	PHYSICAL_QUAL_LIFE_INDEX	RLF	RELIEF
MOR	MORTAL/MORTALITY	PLC	PLACE	REL	RELIGION/S/IOUS
MOT	MOTHER/S	PLN	PLAN/ED/ING/S	REM	REMARK/S
MOV	MOVE/MOVEMENT	PLA	PLANT/ED/ING	RPT	"REPORTED"/REPORT
MUL	MULTIPLICATION/MULTIPLY	PLR	PLAYERS	REP	REPRESENT/ED/ATIVE
MUR	MURDERS	POI	POINT/S	REPR	REPRINT/REPRINTED
MUSI	MUSIC/AL/IAN	POL	POLITICAL	REQ	REQUIRE/MENT/ED
MUS	MUSLIM	POP	POPULATION	RQS	REQUEST
NAM	NAME/S	PORN	PORNOGRAPHY/IC	RES	RESEARCH/ERS/ED
NAR	NARRATOR	PORT	PORT/SEAPORT	RST	RESISTANT/RESISTANCE
NAT	NATIONAL/S/ITIES	POR	PORTIONS (SCRIPTURE)	RESP	RESPONSE/IVENESS
NEE	NEED/S/ED	POS	POSITION/S	REV	REVEAL/S/ED/ATION
NEI	NEIGHBOR/HOOD/ING	PST	POST/POSTAL	ROC	ROCK
NEW	NEW/S	POT	POTENTIAL	ROL	ROLE
NWS	NEWSPAPERS	POV	POVERTY	ROLL	ROLL/CH MEMB.ROLL
NT	NEW_TESTAMENT	PRA	PRACTICE/ING	RC	ROMAN_CATHOLIC
NO	NO/NOT/NONE	PRAY	PRAY/ER	RUL	RULE/S/ER/AUTHORITY
N	NORTH/NORTHERN	PREA	PREACH/ING	RUN	RUNAWAY/RUN/RUNNING
NOTE	NOTE	PP	PREACHING_POINTS	RUR	RURAL
NUC	NUCLEAR	WARN	PRECAUTION/CAUTION/S	SAC	SACRIFICE/S
NBR	NUMBER	PREG	PREGNANT/CY/CIES	SAF	SAFE/TY
NUR	NURSE/S	PRI	PRIMARY	SAL	SALARY/IES
OCC	OCCUPATION/S	PRIN	PRINCIPAL/S	SAN	SANITATION
OFF	OFFICE	PRN	PRINT/PRINTER/ED/ING/S	SCA	SCALE
OFFL	OFFICIAL	PTN	PROBABLE TRANSLATION NEED	SCH	SCHOOL/S
OT	OLD_TESTAMENT	PROB	PROBLEMS	SCO	SCOPE
ON	ON/ONTO	PRD	PRODUCER/PRODUCT	SCR	SCRIPTURE/S
OPEN	OPEN/OPENING/OPENNESS	PROF	PROFESSOR/S	SEC	SECOND
OW	OPERATION WORLD (PUB/DB)	PRG	PROGRAM/S	SECU	SECURITY/SECURE
ORD	ORDAINED	PROJ	PROJECT/S	SEL	SELECT/ED
ORG	ORGANIZATION/S/AL	PROP	PROPAGATE/ING	SEM	SEMINARS/SEMINARY/IES
OC	ORGANIZED_CHURCHES	PROS	PROSTITUTE/S/ION	SEN	SEND/SENT/SENDING
ORI	ORIGIN/ORIGINATE	PROT	PROTESTANT	SEP	SEPARATE/D/ION
ORP	ORPHAN/ORPHANAGE/S	PRV	PROVINCE	SER	SERVE/D/ICE/SERVICES
ORT	ORTHODOX	PUBL	PUBLIC	SWR	SEWER/S
OTH	OTHER	PUB	PUBLISH/PUBLICATION	SEX	SEX/SEXUAL/ITY
OUT	OUT	PUN	PUNISH/ED/MENT	SF	SHARE FELLOWSHIP (ORG)
OUTP	OUTPATIENTS	PUR	PURPOSE/S	SHA	SHARED

Enter additional codes here:

SHE	SHELTER	TC	TRUE CHRISTIAN (# or %)	<u>SOME GEO CODES</u>	
SHO	SHORT	TYP	TYPE/S/TYPICAL	<u>CONTINENTS</u>	
SID	SIDE	UN	UNITED NATIONS/UN (ORG).	AFC	CENTRAL AFRICA
SIG	SIGNIFICANT	US	U.S.A/UNITED STATES	AFE	EASTERN AFRICA
SIN	SIN	UND	UNDERSTAND/ING	AFN	NORTHERN AFRICA
SGL	SINGLE	UNEM	UNEMPLOYED	AFS	SOUTHERN AFRICA
SIZ	SIZE	UNIT	UNIT	AFW	WESTERN AFRICA
SOC	SOCIAL/SOCIETY/SOCIO-	UNK	UNKNOWN		
SRC	SOURCE/S	UOC	UNORGANIZED_CHURCH/ES	AMC	AMERICAS-CARIBBEAN/CARIBE
S	SOUTHERN/SOUTH	UNP	UNPAID	AMM	CENTRAL (MIDDLE) AMERICA
SPA	SPAN	UPG	UNREACHED_PEOPLE_GROUPS	AMN	NORTH AMERICA (USA/CANADA)
SP	SPANISH	UP	UP/UPPER	AMS	SOUTH AMERICA
SPK	SPEAK/ERS/ING	UPD	UPDATE		
SPEC	SPECIFIC/SPECIFICATION	URB	URBAN	ASE	EAST ASIA
SPI	SPIRITUAL	USE	USE/USED/USAGE	ASS	SOUTH ASIA
SPOK	SPOKEN	UTIL	UTILITIES	ASX	SOUTH-EAST ASIA
SPON	SPONSOR/S	VAL	VALUE		
SPO	SPORT/S	VER	VERIFIED /VERIFICATION/VERIFY	CIS	COMMONWEALTH OF INDEP. ST'S (most of former Soviet Union)
SPS	SPOUSE	VRN	VERNACULAR	EUE	EASTERN (CENTRAL) EUROPE
SQ	SQUARE/D	VID	VIDEO/S	EUV	WESTERN EUROPE
STAB	STABILITY/STABLE	VIL	VILLAGE/S		
STAF	STAFF	VIS	VISA/S	MEA	MIDDLE EAST (W.ASIA-UN)
STD	STANDARD	VOC	VOCAL		
STN	STATION/S	WAG	WAGE/S	PAC	PACIFIC (OCEANIA)
STA	STATISTICS/STATISTICAL	WARN	WARN/ING	PAA	AUSTRAL-PACIFIC (AUST, NZ, ETC)
STAT	STATUS/STATUSED	WAR	WAR/S	PAM	MICRONESIA-PACIFIC
STO	STOCK	WTR	WATER	PAP	POLYNESIA-PACIFIC
STRN	STRENGTH/S	WATT	WATT/S		
STRU	STRUCTURE/S	WEA	WEAK/WEAKNESS/ES		
STU	STUDENT/S	WK	WEEK/WEEKLY		
STUD	STUDY/IES	W	WEST/WESTERN		
SUB	SUB (UNDER/BELOW)	NO	WITHOUT/NOT/NO/NONE		
SUBJ	SUBJECT/S	WIT	WITNESS/ES/ING	1	EAST & NORTH ASIA
SUBS	SUBSCRIPTION/S	WOM	WOMAN/WOMEN (SEE:FEMALE)	2	SOUTHEAST ASIA
SUC	SUCCESS/FUL	WLD	WORLD	3	SOUTH ASIA
SUF	SUFFER/ING	WE	WORLD EVANGELIZATION	4	MIDDLE EAST (W. ASIA/N.AFR)
SUI	SUICIDE/S	WHO	WORLD HEALTH ORGN	5	NORTH AMERICA
SUM	SUM/SUMMARY	WRK	WORK/ER/ING	6	CIS & E. (CENTRAL) EUROPE
SUMM	SUMMER	WOR	WORSHIP	7	WESTERN EUROPE
SS	SUNDAY_SCHOOL/S	WC	WORSHIP CENTERS	8	LATIN AMERICA
SSA	SUNDAY_SCH.ATTENDANCE	WSA	WORSHIP_SERVICE_ATTEND.	9	CARIBBEAN
SSAA	SUNDAY_SCH_AVE_ATTEND	WSAA	WORSHIP_SERVICE_AVERAGE_ATT.	10	AFRICA, ENGLISH SPEAKING
SUP	"SUPPORTED" /SUPPORT	WRIT	WRITER/S	11	AFRICA, FRENCH/PORTUG SPKG
GOD	SUPREME_BEING	WRI	WRITTEN	12	PACIFIC REGION/OCEANIA
SYS	SYSTEM	YR	YEAR/S/LY		
TAR	TARGET/ED/ING	YOU	YOUTH		
TAS	TASK/S	ZIP	ZIP/ZIP_CODE		
TCH	TEACHER/S	ZON	ZONE/S		
TEA	TEAM/S				
TEL	TELECOMMUNIC. (SEE PHONE)				
TV	TELEVISION/S (TV)				
TLX	TELEX				
TER	TERM				
TXT	TEXT/TEXTUAL				
THE	THEME/S				
TED	THEOLOGICAL_EDUCATION				
TEE	THEOL.EDUC._BY_EXTENSION				
THOU	THOUSAND				
TIM	TIME/TIME_OF_DAY				
TTL	TITLE				
TO	TO/TOWARD				
TLT	TOILET/S				
TOOL	TOOL/S				
TOT	TOTAL/S				
TWN	TOWN/S				
TRD	TRADE				
TRA	TRAIN/ED/ING				
TRAN	TRANSLATE/D/ING/ION				
TR	TRANSPORTATION/TRANSPORT				
TRE	TREND/S				

**RULES FOR STANDARDIZING ABBREVIATIONS
 TO BE USED IN FIELD NAMES**
 (SHARE Standards Committee)

GENERAL RULES

Abbreviations used in previous field names were derived following these rules. Use of the same rules in creating any new/additional abbreviations you may need will aid in standardization and data communication with others.

- A. Use upper case letters and numbers only (i.e. no lower case letters; no symbols, punctuation or special characters [except "_"]).
- B. An abbreviation should not exceed FOUR (4) characters in length. Utilizing 3 characters as often as possible will allow for more combinations of codes
- C. Each abbreviation must be unique.
 - ** There must be one and only one abbreviation for each word to be referenced in the field name.
 - ** One abbreviation may be used for multiple expressions of the same root word (e.g. "DIR" for direct, director, directed).

SPECIFIC RULES

Presented below in order of precedence. If a suitable code (one adhering to the general rules above) cannot be obtained using rule 1 below, rule 2 is used, and so forth.

- 0. Use the word itself
- 1. Use the standard abbreviation commonly used for the word in the world-at-large, if such an abbreviation exists (e.g. "TXT" for text; "YR" for year; "PCT" for percent).
- 2. If it is a common multi-word phrase, use the first letter of each word (e.g. "COL" for cost-of-living; "ABM" for active-baptized-members, "UP" for Unreached Peoples, etc.).
- 3. Use the first three letters (prefix) of the word (e.g. "CON" for continent; "COU" for country).
- 4. If the first letter in the word is a consonant and there are only two additional consonants in the word, use the three consonants as the abbreviation (e.g. "LCL" for local; "LDR" for leader).
- 5. If the three letter prefix (rule 3 above) is not unique or for other reasons unacceptable, add the next consonant that makes the abbreviation unique (and helps sound out the word or indicates its uniqueness from a similar word in the database). If no consonants are available, use the next appropriate vowel. (E.g. "FREQ" for frequency, to distinguish from "FRE" for freedom; "MEDI" for media, to distinguish from "MED" for medical). Note: Do not exceed 4 characters for any one abbreviation, and 4 char. should be kept to a minimum.

Continued.....

6. Find a different word with a similar meaning (a synonym) to build an abbreviation from (e.g. use *organization* instead of *agency*; use *end* instead of *conclusion*).
7. Make an exception to the rules. On (hopefully) rare occasions, an appropriate abbreviation cannot be obtained using the above rules 1-6. In this case the arbitrary abbreviation which is chosen still must conform to the general rules (A - C above).

FIELD NAMING RULES

1. Field name must not exceed 10 characters in length.
2. Use alpha letters and numbers only (and when letter separation is required, use "_"). Do not use any other special characters. Field name must begin with a letter.
3. Field names are composed of abbreviations from the standard list of abbreviations.
4. In selecting the order of the abbreviations to form the field name: go from the most important word to the least important word--go from the most general to the most specific--put words such as 'percent', 'average', 'number', 'code' and 'total' at the end of the field name.

Examples:

- EVPCT** = *Percent Evangelical*
- EVNBR** = *Number of Evangelicals*
- POPTOT** = *Total population*
- ATTAVE** = *Average attendance*
- ETHCOD** = *Ethnologue Code*
- ORGBEGYR** = *Year organization began*
- LIFEXPFEM** = *Female life expectancy*
- OCAAGR** = *Average annual growth rate of organized churches*
- LANTRD** = *Trade language*
- MEMBAP** = *Baptized members*

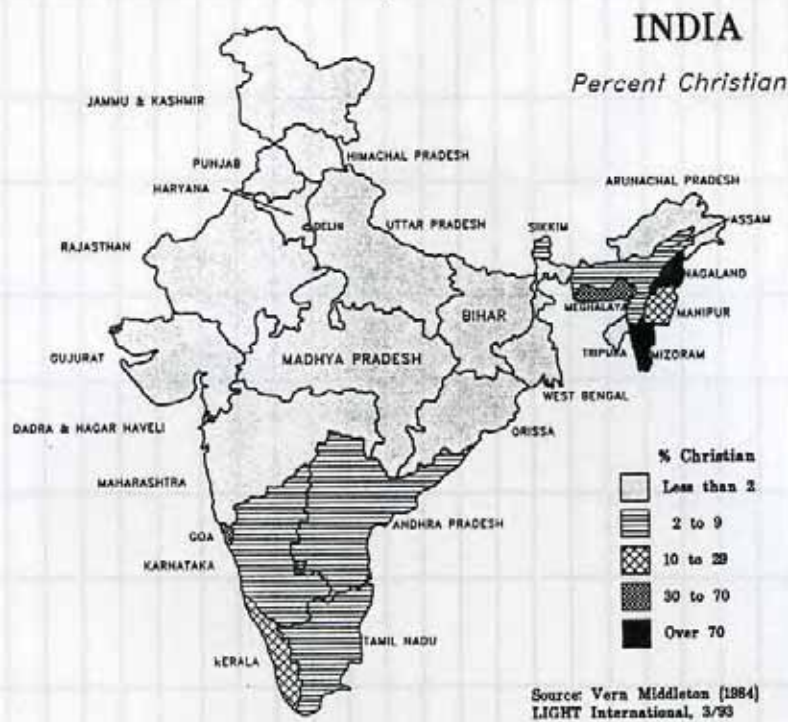
Please direct any comments/questions to:

For info relating to rules, standards and protocols:

SHARE Standards Committee
 P.O.Box 26536, Colorado Springs, CO 80936
 Phone: (719) 531-3594, Fax: (719) 548-7459

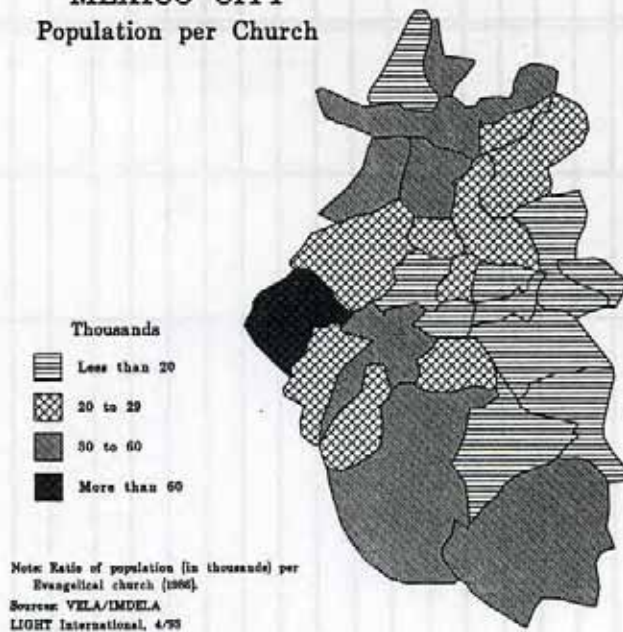
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LIGHT International
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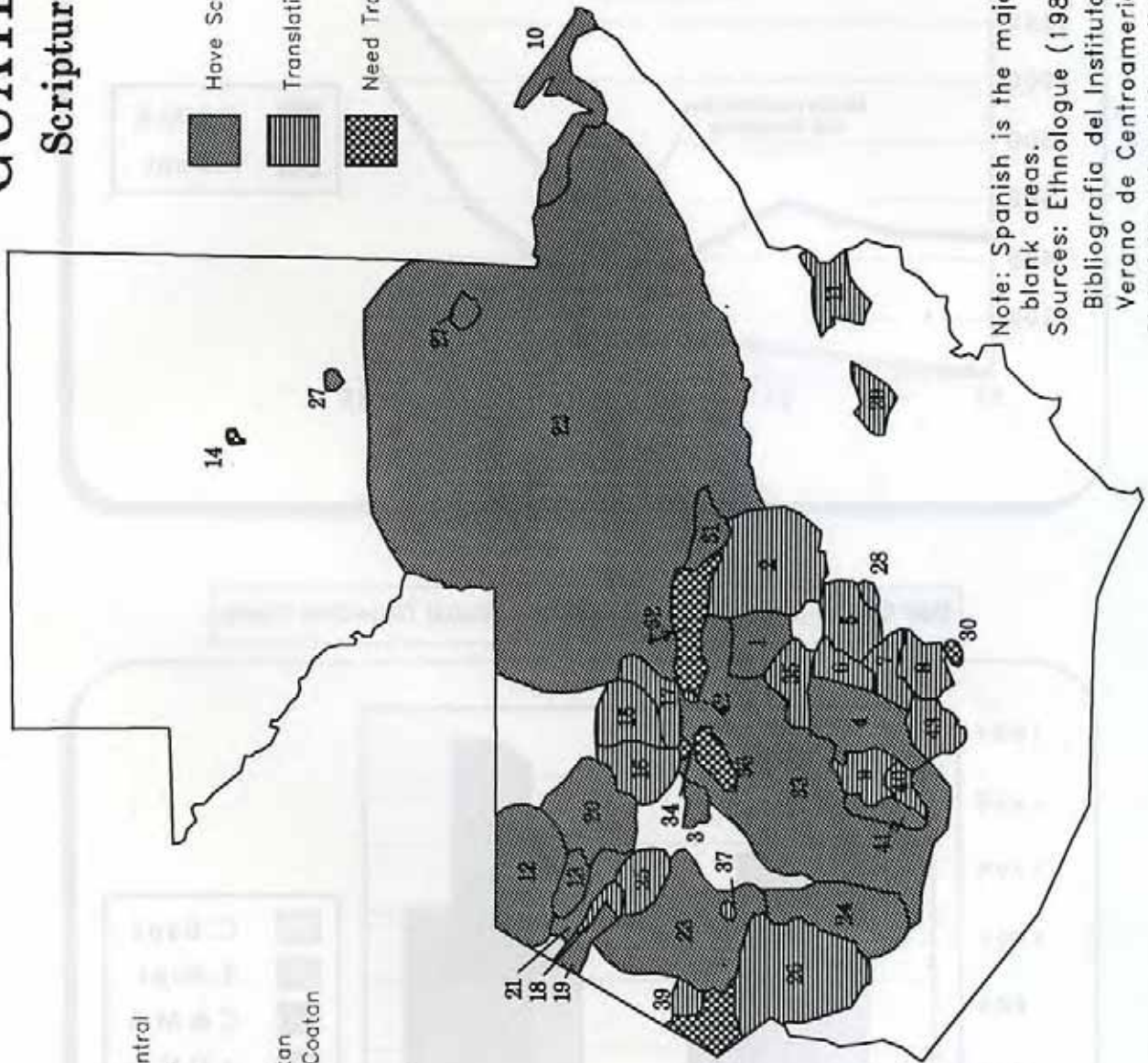
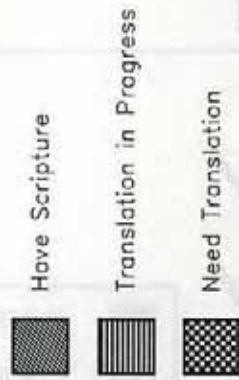
MEXICO CITY

Population per Church



GUATEMALA

Scripture Status



LANGUAGES

1. Achi, Cubulco
2. Achi, Rabinal
3. Aguacateco
4. Cakchiquel, Central
5. Cakchiquel, Eastern
6. Cakchiquel, Northern
7. Cakchiquel, South Central
8. Cakchiquel, Southern
9. Cakchiquel, Western
10. Black Carib
11. Chorti
12. Chui, San Mateo Ixtatan
13. Chui, San Sebastian Coatán
14. Itza
15. Ixil, Chajul
16. Ixil, Nebaj
17. Ixil, San Juan Cotzal
18. Jacalteco, Eastern
19. Jacalteco, Western
20. Kanjobal, Eastern
21. Kanjobal, Western
22. Kekchi
23. Mam, Northern
24. Mam, Southern
25. Mam, Todos
26. Mam, Western
27. Mopan Maya
28. Pocomam, Central
29. Pocomam, Eastern
30. Pocomam, Southern
31. Pocomam, Eastern
32. Pocomam, Western
33. Quiche, Central
34. Quiche, Cunén
35. Quiche, Joyabaj
36. Sacapulteco
37. Sipacapense
38. Tacaneco
39. Tectiteco
40. Tzutujil, Eastern
41. Tzutujil, Western
42. Uspanteco
43. Yepocapa Southwestern Cakchiquel

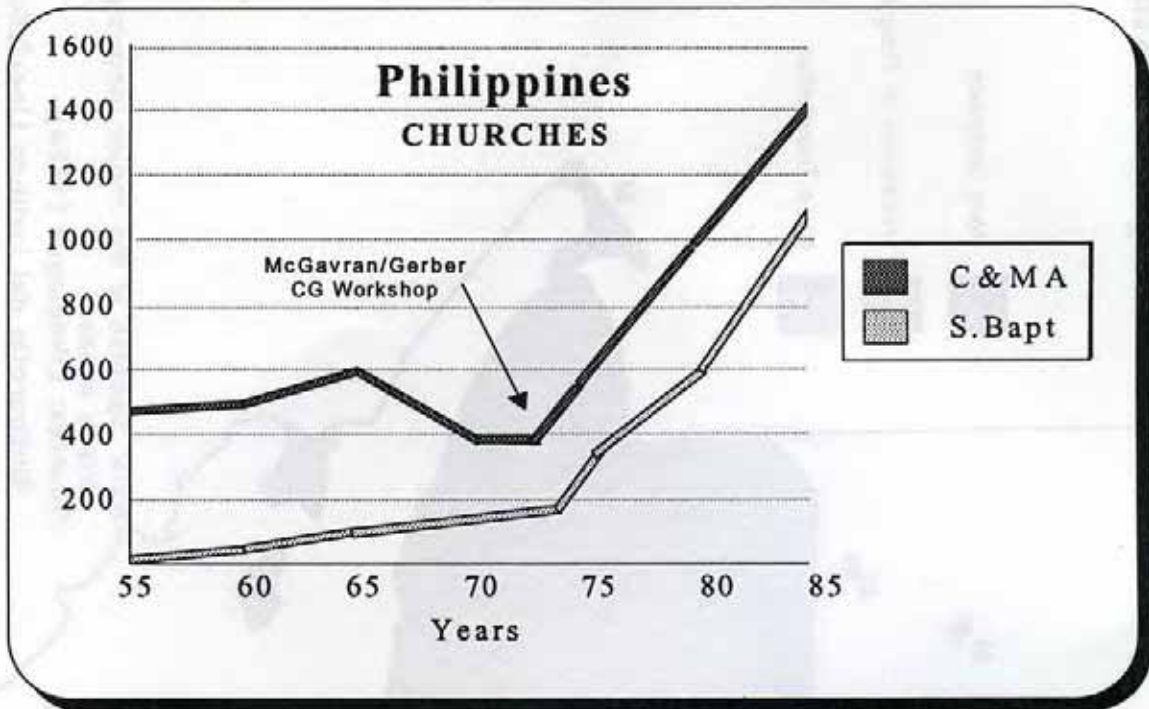
Note: Spanish is the major language in blank areas.

Sources: Ethnologue (1984);

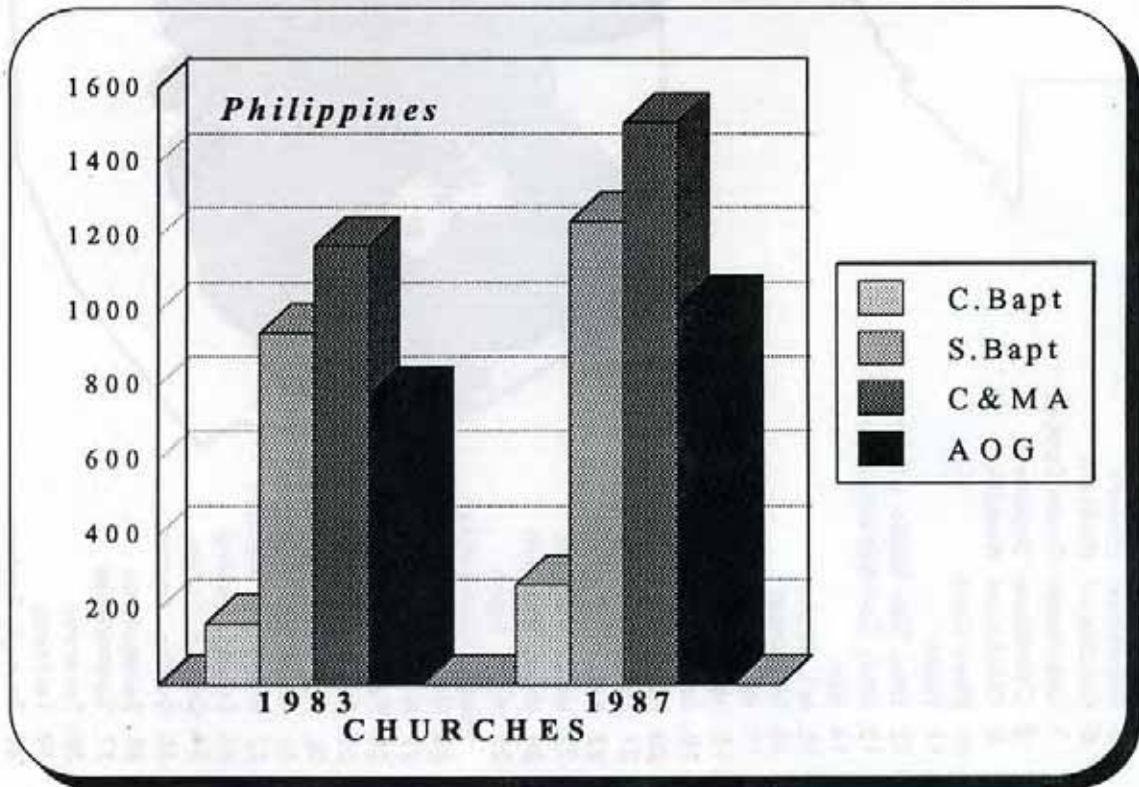
Bibliografía del Instituto Lingüístico de Verano de Centroamérica (1983)

Global Mapping International, 11/90

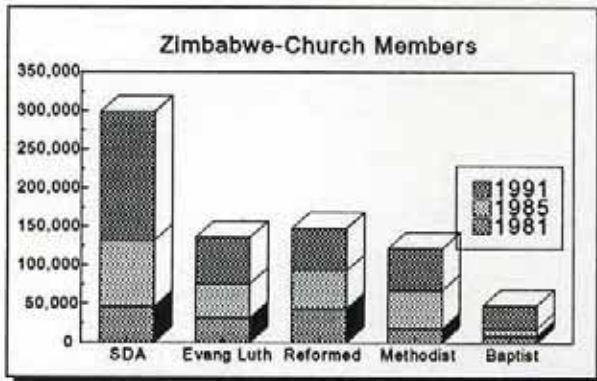
Line Graph-Growth History



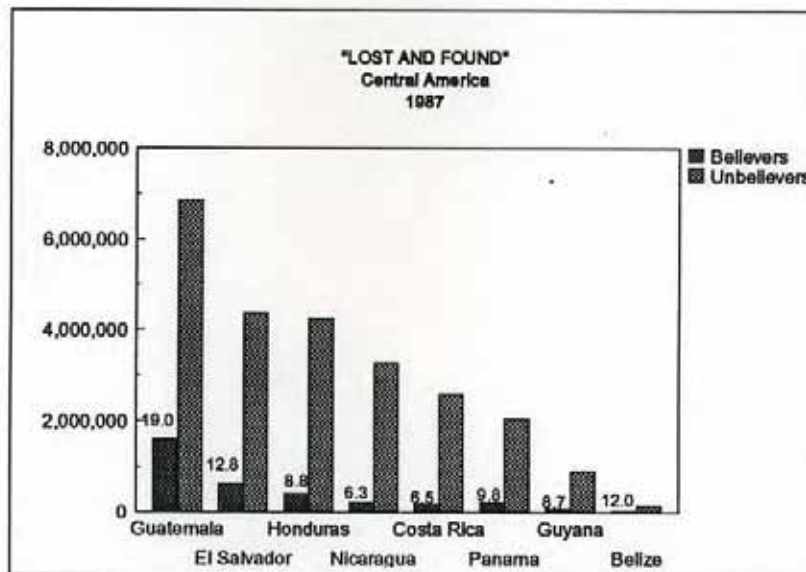
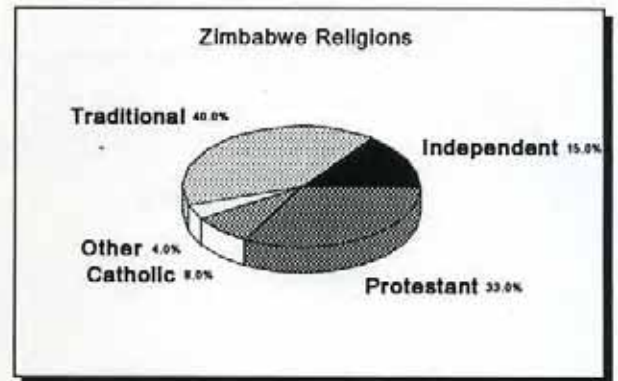
Bar Graph-Comparison of Denominational Growth-4 Years



Stacked Bar Graph



3D Pie Graph



Vertical Bar Graph

Please make a copy of this page (or tear out this one) and mail or fax to the address below.

SHARE Fellowship Pre-Application Enrollment

Read this! Annual membership is \$12 US for individuals, and \$25 US for organizations. However, send no money at this time. When you receive your "membership information package" it will include a special application form which you will sign, and send in with your **bank draft in US dollars**. This annual fee covers the costs of your receiving the quarterly publication, the Information Sharing Handbook and updates, and other key materials.

YES! I want to learn more about becoming a part of **SHARE Fellowship!** Please send a membership information package (including the *Information Sharing Handbook*). **PLEASE PRINT.**

FIRST NAME _____ LAST NAME _____

TITLE _____ ORGANIZATION _____

ADDRESS _____

CITY, STATE, POST CODE _____ COUNTRY _____

PHONE # _____ FAX # _____ E-MAIL ADDR _____

Address shown: home; business. Please allow four to six weeks for membership information package to arrive.

Please mail or fax this form to: SHARE Fellowship, Attn: John Gilbert, P.O.Box 6767, Richmond, VA 23230 USA
 Fax: 804-254-8980 Phone: 804-353-0151

You are requested to fill in the following table to provide information identifying which hardware/software you are using, or plan to use. This information will be used only to better serve your information management and networking needs. Please send in with above application.

Name: _____ Fax: _____ Country: _____

	ITEM	Description	using now	plan to	don't know
Ex	IBM compatible computer	386-25mhz, 4mb RAM, 80mb h.d	X		
1	IBM compatible computer				
2	Macintosh computer				
3	VGA/Super VGA monitor				
4	Laser Printer				
5	Modem (speed _____)				
6	Database software				
7	Mapping software				
8	Graphics software				
9	Word processor				
10	Desk top publisher				
11	Spreadsheet				
12	Modem Software				
13	Plotter				
14	Color printer				
15	Windows version(CI/C'serve/etc)				
16	E-Mail (Compuserve, Internet, etc.)				
17	E-Mail address				

*PC Hardware/Software Recommendations
for
Ministry Information Management
by Pete Holzmann, Dataserve
January 1994*

First, decide which application programs (software) you need to use. That will determine the required functional capabilities (hardware) of the system:

- * Almost any modern application program requires significant amount of disk space; figure about 10-15 mbytes per major application. Generally, obtain twice as big a hard disk as you think you'll need. Hard disks are relatively inexpensive up through 500 MB. (There are many good hard disk compression programs now that will nearly double your disk space.)
- * RAM memory is also inexpensive, and very effective at improving performance when used as a disk cache. Get at least 2 MB, and 4-12 MB can be useful.
- * The '486' series of CPU chips are much better at managing lots of memory than the "286" or "386sx". Get a "486 DX" if you can afford it. Get at least a "386 DX" or "486 sx" if very low on funds. These days, there isn't too much difference in cost, and always get the newer, faster system if you can afford it.
- * Plan for use of graphics, unless you are purely working on data entry for textual databases. Any kind of analysis or presentation function will beg for graphics. Monochrome (black and white) graphics are acceptable; color Super-VGA screens are a nice option.
- * If you have a laser printer and are running Windows, you'll probably want to have 2-3 MB of memory in the printer, and 4 to 8 MB RAM. Otherwise, some files may not run well, and graphics and mapping files will take a long time to print.
- * If limited funding forces you to buy something less than what you'd like, we recommend the following priorities (also see next page):
 1. The right application software, and enough hard disk space to hold it.
 2. At least 2 MB RAM, mono graphics.
 3. At least a 20 MHz 'cached' 386 CPU
 4. Other useful options (mouse, nice printer, etc.)
 5. If running **Windows**, more RAM (4-8 MB total).
 6. Color (Super-VGA).
- * Some "nice" improvements: 486DX CPU, co-processor, spare disk space, more RAM, fax modem (9600 baud or higher), etc.

Editor's note: Pete Holzmann has written a most helpful paper that will help the layman in understanding computer technology, vocabulary, how to decide which software and hardware to purchase, etc. To obtain a copy write to: Pete Holzmann, c/o SHARE, P.O.Box 26355, Colorado Springs, CO 80936 USA. Fax: 719-548-7459.

Recommended minimum hardware for new purchases:

- * 386 or 486 @ 33 MHz or faster.
- * 4 MB minimum RAM (up to 8 MB always useful, 4 MB min. if running Windows, and anything above that up to 12 MB is nice)
- * 60-80 MB hard disk space; 200 MB or more if working with extensive data, and especially if generating graphics/maps. (Disk space is relatively inexpensive today.)
- * Mouse (they often come with a free copy of Windows).
- * Printer: HP Deskjet 500 or Canon BJ 10-ex ink jet (compact), or low cost laser printer. (The HPIIP laser printer is very reliable and adequate and available in the US for a little over \$1000.)

Other recommended hardware:

- * Color printer (HP Paintjet XL or Color PostScript for high end) or plotter for color graphics/maps.
- * Digitizing tablet if you plan to computerize new 'base maps' (Houston Instruments or Summagraphics, 12x18 is a recommended size, 16 button cursor is nice, 4 button is adequate).

Target system price: you can find a 486 33MHz system complete with Color Super VGA monitor, 4 MB of RAM, over 100MB hard disk, Windows, Mouse, floppy drives, DOS, etc. for under \$1400 today. Buying from a name brand mail order company may cost a little more. A mono Windows-capable 386sx system should cost well under \$1000.

Recommended software for purchase with any system:

- * QEMM-386 memory manager (Windows come with own memory manager)
- * PC Tools Deluxe (for backups, formatting, disk cache, file management, etc.)

Other recommended software packages ("If I had to recommend just one, I'd recommend...")

- * Word processing, simple business graphics: AmiPro (\$99 in US)
- * Simple dBase-compatible database: Alpha Four (about \$130)
- * General Information management: Polaris Packrat (a little pricy)
- * Spreadsheet: Quattro Pro

PLH Jan 1993