



# Speaker Guidelines: An Aid for Service Teams

Magnificat, A Ministry to Catholic Women

# Essential Considerations:

- The testimony will edify and inspire faith growth through the sharing of experiences with which women can easily identify.
- The testimony will include some reference to the lifechanging effects of the Holy Spirit, especially mention of the Life in the Spirit Seminar, if he/she has participated in one.
- **The testimony must be in harmony with the teachings of the Roman Catholic Church.** *Therefore, the Speaker must currently be a practicing Catholic in good standing with the Church.*
- Take care to vary the conversion stories of the witnesses, such as divorce, death, motherhood, priestly vocation, post abortive recovery, etc.
- In an effort to address the needs of your membership, give consideration to different age groups, state in life, ethnic groups, background, etc. which enables the Chapter to reach out to various segments of the community.
- While it is good on occasion to have speakers who are well known nationally or regionally, it is advisable to invite local people as much as possible.
- Check with the Chancery Office of the speaker's diocese and also your local Chancery before inviting any person associated with extraordinary spiritual phenomena, such as alleged visions, locutions, or stigmata, and follow the directives given by the bishop. Care must be taken not to use Magnificat as a forum to spread unapproved or alleged private revelations.

(Handbook: M-10)



# Choose a Speaker

There are a number of stipulations deemed necessary when choosing a speaker.

The responsibility **of the Service Team** is to review the Essential Considerations, and then to prayerfully discern and decide who will speak.

This decision should be made with **the unanimous consent of all Service Team members in the context of a meeting.**

Have your choice of speaker **approved** by the Spiritual Advisor of your Chapter (and diocese, if required) **before** the invitation is issued.

In the event the speaker is unknown to the Spiritual Advisor, approval shall be sought from the speaker's pastor or someone in a pastoral position.

(Handbook: Meals: 9-15)



# Speaker's Personal Qualification

- a. Lifestyle witnesses to a commitment to Jesus as Lord and to the power of the Holy Spirit. Ideally, the speaker has participated in a Life in the Spirit Seminar and received Baptism in the Holy Spirit.
- b. Must have received victory and growth through personal trials.
- c. Embraces ALL of the objectives of Magnificat. (C-5)
- d. Has a basic understanding of how God's word is living and active in their life and can express this in an ordered way.
- e. Since this is a woman-to-woman ministry, it is preferable that the speaker be a woman. On a rare occasion the Service Team may for good reason choose a male speaker; however, the Team must be sure that his message speaks to women (See Constitution Art. VI.C. Commentary).

(Handbook: M – 11)

Chapter provides  
the following  
items:

- Invitation
- Confirmation
- *Guidelines for Preparing a Personal Testimony*  
by Patti G. Mansfield

## Who invites?

The Coordinator, acting in agreement with the Team or someone designated by the Team, invites the speaker. The invitation, verbal or written (electronic or hard copy) should include information about:

- a. Magnificat and its objectives.
- b. date, time, and place of Meal.
- c. stipend, where applicable, and speaker's expenses (travel, lodging, etc.).

(Handbook: Meals – 13-15 and Forms-7, 8)

(\* Invitation may be issued by Team member other than the Coordinator)



## Chapter should confirm and inform the Speaker

A letter of confirmation (Handbook) should include:

- Primary focus of talk and time allotted.
- Enclosure of material to assist the speaker.
- Travel and accommodations arrangements.
- Invitation to pray for and with people.
- Additional information about complimentary tickets and audio/video recording details, including signing of audio/video recording release form (Speaker's Agreement found on Intranet).
- A request for a biographical sketch, photograph, and meaningful Scripture passage or prayer.



Chapter should provide draft of biographical sketch in Meal flyer for speaker's approval **prior** to publishing.

(Handbook: Meals – 13-15)

## Chapter should send material to assist the speaker in preparation of their testimony.

- The speaker is invited to give a witness - not a teaching or a detailed life story - but a personal testimony of God's work in their life, focusing on a specific area. We highly recommend that the Service Team make available a copy of Patti Gallagher Mansfield's book, *Proclaim His Marvelous Deeds - How to Give a Personal Testimony*, and/or the outline which can be found on the Intranet.
- One individual's "Magnificat" is the highlight of the function.
- Request the speaker close their witness with words of encouragement to seek a deeper walk with the Lord Jesus.
- We suggest that the talk ends with a prayer of commitment or recommitment of our lives to Jesus as Lord.
- If the speaker is not comfortable doing this, it is recommended that the M.C. do it immediately after the talk before thanking the speaker. (See Appendix - Prayer of Commitment at a Magnificat Meal.)



(Handbook: Meals – 13-15)

Sample Written  
Invitation can be  
found on the  
Intranet.

The initial invitation  
can be as simple  
as a phone call...

(Your Chapter Name)

(Date)

Dear (Speaker's Name),

Mary said, "My soul proclaims the greatness of the Lord, my spirit rejoices in God, my Savior...He who is mighty has done great things and holy is His Name." (Luke 1: 46-49)

We, the Service Team of \_\_\_\_\_ Chapter of Magnificat would like to invite you to share a 60-minute testimony, your "Magnificat". The Magnificat Meal will be held on (date) from (times) at (location).

For information about Magnificat and its objectives, please visit [www.magnificat.-ministry.org](http://www.magnificat.-ministry.org)

Please call, email, or write at your earliest convenience.

Yours in Christ,

(coordinator's name), Coordinator

(Chapter Name) Magnificat Service Team

Phone number/email

Address

(Optional enclosures: Magnificat Promo brochure and/or information card)

# Sample Confirmation Letter

(Date)

Dear \_\_\_\_\_,

We are so happy that you have said “Yes” to giving your testimony on (date), (time), and (place) to the \_\_\_\_\_ Magnificat Chapter.

Please email us, at your earliest convenience, a biographical sketch, a color portrait photo suitable for reproduction, and a scripture passage or prayer that is meaningful to you to use for our publicity. We will send a draft of the announcement flyer for your approval before it is distributed.

You will be given (#) complimentary tickets for yourself and your guest(s). Additional tickets are available at \_\_\_\_\_. Please let us know, at least one week before, the number and names of the persons you would like seated at a guest table that seats \_\_\_\_\_.

We have enclosed an outline from Patti Mansfield’s book, *Proclaim His Marvelous Deeds*, which will be helpful in preparing your talk.

The typical agenda for the Magnificat meal is as follows:

1. Welcome and Meal
2. Announcements
3. Praise and Worship
4. Testimony
5. Intercessory Prayer (prayer over Petitions)
6. Closing
7. Personal Prayer Ministry

You have 55 to 65 maximum minutes for your testimony that will be recorded. A recording release form is enclosed for your signature. You will receive a complimentary recording of your talk.

If there are special songs or music, please let us know so we can communicate that information to our Music Ministry.

We would like to ask you to lead those present in a commitment, or recommitment, of their lives to Jesus and His Church at the end of your testimony and to pray with people who may come up to you at the conclusion of the meal.

Once again, we want to thank you for your generous “Yes” to the Lord and to us. You will be remembered in our prayers. May God bless and use you to magnify His name.

Yours in Christ,

(Coordinator) Magnificat (Chapter) Service Team

# Need other suggestions?

The following two slides contain a sample confirmation letter that was adapted to meet the specific needs of a Chapter.



Date

SAMPLE Confirmation Letter

Name

Address

City, ST Zip

Dear First Name:

We are so happy that you said “Yes” to give your testimony to the \_\_\_\_\_ *Magnificat* Chapter called \_\_\_(Marian Name)\_\_\_\_\_.

The prayer meal will be held on Saturday, June 14, 20XX from 9:30 am to 12:30 pm at the your location. The venue is located at address of venue

You will be given 2 complimentary tickets – one for you and a guest. Please let us know by June 7<sup>th</sup> the name of your guest and of any additional persons you would like seated at a reserved guest table.

We have enclosed a copy of Patti Mansfield’s book, Proclaim His Marvelous Deeds and the outline taken from the book for your review. The Central Service Team in New Orleans encourages us to give one or the other to all of our guest speakers. Most have found it helpful when preparing their talks. As you know, this is your personal testimony ... God’s presence in your life and how your soul proclaims the greatness of the Lord ... which you do so well!

The schedule for the *Magnificat* Meal will be as follows:

9:30 – 10:45	Welcome, Meal and Announcements
10:45 – 11:15	Songs, Worship and Intercessory Prayer
11:15 – 12:15	Personal Testimony
12:15 – 12:30	Closing Remarks and Personal Ministry

You will have 55-65 minutes for your testimony. Our guest speakers are normally taped by name of person taping. Please sign and return the enclosed **Speaker’s Agreement**.

We would appreciate you being open to sharing and praying with people who may approach you at the conclusion of the meal.

Please send your current biographical sketch and picture in addition to a **scripture passage or prayer** that is meaningful to you. If you have a **special song(s)**, let us know so we can share the information with our music ministry.

**Honorarium:** The stipend provided by our *Magnificat* chapter will be \$XXX and given to you on the day of the meal.

**Transportation:** Your roundtrip flight arrangements have been taken care of with Name of Airline to Chapter location from speaker's location. See attached itinerary. We will plan to meet you in the Airport Baggage Claim area and provide transportation while you are with us.

**Lodging:** We have reserved a complimentary room for you at the name of hotel or host on Friday, June 13, 20XX. Once I receive the reservation confirmation number, I will pass it along to you. Check-in is at 4:00 PM.

**Mass:** Per our conversation, we will have one of our *Magnificat* women pick you up at 7:15 am on Saturday morning and take you to the 7:45 am Mass and then to the Meal.

**Dinner:** It has become a tradition for the Service Team to have dinner on Friday night with our speaker. It is truly a gift for us because the evening is always so special!

Let's plan on meeting in the hotel lobby by the Concierge desk at 5:15 pm.

If you should have any questions, don't hesitate to contact me.

Once again, we want to thank you for your generous "Yes" to the Lord and to us. We are very excited! May God continue to bless and use you to magnify His name. You and your loved ones will be remembered in our prayers.

Yours in Christ,

Jane Doe  
Coordinator, local Magnificat Chapter's name  
Phone & Fax: (760) 123-4578  
myemail@gmail.com

Enclosures: Proclaim His Marvelous Deeds book and outline  
Speakers Agreement  
Hotel Property Map  
Airline itinerary

**SAMPLE Confirmation Letter**



A speaker will not know what is expected of them (arrival/departure time, accommodations, early dinner with Service Team, etc.) unless you clearly communicate that information to them well in advance. (See sample letters)

Remember that your communication with a speaker is a direct reflection on the hospitality charism of Magnificat as a whole.

Please be professional, courteous, and welcoming in all your correspondence.

# Speaker's Agreement



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Every speaker must sign and return the Speaker's Agreement before the meal.

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This agreement can be found on the Intranet under "Speakers"

# Speakers' Agreements and Guidelines

HOME ▾ DIRECTORY ▾ FINANCE ▾ GARDEN TOOLS ▾ **SPEAKERS** MATERIALS ▾ STORE 🔍

INTRANET  *Magnificat* **Internal Site**

*A Ministry to Catholic Women*

🏠 > Speakers > Guidelines • Agreement

## GUIDELINES • AGREEMENT

### Speaker Agreement

To view the new speaker agreement, please click here:  
[Speaker Agreement With Chart 10-15-16](#)

These testimony guidelines are provided for the benefit of your speakers. They were formulated by Patti Mansfield and are reflected in her book: [Proclaim His Marvelous Deeds](#)

Please feel free to share these guidelines with your speakers.

LOGOS • GRAPHICS  
HELP DESK  
SPEAKERS  
USERNAME / PASSWORD  
RETURN TO PUBLIC SITE

[New Promo Materials in the Store!](#)

magnificat-ministry.net/newintranet/speakers/

# Speaker Testimonies

## New Speaker's Agreement

Please remember to use the new Speaker's Agreement found on the Intranet under Garden Tools.

For all cases where the speaker marks **Option 2A** (testimony can be used by the CST for wider distribution), please forward the agreement along with a copy (CD, MP4) of the testimony to the Central Office.

## Media Distribution of Speaker Testimonies

According to the [Speaker's Agreement](#), **ONLY** the CST will make the recorded testimonies available to the media **if** the Speaker gives permission and after proper review/editing is done. Chapters should contact the CST for an **edited** copy if your local radio would like to air a testimony.

If you have any questions, please contact your Regional Rep or Regional Communications Service Team member.

# Speaker Testimonies

**Unauthorized Recording of a Speaker - Announcement(s) at each Meal:**

**Attendees are not permitted to record our speaker.**

or

**In this era of smart phones, etc. it has become necessary to remind you that recording of our speakers is not permitted. As you know, many of our guest testimonies contain very personal/sensitive information that is intended ONLY for our Meal attendees ... and NOT to be shared beyond. We appreciate everyone's understanding & cooperation regarding this matter.**

**You might add:**

**Our Chapter will provide CDs for purchase whenever prior permission has been received from our Speaker. *When your Chapter records the Speaker, let the audience know and instruct them how to purchase a CD.***

**If you want to print this announcement in your table flyer, the text should read: Recording of our Speaker is not contractually permitted by attendees. Everyone's cooperation regarding this matter is appreciated.**





## Garden Tool – Recording Disclaimer

### Posting pictures from your Meals and/or Events?

If your Chapter plans to post pictures taken at one of your Meals or events to your Chapter Website or other Social Media venues (ex. Facebook), then you should inform your attendees.

- On those occasions, have visible signage (with the wording below ) at the entrance to the Meal area
- Put the same wording that is on the sign in the table flyer.  
**"This Meal is being recorded. Recordings (Audio, Video and/or Photos) may be used for a variety of purposes (Training, Publicity, Website, etc.) including distribution and sale to third parties and over the Internet. Attendance at this event constitutes your consent to these recordings and to their use and distribution by Magnificat and third parties."**

**Note:** As mentioned in the *Social Media Guidelines*, we always want to be **sensitive** to our participants. The Chapter, as well as the other attendees, especially in this era of "instant" posts, should be **discreet** in selecting the photos they use. The table setting, the speaker, the room, etc. might be typical pictures to share. Please respect one another's privacy and avoid posting those special moments such as when someone is being prayed with, has been slain in the Spirit or might be shedding tears of joy!

May God  
move mightily  
through your  
speaker!

Keep your speaker in prayer

Pray in advance for God to have His way at the  
Meal/event.

Praise God for all that He is doing and will do.

Have Prayer Teams ready for those wanting  
individual prayer **after** the Meal.



# Magnify the Lord with me!

Ps 34: 4

Guidelines for preparing  
a personal testimony  
from the book entitled:

*Proclaim His Marvelous Deeds*

By Patti G. Mansfield  
(used with permission)

Slides 22-29 contain the outline.

## YOUR ATTITUDE: Humility - Service - Confidence

***“Your attitude must be that of Christ”*** Phil. 2:5

Jesus had no concern for His own glory. His concern was for His Father, and for us, His friends.

***“Not to us, O Lord, not to us, but to Your Name give glory.”*** Ps 115:1

Focus should NOT be yourself, your accomplishments, nor your unworthiness but simply what God, in His mercy, has done for you.

***“For what we preach is not ourselves, but Jesus Christ as Lord with ourselves as your servants for Jesus’ sake.”*** 2 Cor. 4:5

***“Let Him who would boast, boast in the Lord.”*** 1 Cor. 1:31

If you tell your story in the right way, you will NOT be saying, “Look at me.” Rather, “Look at Jesus! Admire Him! Be aware of Him! What has He done for me, He will do for you.”



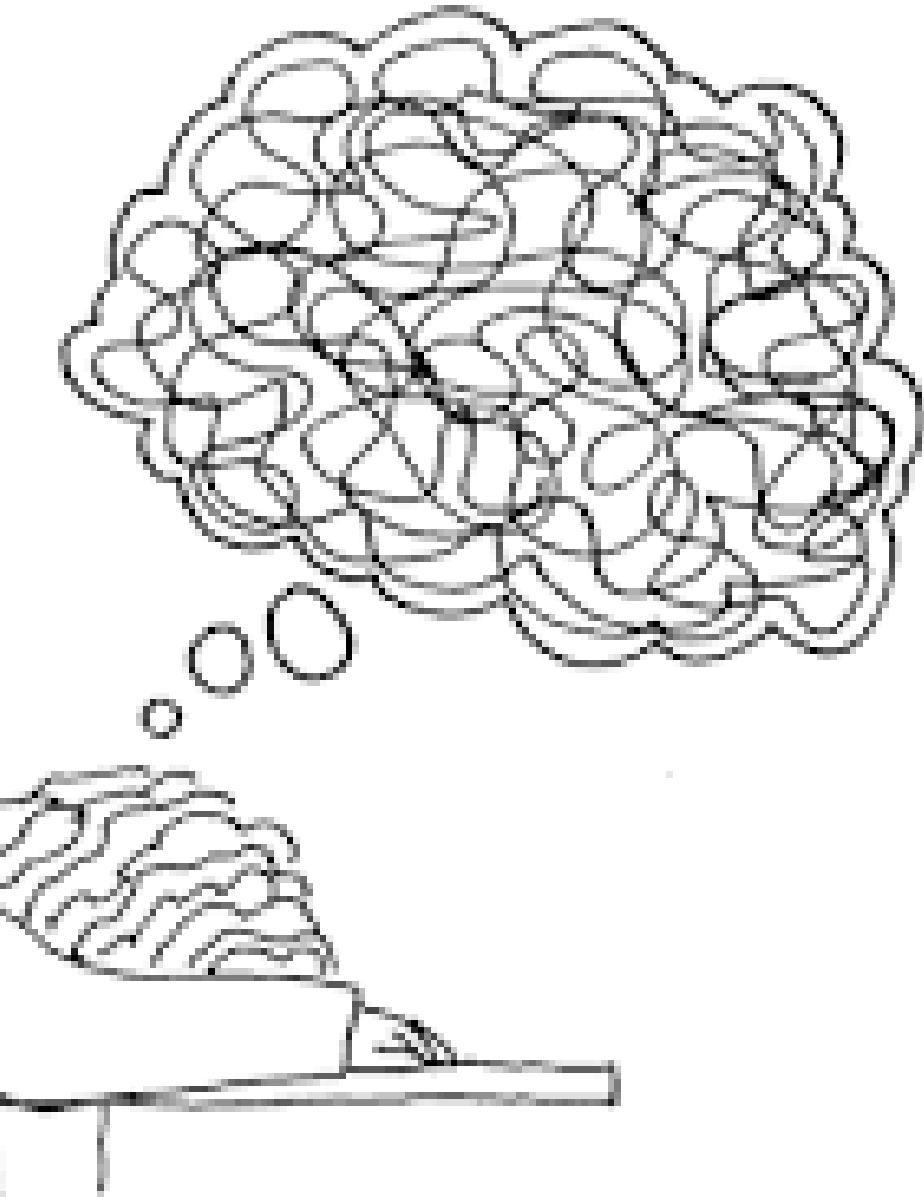
## Prepare Prayerfully!

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God can help you develop the right attitudes. He can remind you of certain events from your life that He would want you to share.

Seek God for three specific things:

- **His presence and His anointing** upon you. Being with Jesus and receiving the anointing of the Holy Spirit gave Peter and John the power to bear witness with assurance, even before enemies.
- **His blessing** on all those who will hear you.
- **His guidance** as to what to say and what NOT to say at this particular time to this particular group



# Organize Your Thoughts

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- Write down scattered thoughts, passages, and incidents that have been coming to you, either in prayer or as you go about your daily work.
- Sort through and organize these thoughts into logical order. Chronology is helpful, before, during and after meeting the Lord in a personal way.
- You may try to present testimony in the form of significant lessons you have learned from the Lord in your life.
- Consider a few scripture passages which have changed your life. Build your presentation around those passages as it is powerful in bringing people face to face with the Lord.
- Have a basic message.
- Avoid unnecessary details that may distract from the basic message. Don't get bogged down in details concerning the early part of your life.

# Watch



# Your time!

- Respect time limits. It is not necessary to tell everything that has happened in your life.
- Your testimony should consist of the beginning, the middle and the end.

That is, take the time frame (e.g., 45/60 minutes) and break it down into 3 parts:

- Beginning: 15/20 minutes – sharing background and what life was like before you made a personal commitment to Christ.
- Middle: 15/20 minutes – sharing what happened when you allowed Jesus free reign in your life.
- End: 15/20 minutes – sharing how your life was changed since then and encourage listeners to believe that Jesus can change their lives, too.
  - Present a picture of what you were before your conversion, what happened at the time of your conversion, and what has changed since that time.
  - It is not necessary to pray at the microphone if the leader has already prayed for you.
- Exhort people to give their lives to the Lord at the conclusion of your talk and say a brief prayer for them.



- Be simple and direct. Get to the heart of the matter of your relationship with the Lord. This is not a teaching. Simply tell how God has acted in your life. Use expression in your voice and face.
- Thank and praise God that His grace has never left the Catholic Church over the ages. It is not necessary to go into a theological treatise. It is important to understand your experiences in the context of God's grace held out to you in the Church.
- Words should be an avenue, not an obstacle, to help our friends and family come into a deeper life with God.

# Keep calm

## Be discrete

Use great discretion and wisdom when sharing about past or present sin, your own, or that of someone else. Speak of the Lord's dealings with you without revealing the weaknesses of those around you.

IT SHOULD **NOT** BE JUST AN INSPIRING STORY WITH LITTLE APPLICATION TO THE LIVES OF THE LISTENERS. ENCOURAGE PEOPLE.

Echo the words from Luke 1: ***“My being proclaims the greatness of the Lord. and my spirit rejoices in God, my Savior. He who is mighty has done great things for me and holy is His name.”***

Go over your testimony with a friend who can lovingly assist you in bringing forth your story most effectively. Submit your final talk to the service team for review.

***“Let all you do be done in love.”*** 1 Cor. 16:14

The Lord will help you to be simple, direct, honest, and loving to bring Him glory in what you say.



**ARE YOU  
READY?**

- Step out in faith.
- Imagine you are speaking to just one person who really needs to know the Lord better.

A – be **Audible**. The microphone should be directly in front of your mouth.

B – be **Brief**. Watch your time.

C – be **Christ-centered**. Lift up the person of Jesus Christ that others may come to know Him.

*“Whoever acknowledges Me before men, I will acknowledge before My Father in heaven.” Mt. 10:32*



Often, when someone is preparing to give a personal testimony, he or she comes under attack by Satan. It may be physical, emotional or spiritual harassment. Temptations and doubts may increase. Don't be surprised or upset by this. It is not uncommon. Know that in Jesus' name, you have authority over the power of the enemy. Plead the Blood of Jesus as protection and pray in the Name of Jesus for any work of the devil to be destroyed.

*"Thanks be to God who has given us the victory through our Lord Jesus Christ." 1 Cor. 15:57*

You may go forth assured of that victory!