

# Issue Focused Ministry ePQ

## Instructions

The Electronic Personal Questionnaire (ePQ) has been created to simplify the process of preparing for RTF Issue Focused Ministry (IFM). Following these instructions will ensure that you have no problems completing and returning your ePQ.

Before you begin:

- **Read this entire instruction page PRIOR to completing your ePQ. It includes important information**
- The ePQ usually takes between 15 and 60 minutes to complete, depending on many factors. Taking longer is perfectly normal. Set aside a time when you will not be interrupted and can focus on answering the questions thoroughly. If you need to take a break or stop to pray over an answer, please do. The ePQ was designed to be completed in one sitting, but this is a suggestion, not a requirement.
- The form was developed using the most recent versions of software, and has been tested with Adobe Reader. Other PDF software may also work fine, but has not been tested. We *strongly* recommend using the most recent version of Adobe reader to fill out the ePQ. **DO NOT USE YOUR BROWSER** (Internet Explorer, Chrome, Firefox, Safari) **TO FILL OUT THE ePQ.**
- You should save your progress regularly. Since the process can be lengthy, you want to be sure you don't lose your work.
- Prepare yourself with prayer. Ask the Holy Spirit to help you answer the questions. Pray for peace and guidance. Ask Him to bring to mind the issues and answers that He wants to bring for ministry at this time.
- Remember to focus on one main issue. There are more opportunities for healing and freedom to come!
- If you have any questions, please reach out to Restoration Prayer Ministry or the person from whom you received this ePQ.

Instructions for Completion:

- 1) Open the ePQ with Adobe Reader or your PDF software.
- 2) Save the file with a new name. The file you received should be named "RTF\_IFM\_ePQ\_LastName\_FirstName\_mmddyyyy.pdf" and you want to replace the appropriate parts with your name and the date. (Example: "RTF\_IFM\_ePQ\_Smith\_John\_01152015.pdf")
- 3) Fill in your name and Address on the form and save the file. Close the file completely and re-open it to verify that the data (your name) has been saved. If you do not see your name, please check you have followed all instructions and try again. Once you see your name on the saved file you can continue filling out the ePQ. (If you need additional help, please contact the minister from whom you received the ePQ or email [pqs@restorationprayer.com](mailto:pqs@restorationprayer.com))
- 4) Under "DESCRIPTION OF YOUR CURRENT ISSUE" please focus on one particular issue that prompts you to seek ministry. Ask the Holy Spirit how to best answer this question.
- 5) On page four, where the ePQ asks for three words that describe your relationships with your father and mother, please describe your childhood relationships, rather than your current relationship.
- 6) Because this is an electronic document, please do not sign pages 5-8. Your ministers will review the waiver with you and ask you to sign it during your session.
- 7) Please complete the Open Doors, Family Sin Patterns on page 9. Be sure to mark an X in the 'R' (Related) column for those areas you believe are strongly related to your current issue.
- 8) For the Ungodly Beliefs on pages 10 and 11, check those items that you would agree with, even if it were mildly, sometimes, or especially on a "bad day." Also, ask the Holy Spirit "Are there any lies I believe about myself in these areas?" and enter those in the blanks provided.
- 9) Enter any final comments on the last page.
- 10) Save your form (be sure you have the filename as specified in Step 2)
- 11) Email the file to [pqs@restorationprayer.com](mailto:pqs@restorationprayer.com) or to the person who gave you the PQ with the subject line "NEW PQ FOR (Your Name) – MMDDYYYY" (Example: *NEW PQ FOR John Smith - 01152015*)
- 12) Congratulate yourself on taking the step in faith, and believe that God earnestly desires your healing and freedom!