



——— *Training Soul Winning Servants* ———

PRINCIPLES OF LIFE & MINISTRY
VOLUME 1

LONE STAR BAPTIST COLLEGE

All Scripture quotations are taken from the
King James Version.

Lone Star Baptist College is committed to providing
tried, trusted, and proven material that will further equip
our college students as they prepare to do the will of God
and to carry out the Great Commission.

The contents of this book are the result of decades of spiritual growth
in life and ministry. It is not our intent to claim originality with any quote or thought
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Cover design by Donna Cavanaugh.
Layout by Donna Cavanaugh.
Special thanks to our editorial team and proofreaders.

Printed in the United States of America
2023

Dear LSBC Student,

We hope that you enjoy this class, “Principles of Life and Ministry.” Our LSBC faculty has gone to great lengths to provide you with the very best Christian material and education that is available today. Our desire is to help you reach your fullest potential as you do the will of God for your life.

In preparing this material our dedicated faculty members have made sure that each course study is well-balanced, Christ-honoring, Biblically sound, and completely trustworthy. This material has been prepared in such a way that you can use it over and over again in your future ministries.

Our church and college want to provide you with the tools you need to serve the Lord and lead others. We believe that you deserve the very best tools as you endeavor to obey the Lord and train others.

As you take this class always remember we are here to help you, serve you, and lead you. We pray that our Lord will richly bless you through this class.

Sincerely,

Dr. Mike Wells, President

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PERSONAL WALK WITH GOD PART 1

NOTES:

Psalm 63:1, *“O God, thou art my God; early will I seek thee: my soul thirsteth for thee, my flesh longeth for thee in a dry and thirsty land, where no water is;”*

There is no greater work than that of serving God. There is no higher calling than to serve God, therefore, we should do our very best in preparing for such a great undertaking. In Psalm 63:1, the psalmist writes that he thirsts for God, and his flesh longs for God, just as he would for water in a desert. The Psalmist tells us that he would seek God early.

It is when we desire to have _____ that God can use us to the fullest. A daily walk involves at least three things: daily devotions, structured Bible study, and being a faithful witness.

Daily Devotions

1. A person preparing for the ministry must establish a daily time for personal devotions.
2. Personal devotions are to be done daily.
3. Personal devotions consist of _____.
4. Personal devotions is the time when you get alone with God, spend time with Him in prayer and reading His Word.
5. Your personal devotion time _____ a structured Bible Study plan.
6. It is best to read the Word of God in your daily quiet time with the Lord, and set aside another time to study passages.
7. Your Bible reading time should be a time when you systematically read through your Bible.
8. Depending on the amount of time you have, you could read your Bible through once a year or several times a year.
9. Set a goal for the _____ you want to read daily.
10. Don't let the devil hinder you from reaching your goal.
11. Your Bible reading time does not take the place of your structured study time.
12. You should keep a notebook and pen close at hand in case there is something you want to write down to study later.

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13. If you read a word or portion of Scripture that you would like to study more, then write that down in your notebook and _____.
14. The best way to start a daily walk with the Lord is to choose a time that you will set aside each day for prayer and Bible reading.
15. It is best to give God the _____.
16. The best time for personal devotions is first thing in the morning before you start your day.
17. When putting God first in the mornings, the rest of the day goes better.
18. This time will require _____ and require you to get up out of bed a little earlier than you normally would have to.
19. Your prayer time with the Lord should be as long as you need it to be to make your petitions and commune with God.
20. Using a prayer list is helpful because it keeps your mind from wandering, as well as it prevents you from forgetting something.
21. When you pray, simply _____ to God.
22. Don't forget to pray for yourself as well as others.
23. No matter how hard it may seem, try your best to maintain your daily time of personal devotions.

PERSONAL WALK WITH GOD PART 2

NOTES:

Structured Bible Study

II Tim. 2:15, “*Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.*”

1. Every person preparing for the ministry should have a time when he studies the Bible in addition to his daily Bible reading.
2. There is a difference in studying the Bible and reading the Bible.
3. You learn more by studying the Bible than you do by simply reading it.
4. There are many ways to study the Word of God.
 - a. Some _____ using their Bible, a dictionary, concordance, and a notebook and pen.
 - b. Some _____ by a good independent, fundamental, Baptist college.
 - c. Some study their Bible by _____ on different themes in the Bible.
5. The best thing to do is find out which way is best for you.
6. There is no wrong way to study the Bible.
7. There are also many different topics to study in the Bible.
8. Some study books of the Bible verse-by-verse.
9. Some study _____, such as, Moses, Daniel, Elijah, etc.
10. Some study the different topics in the Bible, such as, faith, salvation, grace, etc.
11. There are many different ways to study, just pick a book, character, or topic and begin studying.
12. Remember, _____.
13. An important note to remember is when studying the Bible, see what the Bible has to say about the subject from Genesis to Revelation.
14. Do not take anything _____.

NOTES:

Faithful Witness

II Corinthians 4:1a; II Corinthians 5:18b, *“Therefore seeing we have this ministry...and hath given to us the ministry of reconciliation.”*

1. Certainly, those in the ministry should be a faithful witness.
2. The ministry is all about _____.
3. Those in the ministry should do their best to be a faithful witness for Christ each and every day.
4. Being a faithful witness would include _____.
 - a. You should live your life knowing that you represent Christ and His Church.
 - b. When we say your life, we are talking about the places you go, the clothes you wear, the words you say, the attitude that you have, and the things you do.
 - c. The people of the world are always watching to see how you are going to conduct yourself.
5. Being a faithful witness would also include _____.
6. There are many ways to tell others about the Saviour.
 - a. A good way is the use of _____.
 - b. Another way to tell others about the Lord is _____.
 - c. Still, another way is using the _____.
7. There are many different ways to be a faithful witness for the Lord.
8. While preparing for the ministry, be sure to begin being a faithful witness.
9. Remember, that is what the ministry is all about – bringing others to Jesus.

HOW TO HANDLE CRITICISM

PART 1

NOTES:

Psalm 141:5-6, *"Let the righteous smite me; it shall be a kindness: and let him reprove me; it shall be an excellent oil, which shall not break my head: for yet my prayer also shall be in their calamities. When their judges are overthrown in stony places, they shall hear my words; for they are sweet."*

References for future study:

Psalm 75:6,7; 118:6-8; 119:51,52; Proverbs 1:5,8,9; 9:8,9; 13:1,18; 13:1,18; 15:1,5,10,12,32; 18:32; 25:21,22; 27:5.

Criticism can be _____ or _____.

I. Who are your critics?

A. _____ people

1. Accept that they will criticize.

II Timothy 3:12, *"Yea, and all that will live godly in Christ Jesus shall suffer persecution."* *"If God be for us, who can be against us?"* (Ps. 64:2-8; 69:7,9,20)

2. Unsaved parents may be critical. This may be a problem particularly for a new Christian whose parents are not yet saved and cannot understand the radical changes. The key is to _____. Build bridges instead of walls.

B. _____ criticize. It is sometimes harder to take criticism from Christians than non-Christians.

1. Carnal Christians may unjustly attack you.

2. Mature Christians may give valid correction, or they may, because pressures in their lives, even be caustic or unthinking in their criticism.

C. _____ – He is called the *"accuser of our brethren"* (Rev, 12:10). He particularly delights in causing a Christian to sense his unworthiness and doubt God's love. Before a Christian sins, Satan minimizes sin: "Go ahead and do it. It's just a little sin. Everybody does it." Afterwards he magnifies your sin: "That was horrible. How could a real Christian do that? You are probably not even saved. How could God forgive that?"

II. The sources of criticism – Why are you criticized?

A. Unjust or destroying criticism

NOTES:

1. People may _____ and your testimony. Remember how violently Jews reacted to godly Stephen. They “gnashed on him.” The Lord said to Saul, “It is hard for thee to kick against the pricks.”
 2. They try to pull you down to the critic’s level because you make them _____.
 3. People may be _____. He envies your happy marriage, your children, your abilities, your position, your reputation, and/or your security, so he attacks you with criticism.
 4. People misplace their anger. He has been hurt by someone else, but you are the only one he can attack. If a husband is treated unfairly by his boss, he may take out his frustration by criticizing his wife over a trivial matter.
 5. Misunderstanding or wrong facts.
 6. Some people have _____. The natural man cannot understand spiritual truth, so your actions may be incomprehensible to him.
- B. Just or constructive criticism (You need rebuke or instruction.)
1. Someone who _____. Be grateful of someone who has “tough love” for you, enough love to correct you when you need it.
 2. Concern for the _____.
 3. _____ – Galatians 6:1 *“Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted.”*

HOW TO HANDLE CRITICISM PART 2

NOTES:

III. The results of criticism – How do you respond to criticism?

A. Wrong responses

1. _____ – You blow your top.
2. Self-justification – You get a chip on your shoulder and become very defensive.
3. Retaliation – “I’ll get even with him.”
Rom. 12:19 – “*Dearly beloved, avenge not yourselves, but rather give place unto wrath: for it is written, Vengeance is mine; I will repay, saith the Lord.*”
4. _____ – You come back with a “smart answer.”
5. _____ – You develop a shriveled soul.
6. Quitting – “I was criticized so I’ll just stop doing anything.”
7. Developing martyr complex – “Poor me, everyone mistreats me. No one understands.”
8. Jumping to conclusions – “I must be a failure or I wouldn’t have been criticized.”

B. Right responses to criticism is “an excellent oil.”

1. “_____ for your concern. I’m glad you care.” This is an especially appropriate response to parents, spiritual leaders, Christian friends.
2. If it is an intelligent criticism, say, “I’ll certainly think about it,”
3. _____.
4. Determine if the criticism is valid, if not wholly, at least in part. A wise man always learns through criticism. Perhaps you are responsible for creating a wrong impression even if your actions were pure. Determine what the criticism really is.
5. _____ of the person if you feel you have actually offended them. Ask forgiveness of God. _____; do NOT say, “I’m sorry if I did anything

NOTES:

wrong.” Confess your fault and then tell the person what you are trying to do to improve.

6. If criticism is not valid, try to determine why criticism came. Does the critic have a need _____?
 - a. Feeling of inferiority?
 - b. Spiritual problem?
 - c. Troubled marriage?
 - d. Hidden hostility?
 - e. Health problem?
 - f. Lack of love?
7. Then forget the criticism. _____. Become “dead to criticism, dead to praise,” says, Dr. Lee Robertson. That is the essence of “dying to self.”
8. Pray for your critic and forgive him. (Eph. 4:32) Jesus said we ought to forgive our brother 70 x 7 times.
9. _____ to work in your life. He wants to present His message through you in this experience. He is “polishing the diamond.”

IV. Be Very Careful About Criticizing Others

- A. Remember you cannot judge _____, the why. You are to judge only the “_____,” the outward manifestation. You can judge _____, but not hearts.
- B. Remember if you judge, God will judge you. “*Judge not, lest ye be judged.*” (Matt. 7:1).
- C. Remember that God has given each person a _____.
 1. I am not responsible to judge my authorities – my parents, teachers, pastor, leaders.
 2. My obedience to my God-ordained authority keeps the door clear for God to do the judging and convicting.
- D. We all make errors in judgment. Make allowances for human frailty. God does.
(Ps. 103:13,14).
- E. Don’t allow yourself to _____.

NOTES:

F. When you must properly judge or criticize within your sphere of responsibility—your child, your employee, fellow Christians—observe the following rules:

1. Be _____. Exercise tact.
2. Be meek, not proud and superior; you might fall, too.
3. Be compassionate. TRY TO UNDERSTAND HOW THIS COULD HAVE HAPPENED.
4. Stick to the _____.
5. Help the person _____ – don't leave him feeling guilty and defeated.
6. Pray for the one _____.
7. Act confident that he will respond correctly and change.
8. Be patient.

V. How should a Christian Respond to a Person Who Is a Gossip, a Critic of Others?

- A. _____ about the person criticized.
- B. Explain circumstances you know that would make the critic more compassionate.
- C. Remind the person we are _____.
- D. Ask the critic if he _____ he is criticizing (the Matthew 18 principle).
- E. Explain that you do not want to hear criticism. If necessary, avoid close fellowship with a habitual critic.

NOTES:

DID GOD WRITE THE BIBLE? PART 1

NOTES:

Psalms 68:11, *"The Lord gave the word: great was the company of those that published it."*

Introduction:

Here is a good question: If God did write a book, which book is it? Is it the Bible we know? Or is that just a collection of legends, myths, and fables? Could men have conspired to write a book that has deceived millions down through the ages? That would have to be the greatest conspiracy ever! What profit would these conspirators gain by such a project?

No, the Bible is not a plot of conspirators, as we will see. The fact is, the Bible was written by forty different writers over a period of fifteen hundred years, most of whom never met or talked to each other.

From cover to cover, these writers claimed that _____. Psalms 68:11 says, *"God gave the word, great was the company of those who published it."* The Apostle Paul said, *"All scripture is given by inspiration of God (God-breathed)..."* (II Timothy 3:16). Peter claimed, *"We have not followed cunningly devised fables ... We have a more sure word of prophecy ... For the prophecy came not in old time by the will of man: but holy men of God spoke as they were moved by the Holy Ghost."* (II Peter 1:16-21).

However, skeptics deny and atheists defy this teaching. They can only suggest that well-meaning or good men wrote the Bible. This cannot be! The words, "Thus saith the Lord" appear over _____. What "good" man would lie three hundred times and then say lying is a sin? Others have suggested that evil and bad men wrote it to deceive and control people. This is not possible. What "bad" man would list every single sin that man is capable of committing as well as those in the heart where no one sees? This is not natural. What "bad" man would write the _____ to the unrepentant? What "bad" man would record the true stories of men and nations who did sin willingly against God and the horrible punishments which resulted? Who would stress morals, convictions and standards that are only righteous, if they were bad? No, bad men did not write the Bible.

If neither good nor bad men wrote the Bible, then who did? Some suggest intellectual people did it, but we will see that the most intellectual of men could not pull off the feats of knowledge contained in the Bible! Those who God used to pen the books in the Bible came from _____ which included a soldier, Egyptian prince, housewife,

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priest, king, queen, rich farmer, poor farmer, scribe, prophets, prime minister's cupbearer, tax collector, evangelist, physician, wealthy fisherman, poor fisherman, carpenters, and a tent maker. Obviously they were not all intellectual and some had no education at all! We will see that only an all-knowing God could have written the Bible.

WHAT GREAT PERSONALITIES HAVE SAID:

Today the Bible is scorned and ridiculed by educational facilities as tall tales. Usually these scorners have never read through the Bible one time! Consider what great men have said about God's Word, the Bible. Here is a list from several walks of life:

From United States Presidents

- Benjamin Harrison: "It is out of the Word of God that a system has come to make life sweet."
- Abraham Lincoln: "I believe the Bible is the _____ to man."
- Ronald Reagan said he based one of his _____ on Luke 14:31.
- George W. Bush: "I believe the Bible enough to read it every day, how about you?"

From World Leaders

- Winston Churchill: "We rest with assurance upon the impregnable rock of Holy Scripture."

From Lawyers

- Daniel Webster: "I believe the Scriptures of the Old and New Testament to be the _____ of God."

From Great Generals

- Douglas MacArthur: "Believe me, sir, never a night goes by, be I ever so tired, but I read the Word of God before I go to bed."
- Stonewall Jackson: "God's promises change not ... let us endeavor to adorn the doctrine of Christ in all things."

From Scientists

- Sir Isaac Newton: "We account the Scriptures of God to be the most sublime philosophy. I find more _____ in the Bible than in any profane history whatsoever."
- James Dwight Dana: "Young men, as you go forth, remember that I, an old man, who has known only science all his life, say unto you that there is _____ than the facts found within the Holy Scriptures."

From Historians

- H.G. Wells: "The Bible has been the book that _____ of Western civilization ... The civilization we possess could not come into existence and could not have been sustained without it."

From Physicians

- Mark Hopkins: "Thus we have every conceivable species of historical proof, both external and internal. Thus do the stones cry out."

From Educators

- William Lyon Phelps: "Everyone who has a thorough knowledge of the Bible may truly be called educated ... I believe knowledge of the Bible without a college course _____ than a college course without the Bible."

From Philosophers and Writers

- Charles Dickens: "It is the best book that ever was, or ever will be written."
- Charles Dana: "Of all the books, the most _____ and the most _____, the one whose knowledge is the most _____, is the Bible."

These lists could go on and on. You will notice that none of the above are clergy or religious educators. They are not ministers who are trying to build churches or perhaps use "religion" to make a living. They had nothing to gain by these statements, but were simply stating their convictions. No matter how much they had succeeded in their separate fields, they could not explain how the Bible can be other than the very Word of God.

Frankly, it really does not matter what any of these men have said nor what you or I think to be true, for the Bible speaks for and defends itself. Here are ten proofs that the Bible was in fact written by God. We will let Him speak for Himself.

NOTES:

DID GOD WRITE THE BIBLE? PART 2

NOTES:

I. ITS _____

Written by _____ different writers from _____ different occupations, who lived over a period of _____ years. Most of them never saw each other, yet their message blends to together in perfect unity as though they sat down together and discussed it. In reality, most of the writers never talked to nor saw each other or had seen what the other had written. How did this unity come about then? God wrote the Bible through them.

In spite of _____ persecutions

History tells us that almost without exception, the early popes opposed the _____ of Bibles. In 1199, Pope Innocent III ordered the burning of all Bibles.

John Wycliffe dedicated his life in the 1300s to translate the Bible into the language of the common people. He was the first to translate it into English. He then sent preachers throughout England to preach it. He was hated by organized religion for this. Being a threat to them they levied threats and accusations against him.

When Wycliffe died, the "Church" said of him, "That pestilent wretch, John Wycliffe, the son of the old serpent the forerunner of Antichrist, who had completed his iniquity by inventing a new translation of the Scriptures."

Forty-four years after his death, Pope Clement VIII ordered his grave torn up, the coffin and skeleton taken to the River Swift, where a fire was kindled and his bones were burned, the ashes were then thrown into the river.

II. ITS _____

In spite of _____ persecutions

In A.D. 303, _____ thought he had destroyed every hated Bible. He erected a column of victory over the ashes of a burned Bible which read, "Extinct is the name of Christianity." Twenty years later, the Emperor Constantine offered a reward for any remaining Bibles. In twenty-four short hours, over fifty showed up.

_____ of the 1600s, was probably the greatest of all Bible translators. He said, "If God spares my life, ere many years, I will cause the boy that drives the plough to know the Scriptures." The political and religious leaders of his day had him strangled and then burnt at the stake.

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Though both he and Wycliffe suffered martyrdom for their faith, their names live on today. Wycliffe Translators and Tyndale Publishers still thrive today publishing the Word of God!

In spite of _____ persecutions

_____ said, "Another century and there will not be a Bible on earth." He has been dead for over two hundred years! The Bible still lives. Shortly after his death, Voltaire's house and printing press were sold to the Geneva Bible Society and made a deposit for Bibles.

_____ said, "I have gone through the Bible as a man would go through a forest with an axe to fell trees. I have cut down tree after tree: here they lie. They will never grow again." Paine thought he demolished the Bible; but, since he crawled into a drunkard's grave, the Bible has been the best seller in this country and remains so today.

The hammers of political, religious, and philosophical persecution still beat against God's Word, but it is the Anvil that wears out the hammers!

III. ITS _____

The Bible's scientific statements are true. The Bible says the earth is round! _____ says, "*It is he that sitteth upon the circle of the earth ...*" How did Isaiah know this seven hundred years BEFORE Christ? Man did not discover this till 1492, when Columbus "sailed the ocean blue." Columbus gave credit to the Word of God for leading him to sail. The Bible was two thousand years ahead of science!

Once, the scientists were convinced that the earth rested upon a turtle that was slowly plodding through space! Mythology thought that maybe Atlas held the earth on his shoulders, but in _____ it is written: "*He stretcheth out the north over the empty place, and hangeth the earth upon nothing ...*" This was not accepted as a scientific fact until Sir Isaac Newton in 1687, three thousand years after Job stated it!

By the time of Christ, scientists believed that there were one thousand twenty-eight stars in the heavens. Then came Ptolemy in A.D. 150, and he said there were one thousand fifty-six. It was not until Galileo, in the 1600s, used a telescope to show that they are, in fact, innumerable. Yet in _____, God said to Abraham, "*Look now toward heaven; tell the stars if thou be able to number them: so shall thy seed be.*" This statement was made two thousand five hundred years before Galileo.

How? Because God, the Creator, wrote the Bible! Many other scientific facts could be brought out here, but space does not permit.

IV. ITS _____

Agnostics took glee in referring to "hundreds of historical mistakes" in the Bible a century ago. Then came the _____

NOTES:

and now the sneers can scarcely be seen. Only a bigot or an ignoramus would now deny the historical merits of God's Word. For instance, archeology has long established that the lower Tigris Euphrates Valley in Mesopotamia was the birthplace of civilization. The Bible says this is the location of the _____.

_____ was once scoffed at as being a fictitious place. C.L. Wooley's excavations in 1922 have now made Ur one of the most known ancient sites of our time. Genesis 11 says this was the birthplace of Abraham.

_____ (Genesis 18-19) is the leading center for the mining of potash today in Israel. William Albright found in his work that a dense population of people in these towns perished abruptly around 2000 B.C., in an earthquake and an explosion.

Halley's Bible Commentary lists almost _____ other archaeological findings that verify the historical accuracy of the Bible, GOD'S WORD!

One of special interest is the repentance of a large city named _____ in the days of Jonah, the prophet. Many scoff at the idea of a man being swallowed by a big fish (though it has happened more than once); however, history has proven that during his days, Shalmaneser II, the king of Ninevah, and that whole city (twice the size of Buffalo, NY) had a _____ and turned to the God *Nebo*, which was the Assyrian name for the Hebrew *Elohim* found in Genesis 1:1.

NOTES:

DID GOD WRITE THE BIBLE? PART 3

NOTES:

V. ITS _____

One of the true tests of any religion is its _____. In this area, the Bible reigns supreme. One searches in vain through pages of other "sacred writings" to find even one single line of accurate prophecy; however, _____ of the entire Bible deals with prophecy.

_____ the birth of Jesus Christ, Old Testament writers predicted the time of His birth, and that He would be born of a virgin, in Bethlehem. There were predictions about His flight into Egypt, rejection by the Jews, betrayal by a friend, triumphal entry, being sold for thirty pieces of silver, being beaten and spit upon, crucified with sinners, having His hands and feet pierced, given gall and vinegar to drink, that His side would be pierced, soldiers would cast lots for His garments, His resurrection, His ascension, etc. That is quite specific!

Can you predict things that will happen to someone five hundred years from now? Of course not! God gave the Word! Future events are dealt with thoroughly in the Bible.

VI. ITS _____

Consider these facts:

- A. The American Bible Society has distributed _____ Bibles since 1816.
- B. At least one book of the Bible is now in over _____ languages, like no other book.
- C. The Bible in Its completeness is now in over _____ languages, more than there are nations on earth.
- D. There are over _____ currently working in one hundred fifty countries.
- E. Only half of one percent of ALL BOOKS published survive seven years. Eighty percent of ALL BOOKS published are forgotten in one year! Only one out of two hundred survive seven years. Solomon said, "Of making of books there is no end." On the contrary, the Bible is two thousand years old and is _____.

Where would you go to find a copy of the *Zen Vedas* or the *Egyptian Book of the Dead*? Dozens of religions have flourished and disappeared off the face of the earth without even leaving a trace. Other religious writings may

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be viewed behind glass cases in the rare book section of dusty museums. But the smallest child can walk into almost any store in America and pick up a copy of the Word of God. Bible circulation has increased two hundred percent since 1960, according to the ABS.

VII. ITS _____

Some skeptics say, "How can you trust the Bible? That book has been around for two thousand years and has been rewritten so many times you don't know if you're reading the same thing today." **THAT STATEMENT SIMPLY IS NOT TRUE!!!**

Today, there are almost five thousand ANCIENT GREEK manuscripts of the New Testament! Consider this: fifteen hundred years after Herodotus wrote his history, there was only one copy in the entire world. Twelve hundred years after Plato wrote his classic, there was only one manuscript of it left. Today there exists but a few manuscripts of Sophocles, Euripedes, Virgil, and Cicero.

We have not one but _____ of the New Testament. How much safer can you get?

"What about the Old Testament?" someone asks. The following rules for scribes are written in the Talmud for copying the Hebrew text:

1. The parchment must be made of the skin of a clean animal, by a Jew only.
2. Each column must have no less than forty-eight nor more than sixty lines.
3. The ink must be black, made by a special recipe.
4. No word nor letter could be written from memory, the scribe must have an _____ before him. He had to read and pronounce aloud each word before writing it.
5. Each time he reverently wiped his pen (before writing) and washed his whole body EVERY TIME he wrote the _____.
6. One mistake on a sheet condemned it. If three mistakes were found, the whole manuscript was condemned.
7. Every word and letter was counted. If a _____ or if two letters touched each other, then the whole manuscript was condemned.

The scribe was told that even if a king walked in, he was to ignore him till he finished the page, lest he make a mistake. That is a pretty fool proof plan. That is how we got the Bible today.

VIII. ITS _____

NOTES:

The western world owes its Christian influence to the Bible. Paul's obedience to God in _____ sent him to Europe rather than Asia or the East.

The _____ and most of its holidays stem from the Bible.

The Bible has inspired the _____. Ruskin quotes five thousand Scriptural references in his writings. Milton, Shakespeare, Coleridge, Scott, Bryant, Longfellow, Kipling, Carlyle, Macaulay, Hawthorne, Irving, Thoreau, and others greatest works have roots in the Bible.

Fifty-two Old Testament and sixty-five New Testament world famous paintings are preserved today. These are found in every single important museum in the world. They include pieces by Leonardo da Vinci, Rembrandt, Raphael, Michelangelo, and others.

The Bible has inspired more _____ than all other books combined. Bach was a zealous Lutheran who devoted most of his genius to Bible and church-centered music. Mendelssohn authored "St. Paul, Elijah." Beethoven wrote "Mount of Olives," Haydn wrote "The Creator," and who has not heard Handel's "Messiah"?

IX. ITS _____

Who writes bad things about friends? God does! His absolute honesty led Him to do this. Noah's Ark rests on Mt. Ararat in Turkey today. _____ is considered as a great Bible hero, yet in Genesis 9:20-24, after the flood, he is seen drunk and naked.

God would testify that _____, perhaps the grandest human king to sit on a throne, was a man after God's own heart. He was fearless, kind, and loving. But in II Samuel 11, this same king is accurately accused of lust, adultery, and murder.

_____ is pictured as a colorful and exciting prophet. In I Kings 18, he takes on four hundred and fifty priests of Satan single-handed and defeats them. In the next chapter he is pictured fleeing for his life from one woman.

Moses, Peter, and others could be given. Who writes bad things about their friends? That is not natural. We always cover up or water down our sins, however, the Bible is not natural, it is supernatural! It exposes us the way we really are.

Who writes good things _____? God does. Study what He writes about Esau in Genesis 33, Artaxerxes in Nehemiah 2, Darius in Daniel 6, Gamaliel in Acts 5:34-39, etc. That is not natural. No, but it is as honest as God!

Who writes _____ that are repugnant to the human mind such as hell, man's total helplessness, and the judgement? Not man, but God does.

NOTES:

X. ITS _____ CORRUPT HUMANITY

I. The Chief of Sinners, Changed

By his own testimony, the _____ called himself the chief of sinners before his conversion to Christ (I Timothy 1:13). The book of Acts tells of this man's life. He took care of the coats of Stephen's murderers as they stoned him. He arrested Christians and threw them into prison. He beat Christians. He compelled them to use abusive language. He made havoc of the church, persecuted them to death and attempted to destroy their faith. Not much hope for this man, right? Wrong, God saved him and used him greatly.

II. A Modern-Day Paul

The well-known atheist Madalyn Murray O'Hair's son, William, was a tool in the hand of this atheist and the courts to _____. These two atheists sought for decades to destroy the Bible and the Christian faith in this country; however, something amazing happened. William Murray got saved. His life has been changed by the power of God's Word. He would go up and down this country as a born-again, Bible-believing, preaching, and practicing evangelist preaching the Word of God! Amazing! It was said of the Apostle Paul in Galatians 1:23, "*...He which persecuted us in the times past now preacheth the faith which once he destroyed.*" The same could be said of William Murray. God's Word can change lives today.

III. Mutiny on the Bounty

Probably there is no more sensational example of the life-transforming power of the Bible than the unbelievable story of the mutiny on the Bounty. In 1887, the *Bounty*, under Captain Bligh, set sail for Tahiti. After ten months, the ship arrived, and a further six months were spent collecting palm saplings.

In the meantime, the sailors became attached to the native girls. Upon receiving the order to embark, they set the captain and a few men adrift in a boat, and returned to the island.

Captain Bligh survived and returned to England. A group expedition was sent out and captured fourteen of these men. Nine transferred to another island and started a colony. Here, they degenerated so fast and became so fierce that the colony became one of the _____ on earth. The chief reason was the distillation of whiskey. Quarrels, orgies, and murders were common. Finally, all but one were killed or died off.

Alexander Smith was left alone with a crowd of native women and half-breed children. Then a strange thing happened. He found a Bible in a battered chest. He read it, believed it, and began to live it and teach it. Time rolled on. The children grew up as Christians. _____, an American ship visited the island.

There was no disease, no insanity, no crime, no illiteracy, and no strong drink. Word got back to England of its peaceful state and the British government took no further action because it was a _____. What had brought about this amazing transformation? One book, THE BIBLE!

IV. Two Enemy Pilots, Now Friends

When Captain Mitsuo Fuchida, the Japanese squadron commander who led the raid on Pearl Harbor in 1941, and Jacob DeShazer, one of the famed Doolittle flyers who participated in the bombing of Tokyo in 1942, sat on the platform together in Christian Evangelistic meetings in Japan, they created quite a sensation. And so they should. Bitter national enemies who had delighted in sending fiery death and destruction to each other, were _____ for Christian Evangelism. Their textbook: The Bible.

V. Gypsy Smith

When famous evangelist Gypsy Smith was holding meetings in Chicago in 1923, a young man who had been reared in the most profane and evil kind of environment carried a brick to the service intending to throw it at the evangelist, start a riot, and break up the meeting. When Gypsy Smith walked on the platform, his attention immediately focused on the depraved young man. Looking him straight in the face, he said, "Young man, Jesus loves your soul," and began to preach the Word of God. The brick was never thrown. The next morning the ruffian visited the evangelist's hotel room, still carrying the brick. With great emotion he told of his purpose the night before. The Word of God, _____, had gone straight to his wicked heart and left him shaken, miserable, and helpless. He dropped to his knees and asked God to save him.

Three years later, in his home in England, Gypsy Smith received a Christmas card greeting signed by sixteen students who had just graduated from Moody Bible Institute. The first name on the list was that of the young man who had carried the brick.

VI. St. Augustine

Shortly after receiving Jesus Christ as his personal Saviour, Augustine met a prostitute on the street. Pretending not to see her, he attempted to pass without recognition, but she called, "Augustine, it is I." He turned to her then and answered, "Yes, but it is not I." The Bible says, "*Therefore if any man be in Christ, _____; old things are passed away; behold all things are become new.*" (II Corinthians 5:17).

VII. The Doctor and the Pickpocket

NOTES:

Among the thousands of conversions in the London Crusade were those of a medical doctor and the man who sat next to him in the arena. Before the service began, the two strangers engaged in a brief conversation, criticizing the campaign and expressing the utmost skepticism. As the evangelist preached, the doctor _____. When the invitation was given, the doctor said to the man next to him, "I don't know about you, but I'm going forward to receive Christ." The other hesitated for a minute, then reached into his pocket and replied, "I'm going too, and here's your wallet. I'm a pickpocket."

IT CAN CHANGE YOU

I am so glad that God has changed my life. I was a most unworthy sinner and heading for an eternity separated from God forever because of my sin, though I was religious. But _____ and need to be saved, and I was. How? Through the Gospel!

Paul said, "For I am not ashamed of the Gospel of Christ; for it is the _____."

Have you let God change your life? Have you accepted the Gospel? Jesus Christ died for you according to the Scriptures, was buried, rose again, and is alive forevermore—ready, willing, and able to save you. He can change your life today, regardless of what you have ever done or what sin you have ever committed. The fact _____ is proof that God still loves you. —*Pastor Art Kohl*

PROPHECY AS A PROOF OF BIBLE INSPIRATION

One of the strongest objective evidences of Biblical inspiration is the phenomenon of _____. The Bible is essentially unique among the religious books of mankind in this respect. Some of them contain a few vague forecasts, but nothing comparable to the vast number of specific prophecies found in the Bible. The same is true of so-called modern "prophets." Such seers as Nostradamus, Jean Dixon, and others have made many predictions, but often they are nebulous and capable of various meanings. A few of their prophecies seem to have been fulfilled in a general way, but most of them have completely failed (Morris 181).

A legitimate prophet is correct _____. If he is not completely correct 100 percent of the time, he is a false prophet. For prophecy to be valid it must meet the following criterion:

1. It must _____.
2. It must be _____ enough that it is not vague.

3. The events described must be _____ to calculate or manipulate; in essence, it must be something that could not have been done without God's guidance.

Only God knows the future. He is able—"*(As it is written, I have made thee a father of many nations,) before him whom he believed, even God, who quickeneth the dead, and calleth those things which be not as though they were.*" (Romans 4:17).

He declares "*the end from the beginning, and from ancient times the things that are not yet done*" (Isaiah 46:10; Acts 15:18). If one can demonstrate the ability to foretell the future things that find exact fulfillment, it would follow logically that such a person, in possession of this gift, would be speaking _____. His message, therefore, would be valid (Jackson 81-82).

"Scholars suggest there are about 1,000 prophecies altogether in the Bible—some 800 in the Old Testament and about 200 in the New Testament" (Jackson 82).

It must be noted carefully that the gift of prophecy—clearly operative during those by-gone ages when the Biblical documents were being prepared and validated as God's Word—was terminated near the end of the first century A.D. when the _____ (1 Corinthians 13:8-10).

Let us note here that many religions today claim to have "prophets," but remember, for a prophet to be from God there can be no errors, ever! That fact disqualifies all of the "prophets" since the first century.

NOTES:

DID GOD WRITE THE BIBLE?

PART 4

NOTES:

PROPHECIES FULFILLED BY JESUS CHRIST

The Old Testament, written over a 1,000-year period, contains more than 300 references to the coming Messiah. All of these were fulfilled _____, and they established a solid prophecy as a proof of Bible inspiration, confirmation of His credentials as the Messiah, the Anointed One (King, Priest, Saint) and Intercessor (to release or deliver; help; meet; seek; accompany).

The Prophecies Concerning the Messiah Were Totally Beyond Human Control

Birth: Place, time, manner of

Death: People's reactions, piercing of side, burial

Resurrection: Where did His body go?

Someone once made this observation: By using the modern _____ in reference to just eight of these prophecies, the chance that any man might have lived to fulfill all eight prophecies is one in 100 trillion! To illustrate this point: If we take 100 trillion silver dollars and lay them on the face of Texas, they would be two feet deep. Now we mark one of these silver dollars and thoroughly stir the whole mass—all over the state. Now blindfold a man and let him travel as far as he wishes, but he must pick only one silver dollar. What chance would he have of picking the marked one? The same chance that the prophets would have of writing just eight of these prophecies and having them all come true for any one man if they had written them without God's inspiration! Jesus Christ, however, fulfilled every prophecy that was written about the coming Messiah—over 300 of them! Could this have been possible had He not been the Son of God? And if this be true, then we have proof positive that the Bible is the inspired Word of God!

A Short Listing of Some of the Hundreds of Prophecies Concerning Jesus

1. Ascension to right hand of God—Psalm 110:1; 68:18; Proverbs 30:4
2. Birthplace—_____
3. Burial—Isaiah 53:9
4. Darkness—Psalm 22:2
5. Gambling for clothes—Psalm 22:18
6. Lineage—_____ ; 9:26; 22:18; 26:4; 28:14; 49:10; 2 Samuel 7:12-16

NOTES:

7. Mocking—Psalm 22:6-8
8. Nakedness—Psalm 22:17
9. Piercing of side—_____
10. Resurrection—Psalm 16:10; Hosea 6:2; Psalm 30:3,9; Isaiah 53:10
11. Son of God—_____
12. Unbroken bones—Psalm 34:20
13. Vinegar—Psalm 69:21
14. Virgin birth—_____

OTHER HISTORICAL PROPHECIES

The City of Tyre

In the _____ (592-570 BC), seven things are predicted to happen to the city of Tyre (McDowell 285):

1. Nebuchadnezzar will destroy the mainland of Tyre (Ezekiel 26:8).
2. Many nations will be against Tyre (Ezekiel 26:3).
3. Tyre will be made a bare rock, flat like the top of a rock (Ezekiel 26:4).
4. Fishermen will spread their nets over the site (Ezekiel 26:5).
5. Debris will be thrown into the water (Ezekiel 26:12).
6. Tyre _____ (Ezekiel 26:14).
7. Tyre never will be found again (Ezekiel 26:21).

Nebuchadnezzar laid siege to mainland Tyre three years after the prophecy and after a 13-year siege (585-573 BC) Tyre made terms and acknowledged Babylonian authority over them (vol. Xxii 452). When Nebuchadnezzar broke the gates down, he found the city almost empty. The majority of the people had moved by ship to an island about one-half mile off the coast and fortified a city there. The mainland city was destroyed in 573 BC, as predicted. The city of Tyre on the island remained a powerful city for several hundred years.

Other Examples of Fulfilled Bible Prophecy about History

1. _____ (Daniel 2, 7; Isaiah 13:19-22; 14:22-23; Jeremiah 51:26, 43)
2. Chorazin-Bethsaida-Capernaum (Matthew 11:20-24)
3. Gaza-Ashkelon (Amos 1:8; Jeremiah 47:5; Zephaniah 2:4)
4. Moab-Ammon (Ezekiel 25:3-4; Jeremiah 48:47; 49:6)
5. _____ (Nahum 1:8-10; 2:6; 3:10, 13, 19)
6. Palestine (Leviticus 26:31-33 & Ezekiel 36:33-35)

7. Petra-Edom (Isaiah 34:5-15; Jeremiah 49:17-18; Ezekiel 25:13-14; 35:15)
8. _____ (Hosea 13:16 & Micah 1:6)
9. Sidon (Ezekiel 28:22-23)
10. Thebes-Memphis (Ezekiel 30:13-15)

Alexander the Great, as he was marching southward in his war on Persia, called on each city to open its gates to him as part of his plan to deny their use to the Persian fleet. Tyre refused to do so, and Alexander laid siege to the city. Possessing no fleet, he demolished old Tyre on the mainland, and with the debris built a causeway 200 feet wide across the straits, separating the old and new towns, erecting towers and war engines at the farther end (vol. xxii:452).

Tyre continually raided the causeway with fire-ships, greatly retarding progress until Alexander pressured conquered subjects to make ships for his operation. After attaining a superior naval force of some 220 war ships from the kings of Aradus and Byblus and from the island of Cyprus, Alexander finished the causeway, battering down the walls of Tyre, killing 8,000 of the inhabitants, and selling 30,000 into slavery.

A history book by a secular historian reads, "Alexander the Great...reduced Tyre to ruins...The larger part of the site of the once great city is now bare as the top of a rock—a place where fishermen now spread their nets to dry."

All the prophecies of Ezekiel about Tyre have come true: Nebuchadnezzar destroyed the mainland city of Tyre; many nations were against Tyre; Alexander made her a bare rock and threw debris into the water to make the causeway; fishermen now spread nets over the site (there is a city of Tyre today, but it is located down the coast from the original Tyre); the old city of Tyre has never been rebuilt, even though a great freshwater spring is located at the site, providing 10,000,000 gallons of water daily. It is still an excellent site today but has never been rebuilt, although many have tried. All seven of the predictions came true down to the most minute detail.

CONCLUSION

Please ask yourself: if all the historical, scientific, and prophetic statements in the Bible _____, then what about what the statements in the Bible regarding eternal life or death? Think about those choices you make (or do not make) every day that will affect your future: isn't it in your best interest to study to find out what God requires of those who would be His children? (Romans 8:14-16). Isn't it worth examining the Bible to see if it is, in fact, the Word of God, and to see what you must do to receive eternal life from God?

NOTES:

PREPARING THE FAMILY FOR MINISTRY

PART 1

NOTES:

PREPARING THE FAMILY FOR MINISTRY

I Timothy 3:4-5, “A bishop then must be *“One that ruleth well his own house, having his children in subjection with all gravity; ⁵(For if a man know not how to rule his own house, how shall he take care of the church of God?)”*

Ephesians 5:25, “Husbands, love your wives, even as Christ also loved the church, and gave himself for it;”

Luke 12:48, “...For unto whomsoever much is given, of him shall be much required: and to whom men have committed much, of him they will ask the more.”

Introduction:

There is no greater work than that _____.
There is no higher calling than to serve God, therefore, we should do our very best in preparing for such a great undertaking.

In this lesson, we will look at preparing the family for work in the ministry. It is my sincere belief that when God calls a man into the ministry, God also calls his wife and children to work alongside of him and help him in his ministry. Many preachers and full-time workers find themselves in trouble because their wife does not want to be in full-time ministry. Many find themselves in trouble when their children disgrace their ministry. Can these things be avoided? Can a _____ in the ministry? Yes! This lesson will cover things that will help avoid some mistakes made by others.

Although we will be primarily talking to those men who are already married, there will be advice to the unmarried as well.

1. When God calls a man into the ministry, He _____.
2. Your family is just as important to the ministry as you are because they help you perform your duties.
3. Your family _____, not takes away from it.
4. Sometimes, it may take a lot of _____ before your family is prepared for the ministry.

Advice to the unmarried:

1. For the unmarried man, it is by far the best thing to pray and wait on God to _____.
2. Always be honest and up front about your call into the ministry.

NOTES:

3. Let your prospective wife know that God is _____.
4. Let your prospective wife know that you have surrendered to the will of God.
5. Let your prospective wife know that the ministry is not always glamorous, but it is _____.
6. Get her true feelings on how she feels being a full-time ministry wife.
7. Ask your prospective wife if she is willing to _____ concerning your ministry.
8. Do not rush on marriage!
9. PRAY! PRAY! PRAY!
10. FAST! FAST! FAST!
11. Seek council of _____ about your prospective wife.
12. Before courtship, be sure that this is God's will for your life.
13. Before courtship, be sure that _____ to be a full-time ministry wife, and that this is her will for her life as well.
14. During courtship, begin planning ways for her to help in the ministry.
15. During courtship, begin preparing for life in the ministry.
16. During courtship, _____ from those experienced in the ministry.
17. During courtship, share with each other your vision for the ministry.
18. Do not even consider marriage if your prospective wife doesn't feel called to be a full-time ministry wife and share in your ministry.
19. Do not marry in hopes of _____.

PREPARING THE FAMILY FOR MINISTRY PART 2

NOTES:

Advice to the married:

1. If you were already married when you felt the call of God to the ministry, it may take more _____.
2. Some wives find it difficult to adjust to being a full-time ministry wife. Lots of love and patience will go a long way here.
3. Remember, she is your wife and she needs your _____.
4. You must give God time to work on her heart.
5. Do not rush into the ministry and put _____ on your family.
6. God knows what He is doing and has a perfect time and plan to work everything out.
7. Do not _____.
8. If you rush into the ministry and lose your family, then you have lost everything.
9. Remember: God first, family second, and ministry third.
10. Remember: God called you into the ministry and God expects you to maintain your family—and _____.
11. If your wife just will not follow you into the ministry, then you must obey God.
12. _____ to work everything out for you.

Advice to those in the ministry with families:

1. Always let your wife know how special she is to you.
2. Always make her a big part of your ministry.
3. Let her help you as she has _____.
4. Do not push your wife to do everything.
5. Remember, she is your wife and that is _____.
6. Her home is top priority.
7. Plan times to spend alone with your wife.
8. _____ that you love her, don't just tell her.

NOTES:

9. Always let your children know that they come before your ministry.
10. Remember, God first, _____, and ministry fourth.
11. Spend time with your children.
12. Remember, your children need _____.
13. Encourage ways that your children can have a big part in your ministry.
14. There is something for everyone to do.
15. Make the ministry _____ to your family.
16. Always let them and others know that _____, your ministry would not be as effective as it is.
17. Prepare your sons for the work of the ministry, trusting God to call them.
18. Prepare your daughters for the work of the ministry, trusting God to bring her into full-time ministry.
19. _____ every day for your family!

Conclusion:

In this lesson, we have given some advice to the unmarried, the married, and the married with families. It is the will of God that _____ in the ministry. Remember, your family adds to your ministry, not takes away from it.

REPRESENTING YOUR CHURCH ON THE ROAD PART 1

NOTES:

Introduction: As you travel to visit churches, you represent many people. You represent the Lord, your parents, your pastor, your church, your college, your mission board and your ministry. It is good to represent them well.

1. Don't arrive late to the meeting. Dr. Lee Robertson says, "If you are ten minutes early, _____."
2. Don't arrive so early that you are in the way of the pastor. Remember, the pastor has things on his mind and already has planned what he has to accomplish before the service.
3. Don't talk about yourself, your achievements, or all that you have done. _____. **BE THERE FOR THE PASTOR AND HIS PEOPLE.** Even in the pulpit, build the people toward the pastor. Ask the pastor about his family and church. Show personal concern and interest. "*As a man soweth, that shall he also reap.*"
4. Keep your vehicle clean, especially have it clean before you arrive at the church. Clean the inside and outside of the vehicle.
5. Never put up a ministry display board, book table, etc...without first arranging it with the pastor.
6. Never place the pastor _____ by offering to preach, sing, etc...right before the service.
7. If he asks you to preach, always accept—**NEVER** turn down an opportunity to preach. Before you preach, always ask what time he normally finishes preaching. Never preach longer than he normally preaches.
8. Be friendly. Be personable. Shake hands with people, sign Bibles, and talk to everyone—whether it is a mentally handicapped person in the church, poor people, middle class people, or rich people. Don't overlook anyone. Never arrive at the church just in time to prepare for the service. I always arrive 30 minutes before the service begins and stay around after the service to love the pastor and people.
9. Keep your church shoes shined. Dr. Wells has two pairs of dress shoes that he favors. These are always shined and ready for when he is on a platform.
10. Keep your suit and/or dress clothes clean, pressed, and looking good for each service.

NOTES:

11. Men, make sure that your tie complements your suit; ladies, your accessories should be tasteful. Your attire should look classy.
12. Make sure your clothes are _____.
13. If you use a handkerchief or pocket square, it should never be wadded up, wrinkled, or stained.
14. Be sure your hair is washed and never oily looking. Your hair should be neatly combed or styled.
15. Don't be too wordy or lengthy when preaching.
16. Listen to the heartbeat of the pastor, to the announcements, and all that is going on in the church.
17. Do not preach to _____ in the church, unless the preacher asks for your help.
18. Never talk negative or give negative illustrations about other preachers, problems in other churches, problems in Bible colleges, etc.
19. Be positive and have an _____ about everything.
20. Represent the Lord and your pastor or director well. If you are traveling, use your pastor's name or your director's name in greeting the people, the pastor, and in thanking the pastor and people for their support if they have sent support or students to the college, or just for being our friends.

REPRESENTING YOUR CHURCH ON THE ROAD PART 2

NOTES:

21. If you take a music group with you, remember that the spirit of their singing **will reflect your spirit.**
 - a. If you have been disciplining or arguing with them all day long, they will not be able to stand up and be a blessing to others nor will they enjoy being with you.
 - b. That certainly doesn't mean you can't have discipline when you travel with students or a group. There must be discipline; however, it must also be a very enjoyable time.
 - c. As you travel, there must be _____. Traveling together should provide times of soul winning, prayer, spiritual oneness and growth.
 - d. It is your responsibility to watch your students or group carefully and judge whether they are being too loud and boisterous or giddy or shy and backward. Very kindly and lovingly show them where they can improve and _____ throughout each day.
 - e. Be sure to compliment the group from the pulpit, telling what a blessing they have been, what an inspiration they are and what wonderful young people they are.
 - f. Do not refer to the college students as "kids," or as "boys" or "girls." In this situation, they are young men and young ladies.
22. Any group that travels representing their pastor or director should always sit _____ of the church. They should sit up straight, smile, be alert, and be very responsive in the services.
23. Each person in the group should be very expressive to the pastor publicly and privately thanking him for letting them be in the church. They should certainly get to know the pastor, his wife and children. The same would be true of any of our men who are out on the road representing the church or ministries.
24. The display table should look sharp. The tablecloth should not be wrinkled, creased, or put up in a haphazard manner.
25. A _____ should be written to every pastor and perhaps even to the church family for allowing you to come and present the college and/or ministry.

NOTES:

26. Never walk into a church and just sit down. Never take over the service, but there ought to be a smile and a handshake and a welcome to people. We never want to appear to be unfriendly or cold.
27. The students or group should be willing _____ that is needed. Remember BE A SERVANT. Arrive early so you can ride the church bus, van, etc...vacuum, wash windows, clean, do anything that is needed. If possible, always arrive at the church on Friday so you can go soul winning, visiting and do other work on Saturday. This will also allow you time to get to know the pastor, other leaders, set up the display or book table and prepare for Sunday.
28. It is wise to give a gift to the hosting pastor. Do this publicly, if possible. Give a book written by me or something representing your college or ministry. You could also give a box of candy, a container of nuts, or perhaps a Bible or New Testament with his name imprinted on it.
29. Always say, "Thank You!" for everything. If a pastor takes you out for a meal, be sure to thank him for taking the time to be with you and for providing the meal.
30. When the pastor takes you out to eat, always _____. In this way, you will know how much money you should spend. You should never order a meal that costs more than what your host orders. Additionally, never order appetizers or dessert unless the pastor does. My family and I rarely order costly drinks. Water tastes good and is good for you. We always eat mildly when the church is paying for the meal.
31. If you take your wife to a meeting, be sure she is very personable to the wives of the pastor and associate pastor as well as to the ladies of the church.
32. Realize that _____ for Bible college and ministry, especially children. A young child in the fifth grade today may make a decision to attend your Bible college in the future. That future is going to be here before you know it. Never discount the value of a child or younger teen when thinking of Bible college recruitment. Let them know we want them to come to Bible college and in the ministry in the future.

MULTI-LEVEL ORGANIZATION PART 1

NOTES:

No organization can survive without a _____. No structures can exist without a _____. No purpose can be envisioned without a _____. The problem is an inherent one: impassioned people rarely ever have an innate ability to involve others in that passion because the passionate person feels he cannot trust someone else with that purpose. Some have an extraordinary tough time thinking that someone can do it better without the same level of passion.

Some pastors cannot coexist with an educated staff. Some pastors cannot coexist with a talented staff. Some pastors cannot coexist with a popular staff. Some pastors cannot coexist with a productive staff. The results are tragic! Everyone is worth a certain number in productiveness. The more men you have helping _____ of those “certain numbers,” the greater the potential you possess as a group.

The wherewithal that is needed to build a multi-level organization is really a simple one. It is not by nature restricted to larger churches; it is beneficial to any size church, if the leader can adjust his mindset to that of the Bible. No one man can do it alone. He must have help! Let me give you some suggestions:

1. Do everything yourself at first.
2. Become an _____.
3. Do not look for someone to take the responsibility.
4. Do it until someone comes to you and offers help.
5. Look for people who have been with you _____.
6. Meet once a week with that one who has offered to help.
7. Slowly begin to delegate a written “To Do List.”
8. After six months of faithfulness, you may consider them.
9. _____ generally make great employees.
10. Keep your distance to insure their respect.
11. Never overlap responsibilities.
12. List responsibilities and add to it slowly.
13. With the second delegation of another person, then begins the work of _____.
14. Separate weekly meetings to keep up the “To Do List” are necessary.

NOTES:

15. Weekly meetings together should consist of a little pep talk of teamwork.
16. Danger: _____. Create a climate of work, work, work, work—it keeps you out of trouble.
17. Slowly build a person in each area.
18. Teach them that they are working with the _____.
19. Meet with them on Saturday morning and push for a great day of soul winning
20. Do not hire _____.
21. Discuss the future often with them.
22. Ask them questions and get feedback. When the budget allows, lead them to your decision for a pastoral staff man.
23. Again, do not hire ex-preachers or “wannabe’s” to do necessary full-time lay-work at the church.
24. Do not put these layman staff on the platform.

MULTI-LEVEL ORGANIZATION PART 2

25. Hire slowly and fire slowly.
26. Hire loyalty and hard work, not successful soul winners.
27. Give these men a _____, along with the full-time laymen that are in that area.
28. _____ your ministry
 - a. Academy
 - b. Acts of Caring
 - c. Baptist Leadership Conference
 - d. Bible College
 - e. Buildings and grounds
 - f. Bus Ministry
 - g. Bus Route Bible Clubs
 - h. Chapel on Wheels
 - i. Children Ministries
 - j. Christmas Cantata
 - k. College & Career
 - l. Couples & Pastors Retreats
 - m. Family Conference (Spanish)
 - n. Far Above Rubies
 - o. Financial
 - p. Homeschool
 - q. Hospital, funerals, and shut ins
 - r. IBWM
 - s. International Bible colleges
 - t. IWWE
 - u. Janitorial
 - v. Ladies Conference
 - w. Lawn Crew
 - x. Media

NOTES:

- y. Missions
 - z. Missions Conference
 - aa. Music
 - bb. Music Clinic
 - cc. Parkside Publications
 - dd. Public School Bible Clubs
 - ee. Recording Studio
 - ff. Secretarial
 - gg. Senior Saints
 - hh. Spanish Department
 - ii. Sunday School
 - jj. SWLC Overseas
 - kk. Vacation Bible School
 - ll. Young Professionals
 - mm. Youth (Teen Soul winning, Young Fundamentalist, etc.)
 - nn. Youth Conference
29. What to do with a multiple staff:
- a. Give the _____ the department head status.
 - b. Assign your full-time lay people to ministry leaders.
 - c. Have an _____ with all employees.
 - d. Meet with assistant pastors and department heads individually once a week.
 - e. Meet with all department heads collectively once a quarter.
 - f. Schedule several _____ with all staff to brainstorm campaigns, Big Days, special conferences, or big decisions that might affect them.
 - g. Everyone has a higher agenda. Do not believe everything you hear the first time you hear it.
 - h. Remember there are always _____.
 - i. Patience will produce a team.
 - j. Understand the purpose-oriented staff member and the principle-oriented staff members.
 - k. _____ on a staff member.
 - l. You be the peacemaker.

NOTES:

- m. Have daily staff devotions to take care of potential problems, so you are not tempted to take care of them publicly.
- n. _____ on your staff, even if other staff disagrees with your assessment.
- o. Give to each staff member the different type of attention that they need.
- p. Have a glassed-in area where you meet with the staff so there is _____ of impropriety.
- q. Give them a personal birthday card from you with some money or gift cards in it.
- r. Christmas bonus money should be set aside in the budget for each staff member.

NOTES:

HELPING YOUR LEADERS REACH THEIR POTENTIAL

PART 1

NOTES:

To aid your staff and key people to attain greater potential, while expanding their potential, and at the same time translate that into greater production, is a monumental task. The preacher is the only person who can accomplish this feat. Always remember that greater potential _____ greater production. It is a tactical nightmare, to say the least, to attempt to join production and potential; yet, it must be done.

Proper people combinations, along with incentives, guidance, and structure are essential ingredients to both production and potential. A _____ must be established with a spirit of corporation. It is difficult enough to attempt to accomplish such a thing in the business world, let alone add to that the spiritual warfare in God's world; however, in order to do great things for God, we must expand our team's potential by helping them reach their potential and at the same time, increase their production.

OBSERVATIONS

1. Hire people with a servant's heart.
2. Hire _____.
3. Hire independent Baptist people.
4. Interview their spouse.
5. Visit their home.
6. Talk to their former employer.
7. Talk to their former pastor.
8. Check out their _____.
9. Do not be afraid of their weaknesses.
10. Hire loyalty. You can learn to type, but you _____—you are either loyal or you are not loyal.
11. Hire “people” persons.
12. Do not hire people who are _____.
13. Hire those with high recommendations only.
14. See in them what others do not see.
15. You can train them in the areas of soul winning and follow up, so don't be afraid of their _____ in these two areas. The reason most are not productive soul winners is because of those over them.

NOTES:

16. A clean home generally means a person of character and discipline.
17. Check their _____.
18. Check the previous pastor before this pastor.

HELPING YOUR LEADERS REACH THEIR POTENTIAL PART 2

NOTES:

APPLICATIONS

1. Start a file with job descriptions.
2. Review that file with them once a year.
3. Set _____.
4. Never allow intermingling of staff duties.
5. Choose a lady to be an office manager if you have 3 or more lady workers.
6. You may want to let the pastor's secretary be that office manager.
7. Let her meet with her workers quarterly.
8. The preacher should review all job duties.
9. _____ is a critical part of growing your staff into a team.
10. You want the work to function like a well-oiled machine, so patiently work through lapses of judgment.
11. _____ of other staff people.
12. Realize there are purpose-oriented staff people and principle-oriented staff people– they will bump heads sooner or later.
13. Set specific times for meetings with your assistant pastors and department heads.
 - a. Have a weekly meeting with each staff member and keep a file of notes.
 - b. Use *Google Drive* to keep interactive notes of their personal meetings.
 - c. Teach them to type up their list of questions in their personal staff notes _____.
 - d. You can collaborate on a shared document during the meeting for more productivity.
 - e. Teach them to check their Staff Notes daily for any updates from you concerning ongoing projects or needs.
14. Have the department head set specific times for meetings with those who work for them.
15. Have monthly church staff planning meetings.

NOTES:

16. Once a year, get the pastoral staff together and _____
_____ for the upcoming year.
17. Have the other ministries pick from the leftover dates.
18. Have pastoral staff meetings to plan Sunday school campaigns and big days.
19. You must teach the staff to _____ and not violate the budget.
20. Help strengthen their weak areas without ever thinking of letting them go.
21. Never allow others to influence you about your staff people.
22. You may have good people in the wrong position; only time will tell for sure.
23. You must share the blame for any _____.
24. You must share the blame for any staff weaknesses.
25. Use mistakes as _____, not a scolding time.
26. Only scold them if they have not scolded themselves.
27. You must stretch them by challenging them with special projects.
28. Help them succeed; never sit around and watch them flounder in projects.
29. Reward them for jobs well done.
30. Write notes of thank you and encouragement.
31. _____ staff members' weaknesses and strengths, or judge them on that basis. Actually, you are judging yourself, because you are responsible for not strengthening their weaknesses.
32. Always _____.
33. Do not let their passion for something sway your _____
_____ about what you see them doing.
34. Evaluate their potential annually.
35. Evaluate their production annually.
36. Build up a "bank account" of compassion and only rarely draw from it.
37. Love their families.
38. Create special projects.
39. Do not overload them.
40. Pray for them _____.

41. Teach them to have 5 solutions for every problem they bring you.
42. Publicly brag on them.
43. Privately send people to your staff members when it is their area of responsibility. Let it be known that you consider that staff person an _____.
44. Always find a way to help them after they have exhausted themselves on a project.

NOTES:

NOTES:

EMPLOYEE PROBLEMS AND SOLUTIONS

PART 1

NOTES:

Managing employees is no longer a “luxury, if you can spare the time”: it may be worth your life.

Reason #1: They Don’t Know Why They Should Do It

People will do what you tell them they should do only as long as you watch them, if they don’t understand the reasons behind what they are being asked to do.

The Solution:

1. Before you put people to work, let them know why they should do what you pay them to do.
2. When you want people to change to solve a problem or improve quality or productivity:
 - a. Explain the _____, the _____, and the _____ in detail.
 - b. Explain expected benefits of _____ and the expected agony of _____.

Reason #2: They Don’t Know How to Do It

Managers mistakenly assume that *telling* is *teaching*. Telling is certainly an active part of teaching, although teaching can occur without telling.

Demonstrating is one method of teaching without telling. But merely telling and demonstrating is not enough. For learning to occur, people must actually _____ doing the task being taught. If the manager only explains and demonstrates what he wants, the rest of the learning process will occur in front of the customer.

The Solution:

1. The solution lies in choosing someone to train who not only knows how to do the work, but is also able to convey or teach what he does. Just because someone can do a job does not mean he can _____ to do that job.
 - a. Create a training program to standardize the training process.
 - b. Provide detailed reference materials that will support learning and job performance after training.
 - c. Clearly outline possible problems and possible solutions new employees might face.

NOTES:

2. In situations where failure can have detrimental results even if just once, give employees _____ work they will do so they make their mistakes where the cost of failure to you and to them is minimal.
3. Create a system (test) to help you determine whether learning has actually occurred.
 - a. If you ask, “Do you know how to do that?” and get the reply, “Yes,” you still don’t know the answer to your question.
 - b. Ask the employee to describe the process you are asking them to do, or give them a chance to demonstrate their newly acquired skills.

Reason #3: They Don’t Know What They Are Supposed to Do

This is the most commonly stated reason managers give as to why people at work don’t do what they are supposed to do. An early warning of this problem is when an employee responds to a boss’s request with, _____.

There is a big discrepancy between what managers think is the employees’ responsibility and what employees think they are supposed to do. These are two different subjects. *Responsibility* is a _____ of accountability; what you do is an activity. Not only must employees know what they are responsible for, but they must be told exactly _____ that responsibility.

The Solution:

The solution is _____ of what you expect people to do. Clearly identify each step in the process and tell people specifically how they can recognize when each step has been completed satisfactorily.

Reason #4: They Think Your Way Will Not Work

This refers to situations where your way is effective, but your workers _____.

The Solution:

The burden of proof that your way works is on you, _____. You have to sell them. If you can’t convince them your way will work, ask them to try your method with the assurance that you will take the full responsibility for the outcome.

Reason #5: They Think Their Way Is Better

I am referring to a situation where employees have misinformation about how successful their method is compared to the boss's method. When employees choose an alternative different from the one you suggested because they think their way is better, they are being innovative, but it is _____.

Most managers like innovation as long as it works. When it fails, the manager's fallback position is, "Why can't they follow instructions?"

The Solution:

First of all, realize that there is a difference between good innovation and bad innovation. Good innovation occurs when employees think of, present, and try _____. Bad innovation occurs when employees try what they think will work, but everyone else knows will not work.

Once again, the burden of proof that your way is better is on you. You can't just tell them your way is better; _____. Don't let someone do a job wrong to prove that you are right. If an employee says there is nothing you can do to convince him you are right, your last resort is telling him the discussion is ended and the project must be done your way; however, proof is always best.

NOTES:

EMPLOYEE PROBLEMS AND SOLUTIONS

PART 2

NOTES:

Reason #6: They Think Something Else Is More Important

This problem does not usually occur because an employee has more work to do than he has time available to do it in. It occurs because the employee is doing work _____. When an employee does not have the boss's priorities, this usually happens because:

- The boss does not _____ to tasks.
- The boss labels all tasks as number one priority.
- The boss _____ without informing the employee.
- The priorities change as the work mix changes, and the formula for deciding what is more important at any given time has not been explained to the employee.

Sometimes the only difference between a successful and an unsuccessful organization is that the employees in the successful organization are _____. The employees in the unsuccessful organization are working, but they are working on the wrong things, what they think is important.

The Solution:

1. Give work according to priority, and explain in detail why one task is a higher priority over another.
2. If work comes from another source, give employees a _____ so they can prioritize work as it comes in.
3. Give employees the formula you use to distinguish priority, if the priority changes based on changing factors in the job.
4. When priorities change, the employees should be _____.
5. Everything can't be a top priority. People respond to situations of constant panic by slowing down and doing what they can reasonably do, or they leave your organization.

Reason #7: There Is No Positive Consequence to Them for Doing It

Analysis of the work environment reveals that employees' rewards come from only three sources: _____ (the satisfaction of a job well done), _____ (someone else admiring your work), and

NOTES:

_____ (verbally expressing your appreciation). The idea that you are paying someone to do a job so compliments are unnecessary will not work. Rewarding employees is performance maintenance—it helps you get what you pay for.

The Solution:

1. Verbally reward, but do so privately to avoid negative consequences from other employees.
2. Verbal rewards should _____; avoid generalizations.
3. If you ask for improvement, you must take time to _____ that improvement.
4. Deliver positive consequences before a job is completed.
5. Tangible rewards should be specifically expressed: “Because you met that deadline, I would like to buy lunch for you today.” _____ about work well done are the least expensive and are highly effective.

Reason #8: They Think They Are Doing It

Have you ever told a person he was doing something wrong and he was surprised to hear there was a problem with his performance? The problem is inadequate feedback _____; they don’t know they are failing. Feedback is one of the most critical requirements for sustained high-level performance of any human act.

The Solution:

1. _____ can be positive, negative, or neutral and can be general or specific.
2. _____ should be given throughout the day or project to improve the performance for that day or project.
3. Record _____, not failure rates.
4. As much as possible, ask employees to record their own feedback by keeping track of how they do each day. Give them forms to help them.

EMPLOYEE PROBLEMS AND SOLUTIONS PART 3

NOTES:

Reason #9: They Are Rewarded for Not Doing It

What manager in his right mind would reward poor performance? No one should do this, but it occurs regularly. Here are a few examples:

- Employees who do difficult tasks poorly are _____ to perform.
- Employees who are difficult to control receive jobs giving them _____.
- Employees who repeatedly complain to the boss about certain jobs are given those jobs _____.
- When employees make errors, the boss _____.

In these cases, the manager is intervening as a manager in ways that influence your employees to perform poorly without even realizing it.

The Solution:

1. Analyze the consequences you deliver (from the employees' point of view) when employees fail or cause problems.
2. Do not reward _____.
3. When employees make errors, require them to also make the corrections.
4. When employees do difficult tasks poorly, _____, but continue to assign them until the difficult tasks improve or you remove them from the job requiring that task.
5. When employees are difficult to control, deliver negative consequences; but be quick to verbally reward improvements if performance gets better after formal discipline.
6. When talking to employees who perform badly, restrict the conversation _____, hold the discussion in private at the office, and don't buy lunch or coffee during these discussions.

Reason #10: They Are Punished for Doing What They Are Supposed to Do

When an employee approaches you during your busy, demanding day to announce a problem or request your help, don't say, "What have you messed up this time?" or "Can't you do anything yourself?" This is shooting the messenger who delivers the bad news. When employees do what they are

NOTES:

supposed to do and receive a _____, that consequence will affect that person's future performance.

The Solution:

1. Remove the punishment.
2. Provide a reward to balance the punishment in those situations where the work is intrinsically punishing.

Reason #11: They Anticipate a Negative Consequence for Doing It

The Solution:

Let all your employees know there are no negative consequences to them for trying to do what they are supposed to do. Your day-to-day responses will eventually convince them this is true.

Become conscious of your _____ so you can avoid broadcasting your annoyances and frustrations to your people.

Reason #12: There Is No Negative Consequence to Them for Poor Performance

Do you have employees who do not follow procedure or work rules and have been doing that for a year or more? If so, there is no negative consequence to them for poor performance. Close examination may even reveal that bad performers receive raises and choice work assignments according to seniority in spite of their bad performance. Another amazingly common practice in some large, apparently well-organized companies is that managers faced with a poor performer suggest that the employee request a transfer to some other unit.

The Solution:

1. You must provide negative consequences to employees whose persistent bad performance is _____; they are choosing to perform inappropriately.
2. Institute procedures that make poor performance _____ who did the work.
3. When employees perform badly on work they like to do, assign work they _____. If an employee in a desirable work location performs badly, assign a less desirable work location. Demote the person who willfully performs badly; along with the demotion, reduce the salary. Deny or delay raises and promotions until performance improves. When there is a _____ performance and your coaching discussions fail, you must be willing to terminate the employment.

NOTES:

4. When your solutions change performance, be sure to give _____ to maintain the improvement.
5. The _____ in the work space is the best solution to increase productivity. Performance improves when the boss is present. Use this fact to your advantage. When you show up around the non-performers, don't hesitate to ask questions like, "What are you doing and why? When will you begin doing (the right thing)? When will you end what you are working on now?"
6. If you are accused of checking up on your employees, your response should be, "You are right. That is what I am paid to do." If you refuse to provide negative consequences, you will have to _____ that are creates. You owe it to all the employees who do things right to take action against the employees who choose to do things wrong.

Reason #13: Obstacles Beyond Their Control

This refers to _____ an employee from performing, like the unavailability of equipment.

The Solution:

1. _____. That is your job as the boss if you expect the performance to improve. This can involve change procedures, methods, and suppliers if necessary.
2. When your employees are unable to perform because of _____ in your organization and the employee is unsuccessful in negotiating at their level to effect a change, intervene to remove that obstacle.
3. If you have multiple levels of management giving the same employees _____, stop that from happening. Work to get all levels of management to go through the proper channels to avoid confusion.

NOTES:

EMPLOYEE PROBLEMS AND SOLUTIONS PART 4

NOTES:

XIV Reason #14: Their Personal Limits Prevent Them from Performing

This problem is not as frequent as managers would like to believe. A personal limit involves _____. Eighty percent of those identified as failing because of personal limits are not actually failing for that reason.

The Solution:

1. Accept the fact that you only _____ to do your work at any level, not Olympic athletes. You don't need the "best of the best of the best" to perform your daily work. You couldn't afford to pay for that quality of person, and there are not that many available anyway.
2. Don't be too quick to label your non-performer as failing because of _____. Before you decide to replace that employee, ask yourself: "Is this one of those rare situations where I, the manager, made that possible, but improbable, mistake of failing to teach this employee how to do what it is we want done?" It costs you nothing to ask. It will cost you quite a lot if you get the wrong answer; employee turnover is expensive.
3. If permanent personal limitations are really the cause of the failure, you must _____ or live with the problem.

Reason #15: Personal Problems

This is the big one—the reason for nonperformance that is common in all work situations and one of the biggest frustrations for managers. This refers to happenings in a person's life _____.

The Solution:

1. Permit _____ in work schedules for emergency-related problems and personal business, such as renewing a driver's license, closing on a house, etc. When these cannot be scheduled outside the employee's normal work hours. Ask employees to _____ during a time convenient for both employer and employee.

NOTES:

2. Help employees understand that a failure to do their job is a _____ from any personal problems they might have. A person can be bothered by personal problems while continuing to perform adequately at work. This is not a heartless idea; it is a therapeutic concept that helps people achieve.

Reason #16: No One Could Do It

When I ask managers why their employees don't do what they are supposed to do, one answer is, "They don't have enough time because the employees are given more work to do than they have time to do it in."

The Solution:

1. Help the employee _____ (record how they are using their time on the job in 15-minute increments).
2. Evaluate the work load of the employee.
3. Help the employee _____ by maximizing their time.
 1. _____ tasks
 2. Group "same-type" tasks when possible
 3. Use most productive time wisely
4. _____ tasks to others when necessary.

THE IMPORTANCE OF CHURCH-WIDE SOUL WINNING

PART 1

NOTES:

We seem to function best when we _____. We schedule a time for Sunday School and we attend; we schedule a time to attend a preaching service and we attend; we schedule a time for Wednesday night Bible study and we attend; we schedule a time for leadership meetings and we attend.

The most important activity at church is _____. We schedule a time for all these other important meetings—and we should; however, doesn't it seem to make sense logically to have _____ to gather as a "called out body" to go soul winning?

If the church is given the Great Commission, then shouldn't it be a "church" function? The more people that go soul winning, the more people there will be _____. So if it is a matter of manpower, why not make it a regularly scheduled meeting and treat it as such. If 100 people will go soul winning and do follow up on a regular basis, it will eventually produce 1,000 people in Sunday School.

If the *ekklesia* or *church* is a called out body of born again, baptized believers, who have come together with the intent of _____. How can we as a church do what God has commissioned us to do? Every church needs a man (pastor), a meeting (place), a method (plan), and a message (proclamation). It's amazing to me that in every area of life we have been assigned a leader, a place, a plan, and a proclamation. We start out in kindergarten with a teacher, a place, a plan that we are led to follow, and a curriculum. This system does not change until we graduate from college. After graduation, we go to work for someone and the system starts all over again.

1. _____ for church-wide soul winning that best fits your church.
2. Never change your mind about church-wide soul winning. God said to Solomon that "if he _____," He would bless him. That is also our key to God's blessings.
3. Fifty to seventy-five percent of your Wednesday night crowd should return for soul winning in order for it to be the "IN" thing at church. People will want to be a part of it if it is pushed right.
4. The crowd will grow through the years, if the pastor will put the _____ of soul winning.
5. The preacher should be at the main church-wide soul winning time.
6. The preacher should take different people with him as he goes out soul winning.

NOTES:

7. Print up soul winning QR cards to link to a video presentation of the Gospel. Have one for children and one for adults.
8. Wrap soul winning tracts with rubber bands in _____.
9. Build a wall-mounted tract rack to put tracts in. Put it in a high traffic area to make it easy to get to.
10. In the beginning, pick out a small room to meet in so _____.
11. The preacher should instruct those already going soul winning to ask someone to go with them next week.
12. Make several times a week available for people to meet and go soul winning together. All paid staff should attend at least one organized soul winning meeting each week. (At our church, all paid staff and faculty are required to attend the Saturday Soul Winning Rally at 10:00am.) Soul winning times available at PBC:
 - a. Tuesday night adult soul winning
 - b. PHOSTER ladies soul winning club
 - c. America for Christ soul winning
 - d. Teen soul winning
 - e. Saturday Church-wide Soul Winning Rally
 - f. Saturday Spanish Department Soul Winning Meeting
13. Start a Soul Winning Rally. _____ is the best time—we do this from 10am to 10:30am.
 - a. All Saturday Outreach ministry workers attend the meeting.
 - b. All bus ministry workers should attend the meeting.
 - c. All Sunday School teachers and assistant teachers should attend the meeting.
 - d. Have congregational singing, fun songs, announcements of weekend events, birthdays/anniversaries for the week, and a short challenge. (see sample schedule/announcement sheet at end of lesson)
 - It is good to have a different person teach the twenty-minute challenge each week.
 - If you have three or four men that you can rotate each month, it would be best. Spend time training them to become trainers of others. Have your wife to train ladies.
 - Only use men to give the soul winning rally challenge who have proven to be _____.

NOTES:

14. Use _____ or our digital app. It helps with the follow up.
- Hang a mailbox outside one of _____.
 - Instruct the people to drop their completed convert slips into that box.
 - Assign a staff lady to collect the slips weekly.
 - Appoint someone to be the Soul Winning Secretary. She would _____ that have been turned in that week.
 - If possible, make the Convert Slip available digitally on your church website or other media.
 - Once entered, the information can be directed to the proper bus route or Sunday School teacher for follow up.
 - This can become a data base for follow ups.
15. Have a _____ of how many people have been saved through all soul winning for each week so you can compare year to year.
16. Learn to forecast when the soul winning will be down and make the appropriate push to keep it up.
17. Provide _____ each week.
18. Provide transportation and a set time for the teens to go soul winning each week.
19. Map out and _____ for soul winning.
20. If you use the church transportation idea, then keep track of where you have gone soul winning.

SATURDAY SOUL WINNING MEETING
1-06-2024

- Greeting - Preacher
- Song - Bro. Patrick
- Motivation - Preacher
- Song - Bro. Patrick
- Announcements - Preacher

A. Our Saturday nursery is available for parents needing childcare, **Pre-K and down**. All children must be picked up no later than 1 pm.

B. Spanish - room #107

C. Homeless Ministry; meet in the Sr. Saints SS class after this meeting

D. Teen SW Bus will be going out today

E. **Please check your bus or SS room today** to make sure everything is clean and ready for tomorrow.

F. This Week:

Birthdays:
Today - Reyna Castillo
Mon. - Andy Hickman, Hector Velazquez
Wed. - Antonio Saunders, Jose Pineda
Thurs. - Chrisler Moo
Fri. - Brad Johnson, Max Muratalla, Renier de Bruin

Anniversary:
Sun. - Bro. & Mrs. Robert Jenkins

Activities:
Sun.: VISION NIGHT service @ 6pm
After Evening Service:

TODAY: Aud SW- _____ + Spanish SW _____ + Nursery- _____
= Total- _____

NOTES:

THE IMPORTANCE OF CHURCH-WIDE SOUL WINNING PART 2

NOTES:

21. Teach them it is God's will that someone gets saved.
2 Peter 3:9, "The Lord is not slack concerning his promise, as some men count slackness; but is longsuffering to us-ward, not willing that any should perish, but that all should come to repentance."
22. Teach them that there are people out there who WANT to be saved.
23. Teach them that God knows where that particular person is who WANTS to be saved.
24. Teach them that God _____ for them to lead to Christ.
25. Teach them to pray and ask God to lead them to that person or have that person cross their path.
26. Teach them to ask the Holy Spirit where to go during soul winning and then obey where He says to go.
27. Teach them to _____ they see.
28. Teach them to stop and witness to everyone whom God puts in their path.
29. Teach them to write the names, addresses, etc. in the back of their New Testament and then fill out their convert slips on the way back or when they arrive at the church.
30. Teach them to place their convert slips into the convert mailbox.
31. Teach them to use the information in their New Testament as a _____.
32. Do not fill out the convert slip in front of the convert.
33. Teach them to make sure their partner sees the positive things about soul winning.
34. Teach them to get a commitment from the new believer to come to church with them the _____.
35. Teach them to follow-up on the new believer the following Saturday.
36. Teach them that if the new believer doesn't come on Sunday morning, to then go after them for Sunday night.
37. Teach them to go by early Sunday morning to wake up the person up.
38. Teach them the phases of soul winning: NO FRUIT, FRUIT, MORE FRUIT, MUCH FRUIT, and then FRUIT THAT REMAINS (John 15).
39. Teach them to be faithful and let _____.

NOTES:

40. Teach them that it _____ to become a fruitful soul winner.
41. Teach them that someone's lost loved one is dependent _____.
42. Applaud what they are doing in their soul winning efforts.
 - a. Applaud the number of people who attend the church-wide soul winning rally.
 - b. When you start seeing people saved, add this in your recognition.
 - c. When the new believers start to come, then applaud the soul winner and efforts.
 - d. When the new believers start following the Lord in baptism, then applaud the obedience of the new believer and the soul winner.
 - e. When the baptized converts show up for soul winning, give them recognition.
43. When you hit an attendance plateau in your church-wide soul winning, then have an _____ just like you would for Sunday school.
44. If your _____ and your soul winning crowd is not, then let that dictate the necessity for a campaign.
45. Award those soul winners who have won people to Christ in a one year period by placing them into the SOUL WINNER'S HALL OF FAME for that year. It is best to start this at 25 people led to the Lord in one year.

A SOUL WINNING ATMOSPHERE PART 1

NOTES:

There is nothing as crucial as the atmosphere that makes it conducive to the producing of right results. Preachers must create a soul winning atmosphere in order to gain greater results. Let me give you some suggestions to help create the right kind of atmosphere in a church to get the right kind of results.

1. Enlist _____ to establish a good first impression. First impressions and last impressions are lasting impressions.
2. Have ushers at the doors half an hour before the services begin. These ushers should spend time greeting people as they come into the auditorium. (This is a great place for an older couple to serve.)
3. Teach the ushers to nicely _____ all visitors.
4. Assign ushers to every section in the auditorium.
5. The ushers should be taught to shake the hands of everyone in their section.
6. The ushers should be taught to _____ to the preaching.
7. Have an _____ operated by someone who has a kind spirit and can answer questions.
8. Have the nurseries open early, with helpful workers available.
9. Start the prelude 10 minutes before the service is to begin.
10. Make sure the prelude is _____.
11. Have the choir enter the choir seats in an orderly fashion.
12. The choir director should follow and position himself in front of the choir.
13. The choir should stand looking at the _____.
14. Have a special, secure place for the ladies to leave their purses. Great place for an older man to serve.
15. The choir should not be looking around or at the congregation.
16. The choir director should get the choir in a good humor and draw smiles from them.
17. Choir section leaders should joke and lighten up their section before entering the auditorium.
18. Choir director should constantly remind the choir _____ the auditorium.

NOTES:

19. Teach the choir that they are there to support the preacher and his preaching.
20. The preacher and the pastoral staff enter through the designated staff door for each service..
21. The entrance _____ and raises the level of expectancy a little higher.
22. The pastoral staff on the platform are to give support to the preaching.
23. The pastoral staff can be used by the pastor in sermon role play.
24. The pastoral staff can set the crowd at ease by laughing and with their facial reactions.
25. New pastoral staff men need to be “picked on” to _____ to the people. They will be accepted quicker because of the underdog status that the preacher has placed them in. A pastor should never degrade the character of a staff member.
26. The pastoral staff should have their _____.
27. The pastoral staff should take notes when the pastor allows them to do so.
28. The pastoral staff should be the _____ of all the people.

**A SOUL WINNING ATMOSPHERE
PART 2**

29. The bus captains (transportation captains), Sunday school teachers, assistant teachers, Sunday school secretaries, and all other ministry leaders should be taught to respond to the preacher during the service.
30. The preacher will see spontaneous humor while he's preaching. The best humor is the kind caused by his own mistakes. They love it when the preacher makes a mistake.
31. Break up "boring" sermons with _____.
32. Be transparent. Let them see you have feet of clay, too.
33. While preaching, solicit responses. You could say, "If you agree, say Amen!" or "Somebody say amen!" or "That's good, say Amen!" You could quote a portion of a verse and have them speak out the rest.
34. The preacher should walk new believers that he has led to the Lord down the aisle often to keep the expectancy high.
35. The _____ will kill the right type of atmosphere.
36. The right kind of music prepares the atmosphere for a climax at the invitation time.
37. Always invite those who pray in the service to come to the pulpit to pray.
38. Make sure the sound system is _____.
39. Give the preacher all the treble and little bass.
40. Check out every part of the building to make sure that the speakers are properly placed to cover the entire building.
41. Do not put speakers on the floor.
42. The speakers are best placed where you can hear yourself.
43. Turn the sound system up or down to give full projection to each individual who uses the pulpit microphone before the preacher starts preaching. Everyone's voice is different.
44. _____ is important to control. Keeping it cooler is better: the more bodies that are in the service, the warmer it will get.
45. You must not have any dead spots once the service begins.
46. Have singers move into position during a prayer.
47. Keep the Sunday morning messages _____.

NOTES:

48. Let the Sunday night service be a message of _____.
49. Use Wednesday night for _____.
50. Reverse the Sunday night with the Sunday morning type messages once every five to six weeks, just to catch them off guard.
51. Make your church-wide soul winning time the most promoted activity.
52. Always leave the people _____ at the end of a sermon.
53. Use a _____ in the sermons.
54. Use the most powerful singers just before you get up to preach.
55. Keep yourself excited about your own salvation and the winning of souls—it will show up _____.
56. Listen to sermons that speak to your heart and inspire you weekly.
57. Always _____ while in the pulpit and when out of the pulpit.
58. Do not hang around negative people.
59. Hang around positive people.
60. Demonstrate what you want other to be. Example is the _____.

CHOIR FUNDAMENTALS

PART 1

NOTES:

What is the purpose of the Choir?

No part of the ministry is greater than _____.
A church could have preaching without music, but should not have music without preaching.

I. Two-fold purpose of having a choir on the platform

A. Lead the congregation in _____.

1. People let the Preacher pastor them.
2. People make the Preacher their pastor by joining the church where he is pastor.
3. He is their Preacher. They need to continue to let him be their man of God.
4. He _____ to pastor them.
5. He has the responsibility to preach “to” them, “at” them, and “all over” them!
6. People obey Scripture by _____.
7. People show unity by supporting their Preacher. Growth and strength come from _____.
8. All the people—staff and musicians—on the platform are living examples of God’s grace.
9. All the people on the platform are demonstrations and testimonies to the fact that what the Preacher is preaching works.
 - a. They are _____.
 - b. They are the living epistles of the Preacher and the Word of God. II Corinthians 3:2, “*Ye are our epistle written in our hearts, known and read of all men.*”
10. As sheep trust and follow their shepherd, so should the church _____ their pastor.
11. The church should _____ and yield to his wishes:
 - a. There is ONE Head.
 - b. There is ONE Pastor
 - c. Let him make determinations.

NOTES:

- d. Let him decide _____.
 - 1) Direction: viewpoint, angle, standpoint, slant or whatever.
 - 2) _____ the standard should be.
 - 3) The specifics on “*what saith the Scripture.*”
 - 4) Exactly what to do in each situation.
 - e. Let him _____.
 - 1) If he says we need to do more, we need to **smile**, nod our heads up and down, and do more.
 - 2) If he says we need to give more, we need to **smile**, nod our heads up and down, and give more.
 - 3) If he says we need to sing louder, we need to **smile**, nod our heads up and down, and sing louder.
 - 4) If he says turn up the microphone, **smile**, and turn up the microphone.
 - f. Let him set the mood, the atmosphere.
- 12. Follow his methods.
 - 13. Follow his _____.
 - 14. Let the Preacher set the pace in ‘cutting up’ or being funny.
- B. Lead the congregation in _____.
- 1. The people on the platform should agree to the requirements of a church based on God’s Word before getting on the platform.
 - 2. They should _____ or should not be on the platform.
 - 3. Show agreement. The more enthusiastically we follow, the better it gets across the fact that we are behind our preacher and his message.
 - a. Men should say, “AMEN!”
 - b. Ladies should smile and nod their heads showing agreement
 - c. Reflection of the Preacher
 - 1) _____ as the Preacher
 - 2) During the week, 7 days a week, 24 hours a day

3) As well as on the platform

NOTES:

4. Keep your _____ and what's happening at the pulpit, whoever fills it, and whatever goes on behind the pulpit.
5. Stay with the mood of the Preacher and the service.
 - a. Let him set the atmosphere.
 - b. Change when he does.

NOTES:

CHOIR FUNDAMENTALS PART 2

NOTES:

Who should be in the choir?

II. Volunteer Participation Vs. Invited Participation

- A. Choir members should be *chosen* or *appointed* by leadership according to _____.

II Chronicles 20:21, “*And when he had consulted with the people, he appointed singers unto the LORD, and that should praise the beauty of holiness, as they went out before the army, and to say, Praise the LORD; for his mercy endureth for ever.*”

II Chronicles 8:14, “*And he appointed, according to the order of David his father, the courses of the priests to their service, and the Levites to their charges, to praise and minister before the priests, as the duty of every day required: the porters also by their courses at every gate: for so had David the man of God commanded.*”

II Chronicles 31:22, “*And Hezekiah appointed the courses of the priests and the Levites after their courses, every man according to his service, the priests and Levites for burnt offerings and for peace offerings, to minister, and to give thanks, and to praise in the gates of the tents of the LORD.*”

1. *Appointed* - to designate; to declare a person one's choice.
 2. *Appointed* - to stand, in various relations, abide behind, arise, cease, confirm, continue, be over, place, dwell, be employed, endure, establish, remain, repair, serve, set (forth, over, tie, up), make to be at a stand (by, fast, firm, still, up), tarry.
- B. An army may take volunteers, but every volunteer does not come fit for every post and/or task required by the army. Volunteers go through a _____.
- C. Choir seats should be filled by individuals who have been seasoned in the trenches—_____.

What are the spiritual qualifications for being in the Choir?

III. Spiritual Maturity

- A. Sitting on the platform, in the choir or orchestra, behind the man of God, is a great _____.
- B. Musicians who sit in the choir and orchestra or who sing a solo or in a group in front of the church should be chosen to do so for their

NOTES:

_____ not simply for their level of musical ability and desire to use their talent.

Proverbs 25:6-7, *“Put not forth thyself in the presence of the king, and stand not in the place of great men: For better it is that it be said unto thee, Come up hither; than that thou shouldest be put lower in the presence of the prince whom thine eyes have seen.”*

C. Policy Regarding People Who Ask To Sing a Special:

1. Tell them Special Musicians are chosen from the choir regulars and alternates.
2. Tell them they must get involved in the choir first.
3. This _____ and does not lower the standard to their way.
4. Requests should basically come from the top down, not from the bottom up.
5. Requests can certainly be considered, but should be implemented only after careful consideration and clearance.
6. CHOIR MEMBERSHIP IS _____ - NOT A RIGHT!
7. DON'T SET A PRECEDENT YOU WILL REGRET LATER!
If one person asks and is accommodated, even if they have an exemplary demeanor, later you may be asked to do the same for one or more who don't.
8. EVERYONE should go through a process of being approved and asked by leadership to stand before the people.
9. It is a _____, not personality.

D. People with character will cooperate with and follow leadership.

- E. People with character can be expected to be _____ on the platform.
- F. Let the people who present special music know ahead of time what is expected of them.
- G. Teach them how to conduct themselves on the platform by instruction—print it on paper.
- H. Teach them how to present themselves on the platform before they ever set foot on the platform.
- I. New members should have—deserve to have—a time of sitting in the pew and _____ before being allowed on the platform.

NOTES:

- J. _____ a time of development, maturing, and training before being allowed on the platform.
- K. Allowing someone to be on the platform who is not ready to be on the platform does several things:
1. It compromises Bible principles. Standards are blurred.
 2. It is _____ *and God's business is the most important business.* This is not the business of an individual. (Joshua 24:13-15)
 - a. We should follow His standards.
 - b. We should follow His procedures.
 3. It is a _____. (Joshua 24:14-15)
 4. It leaves the individual open for humiliation. (Luke 14:7-11)
 - a. They may not be able to handle the humiliation,
 - b. They will probably get discouraged and more than likely quit.
 - c. They will associate being in the choir with utter humiliation and not be as likely to return when they do mature.
- L. There are other things a young Christian is to _____. (Matthew 6:33)
- M. There are some things a young Christian must _____. (Revelation 3:21)
- N. A young or immature Christian does not know what he is asking for or getting into. (Mark 10:37)

NOTES:

CHOIR FUNDAMENTALS PART 3

NOTES:

**What are the physical qualifications for being in the Choir?
Should there be a minimum or maximum age requirement?**

IV. _____ Required

A. *“Setting forward the work of the house of the Lord.”*

1. The Bible says that those who set forward the work of the house of the Lord in the Old Testament were to be _____.

2. Ezra 3:8, *“Now in the second year of their coming unto the house of God at Jerusalem, in the second month, began Zerubbabel the son of Shealtiel, and Jeshua the son of Jozadak, and the remnant of their brethren the priests and the Levites, and all they that were come out of the captivity unto Jerusalem; and appointed the Levites, from twenty years old and upward, to set forward the work of the house of the LORD.”*

a. *To set* - to glitter from afar, i.e. to be eminent (as a superintendent, especially of the Temple services and its music); also, to be permanent: --excel, chief musician (singer), oversee (-r), set forward (*eminent* - famous; widely known and honored for achievement)

b. *Forward* - above, over, upon, or against (yet always in this last relation with a downward aspect)

B. The choir that sits on the platform on Sunday sets forward the work of God. According to the Scripture, it should be comprised of adults. It is to be an _____. Thus, it should be filled with mature adult faces not youthful or “baby faces.”

C. Being an Adult Choir Member should be something held in high regard. It should be reserved only for those who have earned the privilege to sit in the _____. (Though this may not be possible for a young church, it certainly ought to be a goal as the church grows.)

D. CHOIR MEMBERSHIP _____ -
NOT A RIGHT!

V. Occupying a Place of Leadership Requires Making a Commitment to:

A. _____ to the Preacher, God’s man.

NOTES:

- B. _____ to the principles and priorities recorded in God's Word.
- C. _____ to the main work and the order of a soul winning church.
- D. _____ to personal growth through a personal walk with the Lord.
- E. _____ to God and others.

HOW TO CONDUCT A MISSION CONFERENCE

PART 1

NOTES:

I. SET AN ANNUAL DATE TO HOLD A MISSION CONFERENCE.

- A. Stewardship month is the best time of the year.
- B. January or February are great months for stewardship emphasis.
- C. Prepare _____ on stewardship, giving, tithing, faith promise, church programs.
- D. Prepare Sunday sermons that direct people to _____.

II. SELECT A _____ FOR THE MISSION CONFERENCE

- A. "To the Uttermost" - Acts 1:8
- B. "To the Cities and Villages Beyond" - Matt. 9:35
- C. "Labourers Together" - I Cor. 3:9
- D. "That All the World May Know" - Jn. 17:23
- E. "So Send I You" - Jn. 20:23
- F. "Go Ye" - Matt. 28:19
- G. "To Every Creature" - Mk 16:15
- H. "Here Am I, Send Me" - Is.6:8
- I. "For God so Loved the World" - Jn. 3:16
- J. "To the Regions Beyond" - Acts 1:8
- K. "Sending Forth Laborers" - Matt. 9:38
- L. "Into All the World" - Mk. 16:15

III. SECURE A PREACHER WHO WILL PREACH YOUR CONFERENCE

- A. A preacher that will properly explain the _____.
- B. A preacher that can preach and inspire your people to get involved in supporting missionaries.
- C. Do not get a deadhead to preach. If there is no fire in the pulpit, there will be no response in the pews.

NOTES:

IV. SCHEDULE THE MISSIONARY FAMILIES THAT YOU WANT TO ATTEND THE CONFERENCE

A. Schedule the missionary families six to twelve months in advance.

B. Find out all the details at the time of scheduling.

1. _____: names, ages, birthdays, anniversary, and how many will be coming.
2. _____: date and time of arrival, date and time of departure. I have always encouraged people to arrive on Friday evening and leave on Thursday morning. This will allow us time to get to know them and be a blessing to them.

HOW TO CONDUCT A MISSION CONFERENCE PART 2

NOTES:

V. MAKE THE MISSION CONFERENCE FIRST CLASS

- A. Decorate the church one month in advance, especially the auditorium, according to the theme.
- B. Start taking a missionary travel expense and love offering _____. Of course, this depends on the size and the giving potential of your church.
- C. Budget the travel expense of the special speaker and other conference expense in the church's yearly budget.
- D. Two to three weeks in advance, arrange the lodging for the special speaker and the missionaries.
- E. Have church family members to provide lodging and the evening meals for the pastor, staff, special speaker and missionaries nightly at the church. The meal should be served two hours before each service. This will give everyone time to prepare for the service, pick up visitors, etc...
- F. _____ for the special speaker and missionary families:
 - 1. Pre-paid phone card
 - 2. Pre-paid gas card
 - 3. Pre-paid gift card
 - 4. Car wash certificate
 - 5. McDonald's or other fast food coupons
 - 6. Have ladies' and girls' hair done
 - 7. Take men and boys to the barber shop
 - 8. Allow them to go to the Missionary Closet to get what they need
 - 9. Buy the ladies and teenage girls dresses
 - 10. Buy the men and teenage boys suits
- G. Three weeks before the conference, ask the missionaries to send you a list of some of their needs and ask God to burden someone to help meet the need during the conference.
- H. Schedule a time for _____ to the ladies and teenage girls. (Perhaps this could be done on

NOTES:

Saturday evening between 6:00 p.m. to 7:30 p.m. It could be called “Lady of God,” “Precious Jewels,” or “Evening of Grace.”)

- I. Ask people to begin to pray for the Mission Conference two weeks before it begins. Ask them to ask the Lord to speak to their hearts about what they should commit to give. Ask the members to pray for each missionary family.
- J. Read a prayer letter, teach Sunday school lessons, and have people to give testimonies about faith promise giving two weeks before the mission conference. _____ for the Missions Conference.
- K. Have a _____ two days before the conference begins.
- L. Before the special speaker and missionaries arrive for the conference, place a welcome letter with a little spending money, your personal number or a staff member’s number at each lodging.
- M. Arrange for the special speaker to have a car or a designated driver for the week.
- N. Give an invitation for people to be soul winners at home, missionaries abroad, and _____ for their lives.
- O. Plan mission trips for the pastor and/or church groups to visit a mission field each year.
- P. _____ for the pastor’s trip to the mission field.
- Q. Keep the progress of faith promise giving before the church each week. (Suggestion: Use a bar graph or show in the bulletin where they should be and the actual amounts.)
- R. Help missionaries on deputation make other church contacts by giving them needful information.
- S. Always include _____ as a part of the conference. Arrange times for the church members to go soul winning with the missionaries.
- T. Plan activities and classes that will provide for missionary families to interact with all age groups in the church.
- U. You could have all the young people that have formally surrendered to be missionaries to put up a display along with the missionaries’ displays.
 - 1. Give the missionaries a “Judge Sheet” and have them to judge these displays. Give away prizes for 1st, 2nd, and 3rd places.

NOTES:

2. Future missionaries should also make up prayer cards.
- V. At the end of the conference on Sunday night after the service, have an international supper.
 1. Choose countries to be represented.
 2. Assign church members to each country in teams for food and decoration.
 3. Allow teams to meet in the weeks leading up to the conference to plan their _____ (offering bite-size food from that country) and _____.
 4. Provide portion cups, cutlery, and plates.
 5. Encourage members to _____ on that Sunday.

W. _____

1. Find out all the individual personal needs and desires of each missionary family three weeks before the conference. Type these needs up and hand them out to your people at least two weeks before the conference. Also, put this list on a bulletin board so the people can come by and check off an item once it is purchased.
2. Prepare gift baskets for the missionaries & families with the items donated on Wednesday night and present them in the service. Thank the missionaries for their sacrifice, express your love, tell them that “we,” the church would like to meet some needs in their lives.
3. Prepare note/cards/letters from the children in your school and church to be given to the missionaries during the service on Thursday night.
4. Take a special offering leading up to the conference and during the conference to take the missionary families out shopping one day they are with you.
5. “_____”—a Missionary Support Group. This group meets once a month. This could be a great service for ladies. When a missionary wife visits, she could speak to the ladies of this group. They send letters, cards, and small packages to missionaries on the field.

VI. USE COMMITMENT CARDS DURING YOUR CONFERENCE

- A. Pass these cards out _____ the conference.

NOTES:

- B. Explain the cards when you pass them out. Do this _____
_____.
- C. Collect them _____ of the
conference and the Sunday following the conference.