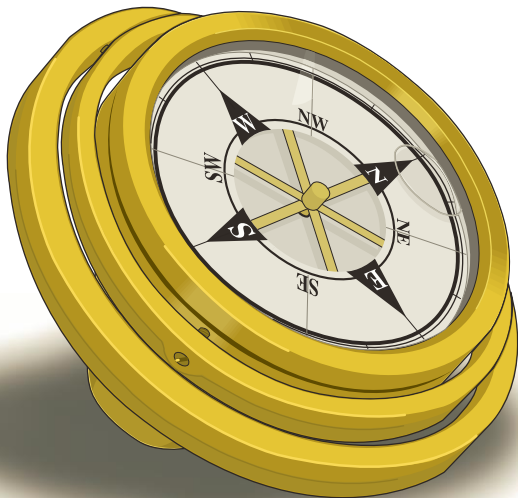


# LEADER'S

## ACADEMY SERIES

RANDAL K. YOUNG © 2016



HONOLULU CHRISTIAN CHURCH



# Table of Contents

<b>Ministry Helps .....</b>	<b>5</b>
<b>Ten Key Leadership Qualities That Command Respect .....</b>	<b>7</b>
1. <i>An Undeified Marriage</i> .....	7
2. <i>An Open Home</i> .....	9
3. <i>Growing Disciples</i> .....	11
4. <i>Obedient Children</i> .....	12
5. <i>Good Reputation Among Unbelievers</i> .....	13
6. <i>A Generous Lifestyle</i> .....	14
7. <i>A Sober Mind</i> .....	15
8. <i>A Gentle Tongue</i> .....	16
9. <i>A Servant's Will</i> .....	17
10. <i>Diligent Hands</i> .....	20
<b>Steps to Starting a Ministry .....</b>	<b>21</b>
EVENT PLANNER.....	26
<b>Time Management.....</b>	<b>27</b>
1. <i>FOCUS: lack of goals and objectives</i> .....	27
2. <i>RECORDS: unaware of how time is spent</i> .....	28
3. <i>PLANNING: failing to develop a habit of planning</i> .....	28
4. <i>INTERRUPTIONS: unable to control time-wasters</i> .....	29
5. <i>PAPERWORK: letting paperwork paralyze our lives</i> .....	33
6. <i>TEAMWORK: avoid trying to make time-management a solo project</i> .....	33
7. <i>PROCRASTINATION: an obsession with low-priority tasks</i> .....	34
8. <i>PERSONAL CARE: neglecting to plan for personal needs</i> .....	34
<b>The Art of Delegating .....</b>	<b>36</b>
<b>Making Quality Decisions .....</b>	<b>41</b>
<b>The Secrets of Staying Power .....</b>	<b>44</b>
<b>Effective Communication.....</b>	<b>48</b>
<b>How to Comfort Those in Need .....</b>	<b>57</b>
<b>How to Resolve Conflict.....</b>	<b>75</b>
<b>How to Take Minutes.....</b>	<b>77</b>
<b>What Needs to Happen to Grow Beyond a Single Core Group.....</b>	<b>79</b>
<b>Diseases That Plague Church Growth.....</b>	<b>81</b>
<b>Twelve Keys to an Effective Church .....</b>	<b>83</b>
<b>How to Make Disciples.....</b>	<b>89</b>
<b>Christian Doctrine.....</b>	<b>91</b>
Introduction .....	92
The Meaning and Importance of Systematic Theology .....	96
The Knowledge of God .....	97
The Bible and Its Authority .....	99
The Proof and Truth of the Bible .....	102
Interpreting the Bible for Modern Times .....	105
Introduction to God and the Trinity .....	107
Attributes of God: Sovereignty & Holiness .....	109
Attributes of God: Omniscience & Immutability .....	111

The Creation of Man and Nature .....	112
Angelology.....	114
The Fall of Man .....	116
The Law of God .....	118
The Natures of Christ.....	120
The Work of Christ.....	122
The New Birth .....	129
Justification and Sanctification.....	131
The Church and Its Mission.....	134
Worship and Sacraments.....	144
Eschatology.....	151
Apologetics.....	154
Denominations: How They Started and What They Believe .....	160
<b>Bible Study.....</b>	<b>161</b>
Mastering a Book of the Bible .....	162
Introduction to Hebrew .....	168
Introduction to Greek .....	170
Historical Background of the New Testament .....	172
New Testament Geography .....	175
Walk Through the Gospels .....	177
Bible Study Tools .....	178
Overview: The Old Testament.....	181
Overview: The New Testament.....	184

# **Ministry Helps**

**1 Timothy 3:1-7**

Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach,

- the husband of but one wife, ☐
- temperate, self-controlled, respectable, ☐
- hospitable, ☐
- able to teach ☐
- not given to drunkenness, ☐
- not violent but gentle, not quarrelsome, ☐
- not a lover of money. ☐

He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) ☐

He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. ☐

He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap. ☐

**Titus 1:5-9**

An elder must be blameless, the husband of but one wife, ☐

a man whose children believe and are not open to the charge of being wild and disobedient. ☐

Since an overseer is entrusted with God's work, he must be blameless--not overbearing, ☐

not quick-tempered, ☐

not given to drunkenness, not violent, not pursuing dishonest gain. ☐

☐ **Undefined marriage**

☐ **Open home**

☐ **Growing disciples**

☐ **Obedient children**

☐ **Good reputation among unbelievers**

☐ **Generous lifestyle**

☐ **Sober mind**

☐ **Gentle tongue**

☐ **Servant's will**

☐ **Diligent hands**

*Draw lines connecting each Bible verse or phrase to one of the 10 leadership qualities.*

☐ Rather he must be hospitable,

☐ one who loves what is good, who is self-controlled, upright, holy and disciplined.

☐ He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.

**1 Peter 5:1-4**

To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, serving as overseers--not because you must, but because you are willing, as God wants you to be;

☐ not greedy for money,

☐ but eager to serve; not lording it over those entrusted to you,

☐ but being examples to the flock.

**Proverbs**

☐ 15:1 A gentle answer turns away wrath, but a harsh word stirs up anger.

☐ 17:28 Even a fool is thought wise if he keeps silent, and discerning if he holds his tongue.

☐ 17:27 A man of knowledge uses words with restraint

☐ 15:33 The fear of the Lord teaches a man wisdom, and humility comes before honor.

☐ 18:9 One who is lacking in his work is brother to one who destroys.



# Ten Key Leadership Qualities That Command Respect

## 1. An Undeclared Marriage

**1 Tim 3:2** -- Now the overseer must be above reproach, the husband of but one wife...

**Prov 6:25-29** -- Do not lust in your heart after her beauty or let her captivate you with her eyes, for the prostitute reduces you to a loaf of bread, and the adulteress preys upon your very life. Can a man scoop fire into his lap without his clothes being burned? Can a man walk on hot coals without his feet being scorched? So is he who sleeps with another man's wife; no one who touches her will go unpunished.

**Prov 6:32-35** -- But a man who commits adultery lacks judgment; whoever does so destroys himself. Blows and disgrace are his lot, and his shame will never be wiped away; for jealousy arouses a husband's fury, and he will show no mercy when he takes revenge. He will not accept any compensation; he will refuse the bribe, however great it is.

- ***Keep clear of all pornography.*** Avoid temptation by staying away from certain newsstands, video stores, and magazine racks that make such material too easily accessible to you.
- ***If you need help*** in avoiding sexual involvement with a counselee, you can:
  - dress modestly and with a bit more formality than you are used to
  - meet in a church structure in order to remind the person the type of relationship being pursued
  - bring your spouse or friend along on the visit
  - state clearly the purpose of the visit
  - state clearly the length of time you intend to take
- ***Seek out marriage enrichment programs*** (e.g. retreats, seminars) on a regular, non-crisis basis.

#### **SAMPLE MARRIAGE ENRICHMENT PROGRAM:**

- Strengthening communication skills
- Resolving anger and conflict
- Handling changing men/women's roles
- Evaluating our priorities, values, and lifestyle
- Enhancing our sexual enjoyment
- Coping with crises in our family
- Enriching parent-youth relations
- Deepening our spiritual intimacy
- Developing intimacy through reaching out to others, together
- Planning for continuing growth
- Re-celebrating our marriage





*One evening David got up from his bed and walked around on the roof of the palace. From the roof he saw a woman bathing. The woman was very beautiful, and David sent someone to find out about her... She came to him, and he slept with her... David said to Nathan, "I have sinned against the Lord." Nathan replied, "The Lord has taken away your sin. You are not going to die. But because by doing this you have made the enemies of the Lord show utter contempt, the son born to you will die." (2 Sam 11,12)*

Even though God will forgive the sin of adultery, lust, and fornication, the Lord's reputation and the leader's reputation among outsiders is severely injured by the sin.

## 2. An Open Home

**Lev 19:34** -- *The alien living with you must be treated as one of your native-born. Love him as yourself, for you were aliens in Egypt. I am the Lord your God.*

**Acts 18:25-27** -- *He had been instructed in the way of the Lord, and he spoke with great fervor and taught about Jesus accurately, though he knew only the baptism of John. He began to speak boldly in the synagogue. When Priscilla and Aquila heard him, they invited him to their home and explained to him the way of God more adequately. When Apollos wanted to go to Achaia, the brothers encouraged him and wrote to the disciples there to welcome him. On arriving, he was a great help to those who by grace had believed.*

**Rom 12:13** -- *Share with God's people who are in need. Practice hospitality.*

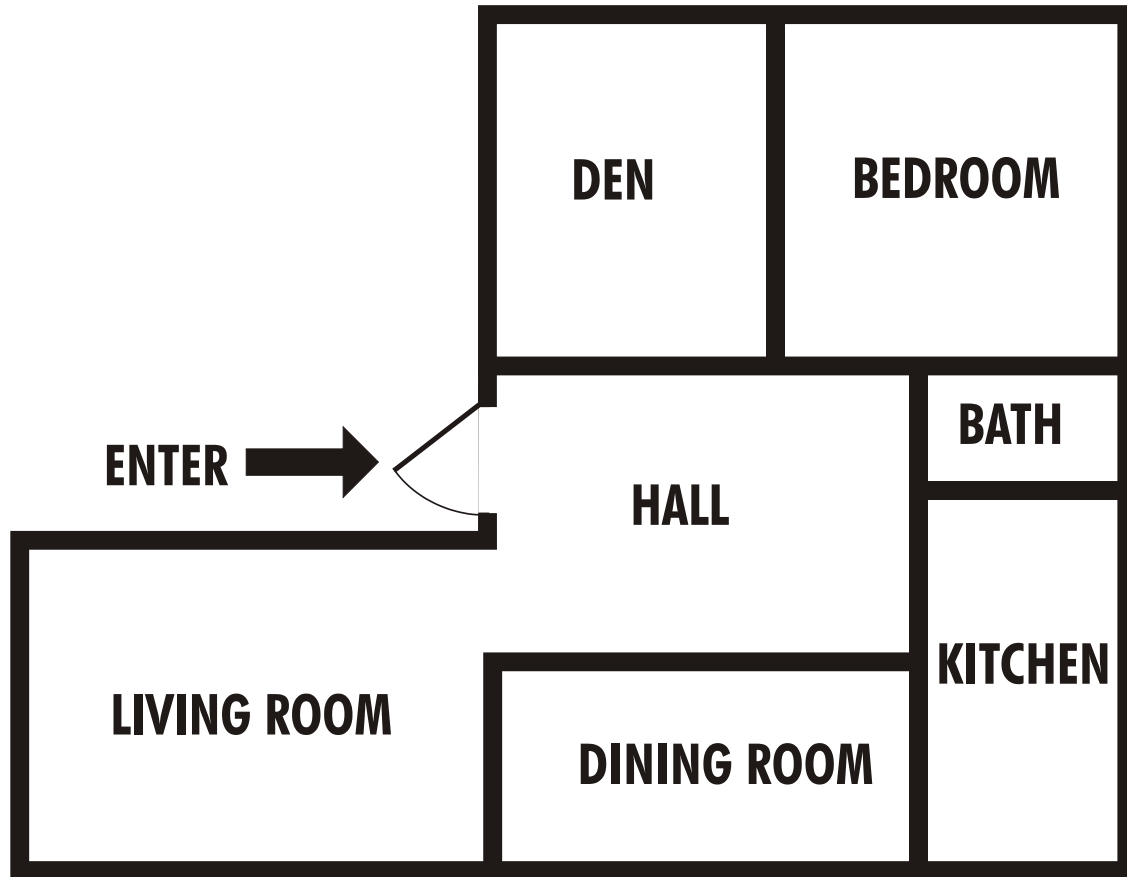
**1 Tim 3:2** -- *Now the overseer must be... hospitable,*

**Titus 1:8** -- *He must be hospitable, one who loves what is good,*

**1 Peter 4:9** -- *Offer hospitality to one another without grumbling.*

**3 John 1:5-8** -- *even though they are strangers to you... We ought therefore to show hospitality to such men so that we may work together for the truth.*

- ***An open home wins more respect than a model home.***
- ***The Bible indicates two pillars of Christian hospitality: an invitation to eat over, and an invitation to stay over.***
- ***The rooms you invite strangers to enter will non-verbally indicate the level of hospitality you want to offer them. See diagram on the next page.***



### 3. Growing Disciples

*Prov 31:26 -- She speaks with wisdom, and faithful instruction is on her tongue.*

*Matt 28:19 -- Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.*

*1 Tim 3:2 -- Now the overseer must be ... able to teach,*

*2 Tim 2:24-25 -- And the Lord's servant must not quarrel; instead, he must be kind to everyone, able to teach, not resentful. Those who oppose him he must gently instruct, in the hope that God will grant them repentance leading them to a knowledge of the truth.*

*Titus 2:1-15 -- You must **teach** what is in accord with sound doctrine. **Teach** the older men to be temperate, worthy of respect, self-controlled, and sound in faith, in love and in endurance. Likewise, **teach** the older women to be reverent in the way they live, not to be slanderers or addicted to much wine, but to **teach** what is good. Then they can **train** the younger women to love their husbands and children, to be self-controlled and pure, to be busy at home, to be kind, and to be subject to their husbands, so that no one will malign the word of God. Similarly, encourage the young men to be self-controlled. In everything **set them an example** by doing what is good. In your **teaching** show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us. **Teach** slaves to be subject to their masters in everything, to try to please them, not to talk back to them, and not to steal from them, but to show that they can be fully trusted, so that in every way they will make the teaching about God our Savior attractive. For the grace of God that brings salvation has appeared to all men. It **teaches** us to say "No" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age, while we wait for the blessed hope--the glorious appearing of our great God and Savior, Jesus Christ, who gave himself for us to redeem us from all wickedness and to purify for himself a people that are his very own, eager to do what is good. These, then, are the things you should **teach**. **Encourage and rebuke** with all authority. Do not let anyone despise you.*

The purpose of Christian teaching is NOT just to impart knowledge. Rather, it is to shape the life of the learner. This is why Christian teaching methods should not be the same as that of the secular classroom.

- **Choose a common, everyday setting for teaching** -- Jesus taught on the beach, in the home, in a boat, and in the streets. In short, He taught in the places of daily life, where ever the disciples were at the moment. This way, three things happen:
  - The content learned is immediately integrated with present experience.
  - The content learned is in useful and useable form.
  - The content learned is directly applied to living the Christian life.

Therefore, teach college students on their own campuses. Teach factory workers in their own factory. Teach accountants in their own office buildings. Teach high schoolers on a football field.

- **Talk about Christ during ordinary, everyday activities** -- see Deut. 6:6,7
- **Develop a close personal relationship with your learners.**

## 4. Obedient Children

*Prov 17:21 -- To have a fool for a son brings grief; there is no joy for the father of a fool.*

*Prov 31:28 -- Her children arise and call her blessed; her husband also, and he praises her.*

*1Tim 3:4 -- He must manage his own family well and see that his children obey him with proper respect.*

*1 Tim 3:12 -- A deacon must ... manage his children and his household well.*

*Titus 1:6 -- An elder must be ... a man whose children believe and are not open to the charge of being wild and disobedient.*

### THE FOUR FAMILY FACTORS

Harvard University sociologists Cheldon and Eleanor Clueck developed a test (that proved to be 90 percent accurate) to determine whether or not five and six-year olds would become delinquent. (*Unraveling Juvenile Delinquency*, Mass: Harvard Univ. Press, 1950, pp. 257-71) They discovered that the four primary factors necessary to prevent delinquency are:

- the father's firm, fair, and consistent discipline
- the mother's supervision and companionship during the day
- the parent's demonstrated affection for each other and for the children
- the family's spending time together in activities where all participated

Christian psychiatrist Dr. Paul Meier confirms that these factors produce healthy parent-child relations.

### THE EIGHT CAUSES OF RESENTMENT IN CHILDREN

1. OVERPROTECTION -- Parents who smother their children, overly restrict where they can go and what they can do, never trust them to do things on their own, and continually question their judgment build a barrier between themselves and their children -- usually under the delusion that they are building a closer relationship.
2. FAVORITISM -- For parents to compare their children with each other, especially in the children's presence, can be devastating to the child who is less talented or favored. He will tend to become discouraged, resentful, and bitter.
3. PUSHING ACHIEVEMENT BEYOND REASONABLE BOUNDS -- A child can be so pressured to achieve that he is virtually destroyed. He quickly learns that nothing he does is sufficient to please his parents.
4. DISCOURAGEMENT -- A child who is never complimented or encouraged by his parents is destined for trouble. If he is always told what is wrong with him and never what is right, he will soon lose hope and become convinced that he is incapable of doing anything right. Parents should always find something that a child genuinely does well, and they should show appreciation for it.
5. MAKING THEM FEEL UNWANTED -- Parents who fail to sacrifice for their children make them feel that they are an intrusion.
6. FAILING TO LET CHILDREN GROW UP AT A NORMAL PACE -- Chiding them for

always acting childish, even when what they do is perfectly normal and harmless, does not contribute to their maturity but rather helps confirm them in their childishness.

7. USING LOVE AS A TOOL OF REWARD -- Because it is so easy to punish out of anger, parents should take special care to let their children know they love them when discipline is given.
8. PHYSICAL AND VERBAL ABUSE

## 5. Good Reputation Among Unbelievers

*2 Chron 9:22 -- King Solomon was greater in riches and wisdom than all the other kings of the earth. All the kings of the earth sought audience with Solomon to hear the wisdom God had put in his heart.*

*1 Cor 6:6 -- But instead, one brother goes to law against another--and this in front of unbelievers!*

*1 Cor 10:27 -- If some unbeliever invites you to a meal and you want to go, eat whatever is put before you without raising questions of conscience.*

*1 Cor 14:23 -- So if the whole church comes together and everyone speaks in tongues, and some who do not understand or some unbelievers come in, will they not say that you are out of your mind?*

*Col 4:5 -- Be wise in the way you act toward outsiders; make the most of every opportunity.*

*1 Thes 4:12 -- Make it your ambition to lead a quiet life, to mind your own business and to work with your hands, just as we told you, so that your daily life may win the respect of outsiders...*

*1 Tim 3:7 -- He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.*

### What do people say about you?



Suppose a tabloid newspaper reporter interviews the following people to get the inside story about you. If the reporter asks, "What's \_\_\_\_ [your name] like?" what do you think the following people would say?

- Your next-door neighbor
- Your unbelieving co-worker
- An unbelieving relative
- Some unbeliever whom you meet regularly (e.g. hairdresser, barber, boss)

## 6. A Generous Lifestyle

***Eccl 5:10** -- Whoever loves money never has money enough; whoever loves wealth is never satisfied with his income.*

***Luke 12:15** -- Then he said to them, "Watch out! Be on your guard against all kinds of greed; a man's life does not consist in the abundance of his possessions."*

***Acts 4:32** -- All the believers were one in heart and mind. No one claimed that any of his possessions was his own, but they shared everything they had.*

***2 Cor 12:14-15** -- Now I am ready to visit you for the third time, and I will not be a burden to you, because what I want is not your possessions but you... So I will very gladly spend for you everything I have and expend myself as well. If I love you more, will you love me less?*

***1 Tim 3:3** -- Now the overseer must be ... not a lover of money.*

***1 Peter 5:2** -- Be shepherds of God's flock that is under your care, serving as overseers ... not greedy for money, but eager to serve;*

- ***Give according to need, not percentage*** -- In the New Testament church, Paul instructed Christians to give as the need arose. In Acts 2:42, they gave ALL of their possessions, because the need was great. But in 1 Cor 16:1-4, decades later, they gave only a portion of their income, in order to help the struggling church in Jerusalem. And in 1 Cor 12:14-15, though Paul did not actually give all he had to the Corinthians, he did say that would be willing to give ALL of his money away if they really needed it. Therefore, give or share your possessions according to the needs of your family, the needs of your disciples, the needs of the Christian community, the needs of the church, as well as the needs of yourself.
- ***Dedicate all your possessions*** towards the service of others, for the Lord -- This is perhaps the most difficult decision that a Christian leader must make. Yet it is a requirement, because if we say that we have dedicated our entire lives to Jesus Christ, then our dedication must include our possessions too.
- *Dear Lord Jesus Christ, I have already dedicated my life to you when I professed my faith before your people. Now, Lord, take my possessions, my car, my home, my income and my wealth, so that it may be used for your glory. I pray that all these possessions may be used to serve others, to build them up, and to give glory to your name. These possessions will be used not for building my own empire, but for your Kingdom. Amen.*



### ***The beloved king was a generous king***

2 Chron 35:7-25 -- "Josiah provided for all the lay people who were there a total of thirty thousand sheep and goats for the Passover offerings, and also three thousand cattle--all from the king's own possessions... [The result when Josiah died:] Jeremiah composed laments for Josiah, and to this day all the men and women singers commemorate Josiah in the laments. These became a tradition in Israel and are written in the Laments."

## **7. A Sober Mind**

**Prov 31:4** -- *"It is not for kings, O Lemuel--not for kings to drink wine, not for rulers to crave beer, lest they drink and forget what the law decrees, and deprive all the oppressed of their rights."*

**1 Tim 3:2** -- *Now the overseer must be above reproach, ... not given to drunkenness,*

**1 Tim 3:8** -- *Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine*

**Titus 1:7** -- *Since an overseer is entrusted with God's work, he must be blameless--... not given to drunkenness*

**Titus 2:3** -- *Likewise, teach the older women to be reverent in the way they live, not to be slanderers or addicted to much wine, but to teach what is good.*

Scripture sees drunkenness as the state of being out of control, and being prone to commit acts that a sober person would not normally commit. This is the only reason why the Scriptures speak out against drinking wine. Therefore, the Scriptures do not prohibit the occasional drinking of wine, but rather it prohibits anything that causes one to lose control of his/her behavior. God emphasizes this prohibition especially for the leader.

## Losing Self-Control Today

- Drunkenness & alcoholism
- Influence from drugs & drug addiction
- Coffee/caffeine addiction
- Addiction to tobacco
- Fits of rage -- loss of emotional control
- Manic depression & psychological illness

### Babe Ruth Values Respect

Babe Ruth was offered a good sum if he would allow himself to be photographed with a bottle of beer in his hand. The brewer wanted the picture for advertising purposes. It is said that Babe Ruth replied, "No, I have autographed too many baseballs of boys of America to think of helping advertise the sale of beer. Many of these boys regard me as a hero, and I'll not do anything to lessen their esteem of me."



## 8. A Gentle Tongue

**Prov 15:1** -- A gentle answer turns away wrath, but a harsh word stirs up anger.

**Prov 17:27** -- A man of knowledge uses words with restraint, and a man of understanding is even-tempered.

**Prov 17:28** -- Even a fool is thought wise if he keeps silent, and discerning if he holds his tongue.

**James 1:26** -- If anyone considers himself religious and yet does not keep a tight rein on his tongue, he deceives himself and his religion is worthless.

**James 3:1-8** -- Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly... take ships as an example. Although they are so large and are driven by strong winds, they are steered by a very small rudder wherever the pilot wants to go. Likewise, the tongue is a small part of the body, but it makes great boasts. Consider what a great forest is set on fire by a small spark. The tongue also is a fire, a world of evil among the parts of the body. It corrupts the whole person, sets the whole course of his life on fire, and is itself set on fire by hell. But no man can tame the tongue. It is a restless evil, full of deadly poison. With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness.



## Practical Points from Proverbs

- Guard against flattery -- Prov. 26:28
- Guard against gossip -- Prov. 25:9-10
- Guard against boasting -- Prov. 27:2
- Speak only after listening -- Prov. 18:13
- Speak only after understanding -- Prov. 11:12
- Don't speak impulsively when angry -- Prov. 12:16
- When you're in doubt what to say, keep silent -- Prov. 17:28
- Speak gently and softly -- Prov. 15:1

*To this you were called, because Christ suffered for you, leaving you an example, that you should follow in His steps. 'He committed no sin, and no deceit was found in His mouth.' When they hurled their insults at Him, he did not retaliate; when He suffered, He made no threats. Instead, He entrusted Himself to Him who judges justly. (1 Pet. 2:21)*

## 9. A Servant's Will

**Prov 15:33** -- *The fear of the Lord teaches a man wisdom, and humility comes before honor.*

**Matt 20:25-26** -- *Jesus called them together and said, "You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave--just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."*

**2 Cor 1:24** -- *Not that we lord it over your faith, but we work with you for your joy, because it is by faith you stand firm. So I made up my mind that I would not make another painful visit to you. (Paul avoids being overbearing to the Corinthian church members.)*

**1 Tim 3:6** -- *He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil.*

**Titus 1:7** -- *Since an overseer is entrusted with God's work, he must be blameless--not overbearing,*

**1 Peter 5:2** -- *Be shepherds of God's flock that is under your care, serving as overseers.... not lording it over those entrusted to you, but being examples to the flock.*

## Twelve Ways to Dominate Instead Of Lead

1. Use your superior knowledge of Scripture to snow the opposition.
2. Wrest Scripture out of context to use as a club.
3. Intimidate by a display of temper, shouting, pouting and other such kid stuff.
4. Threaten to quit if they don't do it your way.
5. Seek support for your position by privately persuading other elders.
6. Be stubborn and hold out for your way until everyone gets tired and gives in.
7. Sneak the action through when some of the opposition is out of town.
8. Make public announcement of a decision before it's made by the board; then they will have to do it your way.
9. Cut down those who disagree with you in your messages from the pulpit.
10. Pull your rank; tell them, "The Lord told me this is the way we do it."
11. Think through all the answers, plan all the programs, and just tell them what we're going to do. Don't ever open the door for them to think, to make suggestions or plan with you.\*
12. Be the whole show on the platform at every meeting. That way nobody else can get a word in.

## How to Be A Leader And a Servant At the Same Time

- ***Develop an attitude of being among the people, not over them*** -- Watch how you dress and how you mingle. Don't create an over-distinction between you and those whom you are ministering to. Be like a shepherd: he doesn't push the sheep forward from behind -- he leads them forward from within the midst of them.
- ***Concentrate on modeling and teaching, rather than giving orders*** -- Being an example to the flock (cf. 1 Peter 5:4) and being a teacher are the two primary tools of the true servant-leader. Although it is necessary for the servant-leader to delegate tasks, he/she must not become a dictator who relies on order-giving as the primary means of getting a task done.
- ***Don't use people to make your goal; make it your goal to reach people*** -- People can tell when you're just trying to use them, and when you really care for them. Be people-oriented, not task-oriented. Although the work of the church does consist of tasks and projects, we must remember that the purpose of all tasks is to reach PEOPLE for Christ.

---

\* See Proverbs 15:22

## Boss, or Leader?



*The boss drives his men; the leader coaches them.*

*The boss depends upon authority; the leader on good will. The boss inspires fear; the leader inspires enthusiasm.*

*The boss says "I"; the leaders, "we."*

*The boss fixes the blame for the breakdown; the leader fixes the breakdown.*

*The boss knows how it is done; the leader shows how it is done.*

*The boss says "Go"; the leader says, "Let's go!"*

## 10. Diligent Hands

*Prov 12:24 -- Diligent hands will rule, but laziness ends in slave labor.*

*Prov 18:9 -- One who is slack in his work is brother to one who destroys.*

*Rom 16:12 -- Greet Tryphena and Tryphosa, those women who work hard in the Lord. Greet my dear friend Persis, another woman who has worked very hard in the Lord.*

*1 Cor 4:12 -- We work hard with our own hands. When we are cursed, we bless; when we are persecuted, we endure it;*

*Col 3:23 -- Whatever you do, work at it with all your heart, as working for the Lord, not for men,*

*1 Thess 5:12 -- Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.*

*1 Tim 4:14 -- Do not neglect your gift, which was given you through a prophetic message when the body of elders laid their hands on you. Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress.*

- **Seek rest, not retirement** -- God promises rest for weary souls, but nowhere in Scripture does He promise retirement. Christians, especially leaders, should not seek the worldly conception of retirement; that is, an unproductive, endless, self-serving lifestyle. God does not call Christians to merely lie on the beach every moment after 65. This is not the "paradise" that we should seek after. Rather, the "paradise" we should seek after is one where we still work. Although there will be no more exhaustion, no more tyrant bosses, no more stress, and no more pain, there will nonetheless be work. Joyful, fulfilling work... like it was back in the Garden of Eden.
- **Plan for periods of rest** -- Diligence is not the same as busywork. Diligence is EFFECTIVE work. Though they may be working busily, Christian leaders can become discouraged, over-stressed, irritable, and INEFFECTIVE, if they do not get adequate rest. Also, families may crumble, people become unimportant, and the church may actually stagnate, if its leaders don't get the rest they need. Plan regular periods of rest in your schedule. Don't make work into a god. As a general rule, Christian leaders (pastors too) need the following as a minimum:
  - **Daily Diversion** -- at least one and a half hours a day doing something different from the rest of the day.
  - **Weekly Withdrawal** -- at least one full day per week not having anything to do with the business of the other six days.
  - **Annual Abandonment** -- at least three weeks' vacation a year, two weeks for lower-stress occupations. Business trips don't count as vacations.



## Steps to Starting a Ministry

### Catalyze – The Power of Vision, and How to Get Things Going

#### *Find others who share your vision*

List the names of those people who want to start the ministry with you. They want to reach the same people you're trying to reach.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### *Formulate a mission statement*

Determine the mission of your ministry. Your mission statement should be one sentence that summarizes what the ministry is to accomplish. For example, it could be *to train young parents in raising Christian families*. Or it could be *to provide supportive Christian fellowship for single adults*. Or it could be *to evangelize the Hispanic neighborhood within a one-mile radius of the church*. Usually a mission statement starts with the word "to," and the second word is a verb.

How do you know what the mission of your ministry is? It's not a matter of your pulling it out of thin air. Rather, you must carefully and prayerfully consider the following questions:

- What are God's mandates in Scripture? What does He require all Christians to do?
- What gifts has He given you and your team?
- What kind of people do you and your team have a deep burden for?
- If you could do anything for God, and you were told He would not let you fail, what would you do?

If you can answer the above questions, you will be better prepared to determine what kind of people you should be reaching out to, and what kind of service you'll provide them, and why your group should exist.

If you are starting a ministry or group, write your mission statement below:

---

---

### ***Receive the Vision***

There is a story of three bricklayers. A little boy walks up to one bricklayer and asks, "What are you doing?" The bricklayer grumbles and shouts, "Well, what do you think I'm doing! I'm laying bricks, you stupid boy!" The same boy walks up to a second bricklayer, asking "What are you doing?" Calmly, this worker answers, "Well, boy, I'm building a wall." The boy asks a third bricklayer, "What are you doing?" And this third man beams with a great smile, then excitedly tells him, "Well, son, I'm building the greatest cathedral in the city!"

After a lot of prayer, has God impressed upon your heart and mind a certain vision, a sort of big picture that motivates you into action and joyful anticipation? One helpful hint is to imagine a newspaper article written about your ministry three to five years from now. Write the news headline here:

---

---

***Formulate your ministry's "personality"***

List two to seven primary points that will characterize your ministry group. This is your ministry's "style." Perhaps it is warm fellowship, or intense Bible study, or prayerful worship, or a combination of these. If you believe that your group is unique, and that there is no other group like it, be sure your list of points reflects your group's uniqueness. Show how your group is distinctive in such areas as worship, education, evangelism, service, fellowship, administration, and doctrine. Now, list the several points of your group's personality:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

With these first two steps, mission and personality, you have just formulated your group's "Philosophy of Ministry," sometimes called "Concept of Ministry," or "Vision."

***Communicate the vision***

Be sure that everyone in the group, now and in the future, knows the vision of the new group. Everyone should know the reason why the group exists. That way, the whole group will work together in the same direction. It also prevents certain individuals from dividing the group, pulling it apart. It prevents, for example, a person from trying to introduce heavy doctrinal studies to a group that was primarily meant for creating friendships. A boat goes nowhere if everyone is rowing in different directions, no matter how hard everyone rows. In the same way, your ministry will go nowhere unless you communicate to everyone the direction that the group is supposed to go.

Below are some ideas for effectively communicating the vision of your ministry.

- Develop an easily remembered slogan
- Have any ministry leaders sign the vision statement of the ministry.
- Include a summary of the vision in any literature that you hand out.
- Review the vision statement (concept of ministry) regularly at organizational meetings.

List some ways of how the vision of your ministry can be communicated effectively:

---

---

---

### ***Set objective goals***

Goals bring your vision to a clear focus. Your vision will have more concreteness if you set concrete goals. Good goals should be specific, measurable, attainable yet faith-stretching, and time-limited. For example, such a goal might be to give birth to a daughter congregation by October, 2013. List below the objective goals of your ministry:

1. 

---
2. 

---
3. 

---
4. 

---
5. 

---

## **Organize – How to Handle the Details**

Organizing is turning something complicated into something simple. For starting ministries, organizing is the task of gathering all the endless details so that they will make simple sense. This is important, because sometimes missing a small detail may be catastrophic to the ministry. For example, forgetting to announce your group's first meeting in the church bulletin may mean that no one will come.

### ***Remember the two-step process: VISUALIZE & STRATEGIZE***

It's simple! Every project, whether large or small, is really a two-step process. So, let's start with your new ministry. You've already "visualized," i.e. you have articulated your ministry's vision. Now "strategize," i.e. list the steps to get there. First, list the steps or phases of a one-year plan. This will be your "master plan." Then, for those steps which are really projects in themselves, use a separate sheet of paper to describe the details of each of those steps. Your goal in planning projects is to eventually form "recipes" out of your planning worksheets, where the big project is broken down into smaller projects, and the smaller projects into even smaller projects, and the smallest projects broken down into specific tasks.

### ***Plan your first meeting well***

If you are starting a group ministry, the first meeting is crucial. It should start off with a bang. Pay special attention to publicity. If you are starting a Bible study and fellowship group for adults, see the article "How to Begin Small Groups and Make



Them Multiply" for tips on the first meeting.

***Don't forget to plan your follow-up process***

The project is not over until the thank-you notes are written, the bills paid, the facilities cleaned-up, etc. Don't make it hard for yourself when you have to start a similar project the next time. Don't leave the project a bad image.

## **Mobilize – When the Vision Becomes Reality**

This is where actual ministry begins. In this phase, the leader delegates tasks to people, encourages others, teaches others, supports and cares for others. These skills will be discussed in detail in subsequent workshop sessions.

## EVENT PLANNER

Project Name:	
---------------	--

**Formulate Vision:** Imagine a scenario of how the event would look like, especially from the eyes of those whom you are trying to reach. Describe the scene in detail.

**Publicize the Event:** e.g. church bulletins, newspaper, radio, television, mailers, phone, word of mouth, Internet search advertising, e-mail, website, newsletter. Research, and determine the most effective options.

**Finance Event:** Plan how the event will be financed, e.g. your own pocket, fees, church funds, fund-raising. Organize accounting system if necessary.

**Mobilize Team:** Make phone calls, write letters, or hold meetings in order to stimulate interest in people, organize them into a team, and delegate tasks to them.

**Communicate Progress:** Send notes and e-mail, hold meetings, or make phone calls to inform team members of overall progress of project.

**Make Re-adjustments:** Make adjustments to the plan, task assignments, or schedule, in light of any unexpected developments.

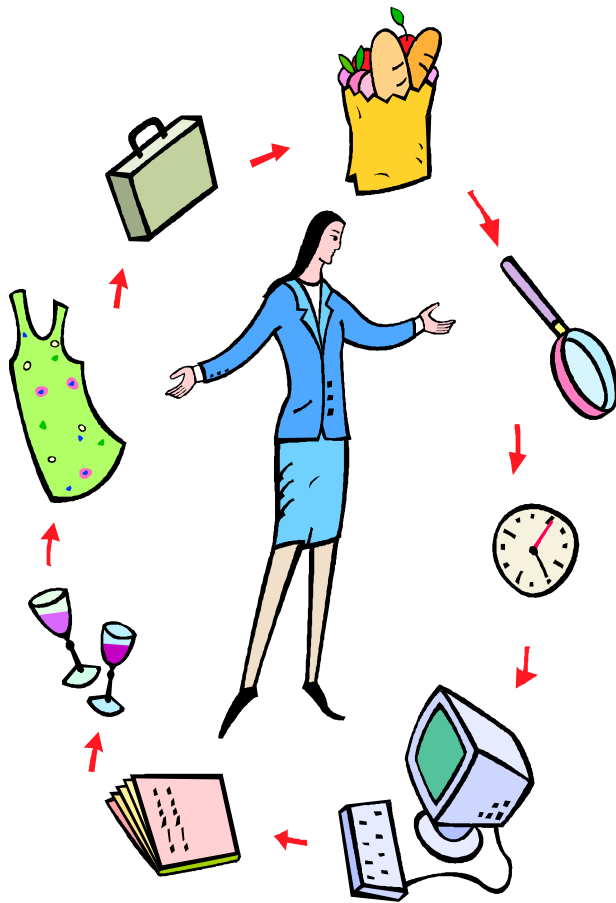
**Prepare Presentation:** Prepare any lecture, audio/visual presentations, or spoken introductions that you need to make during the event.

**Execute Program:** Direct people to follow the plan for the event. Adjust plans in case of unexpected emergencies

**Follow-up:** e.g. clean-up, settle finances, thank-you notes, counseling.

DATE	TASK	CHECK
------	------	-------

[illegible]



# Time Management

## Eight Problem Areas

### 1. FOCUS: lack of goals and objectives

**Know God's calling for your life** -- If you can find out your life's mission, then you will be able to know what tasks are important and what tasks aren't. If you don't know your mission, then you have no basis for setting priorities in life. Going about life without a mission is like trying to shoot arrows without a target -- it's a lot of busywork, you're wasting a lot of arrows, and you're just "going through the motions."

There are plenty of good books on this subject. The good ones will advise you to discover your gifts, pray for God's leading, discuss the matter with other wise Christians, and read relevant Scripture passages. Some good books: Sproul, R.C., *God's Will and the Christian*, 1984; Ogilvie, Lloyd J., *Discovering God's Will in Your Life*, 1982.

**Set objectives** -- Focusing on purpose is achieved by first deciding on objectives, or the results you think God wants to accomplish through you. Well-clarified objectives

meet several criteria: They are specific; measurable; realistic and attainable within a given time period; compatible with one another; have due dates for accomplishment; and finally, they are written so you won't forget them, and so you can review them often.

Set long term objectives that span over many years, e.g. getting a college degree, or extending youth group attendance to 500 kids. Break these objectives into short-term ones. Make objectives for the week. Make objectives for each day. The list of short term objectives for the day is often called a "to do" list.

**Give a priority number to each objective on your list** -- Doing this will prevent the "tyranny of the urgent" from taking over control of your time. By nature, we are prone to respond first to the urgent demands that seem to fill the day. Rather, you should be doing tasks in the following order of priority (1 is highest).

1. important and urgent
2. important but not urgent
3. not important but urgent
4. not important and not urgent

One of the first principles for controlling time effectively is to understand that you always have time for the most important things. Just doing more things is not the issue. It's not how much we do that counts; what counts is the value of what we get done and how well we've done it. Therefore, good time managers develop a strong sense of purpose, and then they focus on the activities that will achieve their purpose.

## **2. RECORDS: unaware of how time is spent**

**Do a two-week time study** -- Make 14 copies of the form on page 34, one for each day of the two-week period. From the time you wake up, jot down what you're doing, every 15 minutes. Do not try to fill the form out at the end of the day. You won't be able to remember all the details of the day. Furthermore, you may have the tendency to "cheat" a little, in order to make your time profile look better.

After two weeks, go over your sheets. Make note of any discoveries. Are you spending as much time with your family as you thought? Are you spending more time in front of the TV than you thought? Is paperwork and bill-handling taking up more time than you thought? Are you spending more time on the phone than you really want to? Making such discoveries will help you determine what are the biggest time-wasters in your life.

## **3. PLANNING: failing to develop a habit of planning**

**Plan weekly and daily** -- Develop the habit of planning your week on the same day of every week. For most people, since Monday marks the beginning of another work week, Monday morning is a good time to plan for the week.

Also develop the habit of planning your day at the same hour of every day. Most good time managers like planning their day early in the morning. I like to plan my day the night before.

**Use two basic tools of planning: a to-do list and a schedule** -- Make the to-do list first. This list will be your goals for the day. Then make a schedule. This will be your action plan, or "recipe" for reaching your goals for that day. Do these two basic steps in your daily planning, your weekly planning, and your long-term planning. Note that this two-step process is really the same process as planning to start a ministry (cf. session 3).

**Allow enough time for each task, but not too much** -- When you are making out a schedule, remember Parkinson's Law: Work tends to expand to fill the time available for its accomplishment. This means that you must be careful about building in slack time. If you allow too much time, you will probably use it, whether you need it or not.

But also, don't be too optimistic about estimating time. By doing a time study, know whether or not you tend to allow too little time to accomplish your tasks.

## **4. INTERRUPTIONS: unable to control time-wasters**

### **UNEXPECTED VISITORS**

**Avoid the open-door policy** -- If you need uninterrupted time (e.g. family meals, personal Bible study, creative moments on the job, sleep), you will have to close the open-door. You will have to tell others when not to call you. Don't tell others, "Just pop on over anytime," or "Call me anytime." Rather, tell them "The best time to reach me is between \_\_\_\_ and \_\_\_\_."

**Time-limit the visit** -- It's not rude to tell others where you have to go after the visit. If you suspect that the visit may be unnecessarily long, say "Let's talk for about half an hour. After this, I need to go home." Say this at the very beginning of the conversation. Don't say it in the middle, because you would appear to be bored with the other person.

**Confer standing up** -- If the conversation with an unexpected visitor must be kept short, stand up. By standing up, most visitors will understand that the talk must be kept brief and to the point.

### **THE PHONE**

**Let voice mail pick up the call** -- If you need to protect important times of the day (e.g. family meals), even when you are home, you may need an answering machine. Use it to screen your calls, so that you could answer only the emergency calls, but defer non-urgent calls. If you choose to buy an answering machine, remember to RETURN CALLS PROMPTLY. It will minimize the other party's frustration with your machine.

**Turn off notifications** -- In this age of mobile phone beeps and sounds for every message from Facebook, Twitter, email, and texting, the temptation is for you to break your train of thought and interrupt your concentration by responding to each sound. Turn it off. Stop multi-tasking and start focusing.

**Explain purpose of call when leaving a message** -- If you get someone else's answering machine, be sure to mention why you are calling. Because he/she calls back, and gets your own machine, at least you will get an initial response to your

question. Furthermore, the other party will appreciate knowing whether or not your call requires an immediate response.

**Call during strategic hours** -- For business calls, call during the last half hour of the day. The call will be kept short, because the other party is eager to go home. For church calls, call between 7:00 and 9:00 at night. The other party will be home, they would have finished dinner, and yet they are not ready to go to bed yet. Saturdays between 9:00 and 11:00 in the morning is also a good time to reach people. They are usually home, you've given them a chance to sleep in late, and they haven't yet left the house for afternoon activities.

## TWENTY-ONE RULES FOR GETTING MORE FROM MEETINGS

excerpt from

Mackenzie, R. Alec, *The Time Trap*, (New York: McGraw-Hill, 1972), p. 110-112.

In summary, 21 suggestions for limiting the time wasted in meetings are listed below. They are separated into categories pertaining to before, during, and after the meeting takes place.

### **Before**

1. Explore alternatives to meeting.
  - a. A decision by the responsible party often eliminates the need for group action.
  - b. A conference call may substitute for getting together.
  - c. Postpone the meeting. Consolidate the agenda with that of a later meeting.
  - d. Cancel the meeting. Ask yourself, "Is this meeting necessary?"
  - e. Send a representative. This gives a subordinate experience and saves your time.
2. Limit your attendance. Attend only for the time needed to make your contribution.
3. Keep the participants to a minimum. Only those needed should attend.
4. Choose an appropriate time. The necessary facts and people should be available. Schedule the meeting for before lunch, another engagement, or quitting time if this is appropriate to the type of meeting being called.
5. Choose an appropriate place. Accessibility of location, availability of equipment, size of the room, and so forth are all important.
6. Define the purpose clearly in your own mind before calling the meeting.
7. Distribute the agenda in advance. This helps the participants prepare--or at least forewarns them.
8. Compute the cost per minute of meeting by figuring the total salaries per minute, adding perhaps 35 percent for fringes. Assess the cost of starting late and of the time allocated to the topics on the agenda.
9. Time-limit the meeting and the agenda. Allocate a time to each subject proportional to its relative importance.

### **During**

10. Start on time. Give warning; then do it. There is no substitute.
11. Assign timekeeping and minutes responsibilities. Keep posted on the time remaining and the amount behind schedule if any.
12. Hold a stand-up meeting if appropriate. This speeds deliberations. Try it on drop-in visitors.
13. Start with and stick to the agenda. "We're here to... The purpose of this meeting is... The next point to be decided is..."
14. Control interruptions. Allow interruptions for emergency purposes only.
15. Accomplish your purpose. What was the specific purpose of the meeting-- to analyze a problem, to generate creative alternatives, to arrive at a decision, to inform, to

coordinate? *Was it accomplished?*

16. Restate conclusions and assignments to insure agreement and to provide reinforcement or a reminder.

17. End on time. Adjourn the meeting as scheduled so that participants can manage their own time. Placing the most important items at the start of the agenda insures that only the least important will be left unfinished.

18. Use a meeting evaluation checklist as an occasional spot check. Questions should be answered by each participant before leaving. Was the purpose of the meeting clear? Was the agenda received in advance? Were any materials essential for preparation also received in advance? Did the meeting start on time? If not, why not? Was the agenda followed adequately, or was the meeting allowed to wander from it unnecessarily? Was the purpose achieved? Were assignments and deadlines fixed where appropriate? Of the total meeting time, what percentage was not effectively utilized? Why? The evaluations, unsigned, should be collected for the chairman's immediate review.

### **After**

19. Expedite the preparation of the minutes. Concise minutes should be completed and distributed within 24 hours if possible or 48 hours at the outside. If people can rely on receiving well-written minutes, those who really aren't needed will be freed from attending. Minutes are also a reminder and a useful follow-up tool, as shown in the next suggestion.

20. Insure that progress reports are made and decisions executed. Provide follow-up to insure the implementation of decisions and checks on progress where warranted. Uncompleted actions should be listed under "Unfinished Business" on the next meeting's agenda.

21. Make a committee inventory. Survey all committees, investigating whether their objectives have been achieved and if not when they can be expected to be. Abolish those that have accomplished their intended purpose.



## 5. PAPERWORK: letting paperwork paralyze our lives

**Read selectively** -- Face it, you can't read everything! You don't have time to read the entire news article, the entire magazine, every blog entry, every piece of mail and email, every book, and every chapter. The key is to know WHICH chapter, WHICH article, WHICH piece of mail, and WHICH book to read. Here are three quick rules for selective reading:

1. Scan the table of contents for a rough picture of the book or magazine before exploring it.
2. Scan a book quickly--say for an hour or so--to get to know the author and how he talks. You cannot understand what a man means until you've listened to him for a while.
3. Read carefully the sections that look as though they contain information you are interested in.

**Throw it away!** -- There's a Clutter Law: Clutter expands to fill the space available. As the stack grows higher, there's an increasing sense of frustration. You can't keep up-to-date. You're always behind. The solution: **HANDLE IT ONCE, THEN THROW IT AWAY.** 70% of your paperwork is trash-able. If magazine clutter is your problem, learn to scan the magazine as soon as you get it, and tear out those articles that interest you, then throw the rest away. Magazines that are simply shoved aside usually don't get read. As for junk mail, learn to scan it right away, then throw it away. This is your objective in handling paperwork effectively: handle all your paperwork only **ONCE**.

**Give short, fast replies** -- Are you behind in your letter writing and other written correspondences? Here's a simple rule: most people appreciate a short, prompt reply rather than an unnecessarily long, delayed reply. Even just returning the original letter with your own notes scribbled on it will suffice for many correspondences.

**Learn to use a dictation machine or word-processor for longer letters** -- Unless the letter needs to be written by hand (e.g. a love letter, some personal letters), you save a lot of time by having a secretary type it out using a dictation machine, or by your type the letter out yourself on a word-processor.

## 6. TEAMWORK: avoid trying to make time-management a solo project

**Don't waste other people's time** -- It's hypocritical if you are striving for better time management at the expense of other people's time management. Ask others (e.g. your co-workers, family members, other church members) whom you work with how you could save them time. Perhaps you could even ask how you might be wasting their time.

**Find a time-management partner** -- Find someone who is willing to check up on your time-management efforts. In turn, you would check up on him/her. Mutually encourage each other, serving each other in Christian love.

**Delegate responsibly** -- When you delegate a task to another person, be aware that

you might be creating a time management problem for him/her. Therefore, be ready to modify your plans, or delegate the task to someone else.

## **7. PROCRASTINATION: an obsession with low-priority tasks**

**Understand procrastination** -- Procrastination is doing low-priority actions or tasks rather than higher priority ones. Procrastination is straightening your desk when you should be working on that report; calling on the friendly customer who buys very little, instead of preparing presentation for the tough customer who could buy much more; or even postponing activities with your children until they're half grown and it's too late. Procrastination is avoiding the Christian brother, rather than telling him his offense right away. It is postponing family activities because you have more "urgent" things to do. Procrastination, to put it mildly, is a problem.

**Prioritize your tasks** -- See the suggestions on setting priorities under "Purpose" above. Numbering your tasks according to their priority will help you do what's most important, rather than what's enjoyable and easy. Make this a habit.

**Set deadlines** -- Deadlines have a way of sparking us into action.

## **8. PERSONAL CARE: neglecting to plan for personal needs**

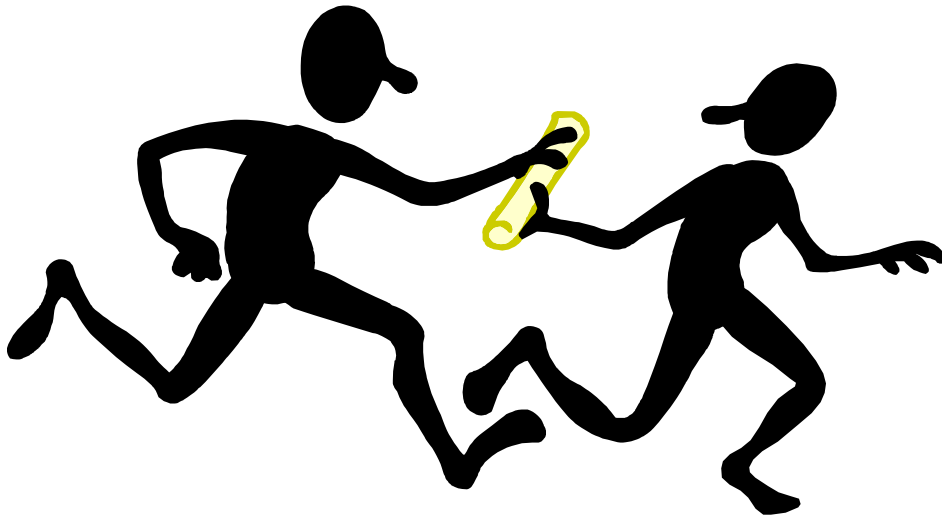
**Plan for spiritual nurturing** -- In your planning, don't forget to allow time for personal devotions, prayer, weekly Bible study, reading of Christian books and annual Christian retreats. Also, find a spiritual mentor, plan meetings with him, and let him care for you!

**Get proper rest, diet, and exercise**

**Plan for leisure time** -- See "Diligent Hands" in session 1. Most people need a Daily Diversion (one and a half hours a day), a Weekly Withdrawal (at least 1 day), and an Annual Abandonment (at least 3 weeks' vacation). This leisure time should be worked into your scheduling and planning. Note: business trips don't count as leisure time.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

6:00 am		3:00	
6:15		3:15	
6:30		3:30	
6:45		3:45	
7:00		4:00	
7:15		4:15	
7:30		4:30	
7:45		4:45	
8:00		5:00	
8:15		5:15	
8:30		5:30	
8:45		5:45	
9:00		6:00	
9:15		6:15	
9:30		6:30	
9:45		6:45	
10:00		7:00	
10:15		7:15	
10:30		7:30	
10:45		7:45	
11:00		8:00	
11:15		8:15	
11:30		8:30	
11:45		8:45	
12:00pm		9:00	
12:15		9:15	
12:30		9:30	
12:45		9:45	
1:00		10:00	
1:15		10:15	
1:30		10:30	
1:45		10:45	
2:00		11:00	
2:15		11:15	
2:30		11:30	
2:45		11:45	



## The Art of Delegating

*It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up. -- Eph. 4:11,12*

### 1. Understand Biblical Delegation

Delegation is defined as "the process of identifying your work responsibilities and assigning portions of your work to others, so that workers become fulfilled and the work is accomplished." (George, Carl, *Leading and Managing Your Church*, p.117) The primary purpose of delegation is not getting rid of work we don't want to do -- it is DEVELOPING PEOPLE! Proper delegation, one of the most powerful tools we have for discipleship, gets the job done and helps people to grow in the process. Reflect on this understanding of delegation for a moment. How is this different from the view of delegation in the business world?

---

---

---

The business recruits people to reach G\_\_\_\_\_. The church recruits people to reach P\_\_\_\_\_.

## 2. Remove Any Barriers to Effective Delegating

Barriers to effective delegating:

- “I can do it better myself” fallacy
- Insecurity
- Fear of being disliked
- Refusal to allow mistakes
- Lack of confidence in others
- Perfectionism, leading to over-control
- Lack of organizational skill in balancing workloads
- Inability to explain tasks
- No interest to develop other's gifts
- Failure to establish effective follow-up

## 3. Determine What You Can and Cannot Delegate

All of a leader's tasks may be delegated except for the following:

- Responsibility to correct or discipline
- Fixing major problems
- Tasks that involve confidential information
- Responsibility to create and maintain morale (leadership encouragement)

List all of your current activities in your job or ministry:

---

---

---

---

---

---

---

---

---

---

---

---

Now, put an asterisk by each one that only you can do. (Be careful, these should only be a few tasks!)

**Acts 6:1-7 -- The Apostles delegate a task**

*In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word." This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also Philip, Procorus, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism. They presented these men to the apostles, who prayed and laid their hands on them. So the word of God spread. The number of disciples in Jerusalem increased rapidly, and a large number of priests became obedient to the faith.*

## **4. Formulate a Job Description**

Before you recruit, you must have a clear idea of what the job entails. If you don't, people won't commit themselves to the job. Of course, you can make minor changes to the job description later, but the initial job description must be clear enough for people to base decisions. A job description should include the following:

- *Job title* -- the purpose of the title is not to give status or honor to the person, but to effectively communicate a description of the job through a short, descriptive name.
- *Job summary* -- this is like a mission statement. It defines the end result, and perhaps the goals, of the position.
- *Job duties* -- List the specific activities for the accomplishment of the end result desired in the job summary above.
- *Working relationships* -- Indicate who the person is to report to, supervise, or work closely with.
- *Qualifications* -- This is to be included if you are advertising the job to many people. List what the person realistically needs to be and know in order to accomplish the job effectively (gifts, character, knowledge, and skills).
- *Time commitment* -- People will be less afraid to make a decision on the proposed job if you let them know how much time is involved each week.
- *Term commitment* -- Mention if the job is for three months, or three years, especially if it's for a volunteer position. If you don't, the people you try to recruit will assume that the job will go on indefinitely and will be less willing to commit themselves to such a job. Also, a specific term commitment makes it easier for you to remove the volunteer from that position at the end of the term without hurting his/her feelings.

Write out such a job description for major jobs (e.g. secretary, Sunday School superintendent). Although you don't need to write a job description out for small tasks (e.g. setting up a DVD player for one Sunday), it is important to have most of the details in mind, so that your recruitment will be effective.

## 5. Recruit People for the Task

Lay out all the possible people whom you could recruit -- List them on a sheet of paper with their phone numbers or email addresses. At the first meeting or phone call, lay out all the expectations up front -- that is, describe the job (use the job description you wrote out), tell how you can help that person succeed, and tell what it will cost that person in time and effort. Let them pray about it -- tell them you'll call back in three days, or more if needed. Don't pressure them. You should not want anyone to go into a ministry for you, but for God. If "no" is their answer, accept it graciously.

### OTHER TIPS

- Tell them what's in it for them.
- Explain why you chose them.
- Keep a sense of humor
- Give instructions both verbally AND written
- Avoid calling a meeting for the purpose of delegating. People don't like meetings. Just delegate yourself.
- Call 5:00-9:00 PM weeknights, and 9:00-11:00 AM Saturdays for best response.

## 6. Provide Ongoing Support

This is where discipleship takes place Here's your chance to reach them, which is one of the goals of delegating.

- Thank them -- Send little thank-you notes, even if the job's not finished yet.
- Pray for them -- Ask them if you could pray for anything within the job they're doing.
- Disciple them -- Show how their task relates to the Christian life, Scripture, the church, and serving Jesus Christ. Spend some time in Bible study, especially with those whom you will be working closely with.
- Care for them -- Be a shepherd to them.
- Train them -- If they need training to accomplish the task, then do it yourself, or arrange them to get the training elsewhere (e.g. outside conferences, seminars, classes)

List a few specific ways of how you can support the people whom you have already delegated responsibilities to.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_





## Making Quality Decisions

### Four Ways God Guides

**SPECIAL REVELATION** -- Through visions, dreams, angels, or miracles, God reveals His will to specially chosen people. Paul, for example, was one such specially chosen person to whom Jesus revealed His will on the Damascus road: "Now get up [Paul] and go into the city, and you will be told what you must do" (Acts 9:6). When Christians "seek God's will" today, they often and mistakenly seek God's special revelation. Often they look for a feeling or a sign. But special revelation is not for every Christian. God uses this way of revealing His will only to specially chosen people such as Peter and Paul, though many Christians today claim to receive such special revelations. Seeking this form of divine guidance usually ends up in frustration when the feeling isn't strong enough, or when the sign was misinterpreted.

**GOD'S SOVEREIGN WILL** -- This is the powerful controlling force of God that secretly guides the world to conform to His great eternal plan. This powerful force is called sovereign will. For example, the crucifixion of Jesus: "Indeed Herod and Pontius Pilate met together with the Gentiles and the people of Israel in this city to conspire against your holy servant Jesus, whom you anointed. They did what your power and will had decided beforehand should happen." (Acts 4:27,28). This is not the form of God's will that Christians seek in order to make a decision. This is because God's sovereign will

remains largely hidden from us. Although some parts of God's sovereign will are revealed in Scripture (e.g. the Second Coming, the resurrection), the details are hidden from our view until they actually happen. We know that everything in the past has worked out through God's sovereign will, but we will never know in detail how God's sovereign will works for us in the future. When Christians seek God's sovereign will from the Bible, they do so mostly to find comfort and hope, rather than make decisions.

**GOD'S MORAL WILL** -- These are the commandments of God that were meant to guide our daily living. These include the Ten Commandments, the Fruit of the Spirit, and other moral guidelines revealed in Scripture. For example: "In everything give thanks, for this is God's will for you in Christ Jesus." (1 Thes. 5:18). In your seeking God's will for a decision, you must first know His moral will. Know what the boundaries of the game are. In basketball, you can't begin any meaningful playing until you know where the boundaries are. For example, in deciding a career, you must know that prostitution and gambling are out of the question. And if you had to decide whether to work in the construction of nuclear arms, you would need to search the Scriptures to out if such a job is morally acceptable to God. Are the Scriptures the only place to discover God's moral will? Yes. God's has completely revealed His moral will in Scripture.

**GOD'S GIFT OF WISDOM** -- While God's moral will helps us to choose between right and wrong, God's gift of wisdom helps us to choose between good and better. For example, Proverbs 27:5: "Better is open rebuke than hidden love." While God's moral will determines the boundaries for the game, wisdom tells us the game strategy. Most of your decision-making will involve the gift of wisdom. For most Christians, their career decision was not between farming and prostitution, but between farming and engineering. Wisdom is given to you from God through the Holy Spirit, it begins with Scripture (esp. Proverbs), and it is added upon through life experience.

## Making a Quality Decision

### 1. Pray

- Pray for wisdom -- "If any of you lacks wisdom, he should ask God, who gives generously to all without finding fault, and it will be given to him." - James 1:6
- Pray for ideas and creative solutions to your problem
- Pray for your understanding of God's moral commands from Scripture.

### 2. Generate alternatives

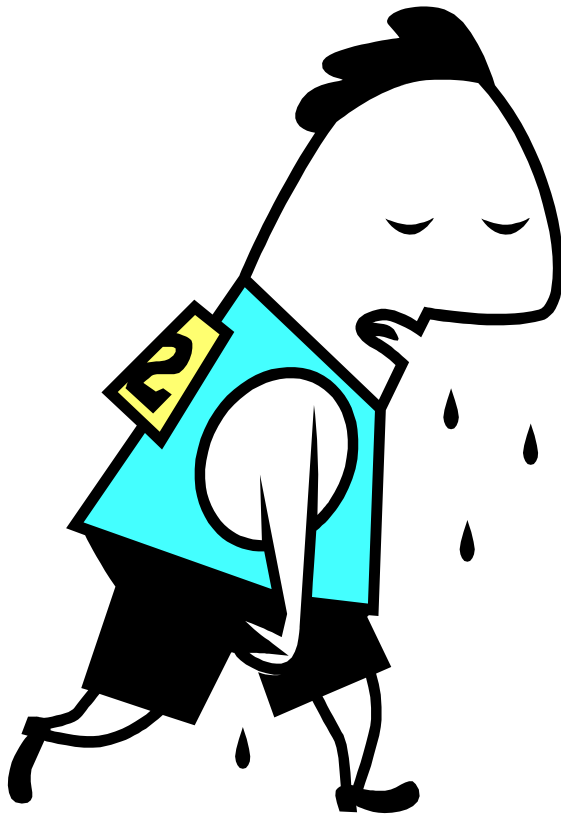
- Seek out creative Christians -- Ask Christians with the gift of creative ability to help you generate creative solutions to your problem.
- Make a list -- List all of the alternatives on a piece of paper. If you are trying to decide on a job offer, your list will be short: either yes or no. If you are in college and you are trying to decide what career would be best for you, your list could be very long.

**3. Screen out the alternatives that are contrary to God's moral will** -- Seek out teachers of the Bible who know God's moral will well. Do your own Bible study to

discover God's moral will on the matter. Cross off those alternatives on your list which are morally wrong.

#### **4. Predict the good and bad consequences of each alternative**

- Seek out the wise -- While you are waiting for God to nurture your own gift of wisdom, seek out those with a well-developed gift of wisdom. Ask them what consequences they think each alternative would lead to.
- Seek out those who have tried your alternatives -- For each of your alternatives, find someone who has actually walked the path. Their experience of the consequences will help you determine what will be the consequences for you.
- Research any statistics -- For some decisions, there are statistics available that could help you predict the consequences. For example, church growth researchers have observed that churches with an 80% full sanctuary tend to stop growing. This is a useful statistic in deciding whether or not to enlarge a sanctuary building.
- Discover the wisdom in Proverbs, Psalms, and Ecclesiastes -- There is a wealth of wisdom in the Bible that will help you predict the consequences of each alternative. Wisdom in the Bible includes topics such as human relationships, money management, taming the tongue, giving, sexual prudence, etc.



## The Secrets of Staying Power

### The Key to Perseverance

*Therefore, we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day. For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all. So we fix our eyes not on what is seen, but on what is unseen. For what is seen is temporary, but what is unseen is eternal. (2 Cor. 4:16-18)*

The key to perseverance is to see your world from up on high. It's like an airplane ride. On the ground, it's raining and cloudy. The freeway is jammed with traffic. Your stomach is like a knot and your face is red, as you honk your way through the traffic to make it on time to the airport for your flight. You ask, "Why, Lord, is this happening to me?" But then you finally take off in the airplane. The cars get smaller and smaller. The traffic jam is smaller. The buildings, the freeways, the houses, and the schools are all getting smaller. The metropolis begins to look like an intricate crystal structure. Then you see the mountains stand majestically, and the oceans shimmer in the sunlight, and the forest emerge from hiding. Finally, you pass through the clouds, and into radiant sunshine. You now see the things that are "unseen" from the ground. You realize then that the world that God created is really beautiful, if seen from God's perspective. Moses, persevered, because he fixed his eyes on that which is unseen: By

faith he left Egypt, not fearing the king's anger; he persevered because he saw him who is invisible. (Heb 11:27)

## Steps to Perseverance

### Know God's greater purpose for suffering

- Rom 5:3-4 -- *Not only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope.*
- James 1:2-4 -- *Consider it pure joy, my brothers, whenever you face trials of many kinds, because you know that the testing of your faith develops perseverance. Perseverance must finish its work so that you may be mature and complete, not lacking anything.*
- James 1:12 -- *Blessed is the man who perseveres under trial, because when he has stood the test, he will receive the crown of life that God has promised to those who love Him.*

### Know God's greater purpose for allowing criticism: TO PROVIDE AN OPPORTUNITY TO TEACH OTHERS

- Judges 8:1-3 -- *Now the Ephraimites asked Gideon, "Why have you treated us like this? Why didn't you call us when you went to fight Midian?" And they criticized him sharply. But he answered them, "What have I accomplished compared to you? Aren't the gleanings of Ephraim's grapes better than the full grape harvest of Abiezer? God gave Oreb and Zeeb, the Midianite leaders, into your hands. What was I able to do compared to you?" At this, their resentment against him subsided.*
- Acts 11:2-18 -- *So when Peter went up to Jerusalem, the circumcised believers criticized him... Peter began and explained everything to them precisely as it had happened: "I was in the city of Joppa praying, and in a trance I saw a vision. I saw something like a large sheet being let down from heaven by its four corners, and it came down to where I was... (Peter explains why he now eats with the uncircumcised)... So if God gave them the same gift as he gave us, who believed in the Lord Jesus Christ, who was I to think that I could oppose God?" When they heard this, they had no further objections and praised God, saying, "So then, God has granted even the Gentiles repentance unto life." TO TEACH YOU*
- Prov. 15:31 -- *He who listens to a life-giving rebuke will be at home among the wise.*
- Prov. 25:12 -- *Like an earring of gold or an ornament of fine gold is a wise man's rebuke to a listening ear.*

### Know your long-term goals

Always know why you're doing a task. A task becomes discouraging if you don't know your purpose and goal behind it. But even knowing simple goals is not enough. You must also know those great, over-arching, long-term goals that give meaning and purpose to the smaller ones.

Christians can find their life-long goals from Scripture, e.g. to glorify God in our work,

to become more Christ-like in our character, to battle evil in this world. Paul illustrates the power of knowing your long-term goals: *Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize... We do it to get a crown that will last forever. Therefore I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize.* (1 Cor 9:24-27)

### **Stop pitying yourself**

Instead, focus on Jesus Christ, and how He may be glorified through your present sufferings. cf. 2 Cor 4:5 -- *For we do not preach ourselves, but Jesus Christ as Lord, and ourselves as your servants for Jesus' sake.* Also 4:8-10 -- *We are had pressed on every side, but not crushed; perplexed, but not in despair; persecuted, but not abandoned; stuck down, but not destroyed. We always carry around in our body the death of Jesus, so that the life of Jesus may also be revealed in our body.*

### **Develop deeper, more supportive relationships**

Renew your relationship with your spouse. Join a supportive church fellowship group. Develop deep friendships. Paul found continuing joy and encouragement through his deep friendship with Timothy.

- 1 Cor 4:17 -- *Timothy, my son whom I love, who is faithful in the Lord.*
- Phil 2:22 -- *But you know that Timothy has proved himself, because like a son with his father he has served with me in the work of the gospel.*
- 1 Tim 1:2 -- *To Timothy my true son in the faith...*
- 1 Tim 1:18 -- *Timothy, my son, I give you this instruction...*

### **Meditate on the promises of God**

In your devotions and prayers, try to bring all the promises of God together by meditating on the place of perfect peace and rest. Think of Paradise in the new heaven and the new earth. Put aside all your momentary troubles, and focus on the eternal things: The Lord Jesus Christ, peace, harmony, joy, rest, glory. Fix your eyes "on what is unseen."



Sometime go out and watch a stone cutter hammering away at a rock. He might hit the rock a hundred times without so much as a crack showing in it. Then, suddenly, at the hundred and first blow the rock splits in two. Was it the one blow that split the rock? Only in an immediate sense, for that one blow would have accomplished nothing if it were not for all that had gone before.

***Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us.***

Hebrews 12:1

***By perseverance the snail reached the ark.***

Charles Spurgeon

***You measure the greatness of a man by how much it takes to discourage him.***

Rick Warren



## Effective Communication

### Why Leaders Need to Communicate Effectively

Effective communication is the most powerful tool in the work of the Church. Like a brush to a painter, communication is to the Church. Psychological manipulation, physical force, and emotionalism are not among the tools that the Church may use to bring people to the Lord. Scripture mentions only one tool that has the power to perform the work of the church -- communication.

Paul recognized the power of the gospel -- *That is why I am so eager to preach the gospel also to you who are at Rome. I am not ashamed of the gospel, because it is the power of God for the salvation of everyone who believes: first for the Jew, then for the Gentile. (Rom 1:15,16)*

He saw the need to communicate this powerful gospel -- *For Christ did not send me to baptize, but to preach the gospel--not with words of human wisdom, lest the cross of Christ be emptied of its power. (1 Cor 1:17)*

And, he saw that effective communication makes a leader worthy of honor -- *The elders who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching. (1 Tim 5:17)*

Evangelism requires effective communication -- *How, then, can they call on the one they have not believed in? And how can they believe in the one of whom they have not heard? And how can they hear without someone preaching to them? And how can they preach unless they are sent? As it is written, "How beautiful are the feet of those who bring good news!" (Rom. 10:14-15)*



Nearly all of the church's functions can be seen as the work of communication.

- Evangelism is the effective communication of the gospel to unbelievers.
- Fellowship is the effective communication of love to one another.
- Teaching is the effective communication of God's ways to believers.
- Worship is the effective communication of praise to God.

In short, leaders must know how to communicate because... Effective communication makes the gospel clear. Effective communication makes instructions clear. Effective communication makes goals clear

## How to Communicate Your Thoughts Clearly

### Use concrete words

Principle: People draw attention to that which is specific, vivid, and concrete.

### Write it out

Principle: A written message lives until destroyed.

### Use visual aids

Principle: People draw attention to what they see, over what they hear.

### Skip the obvious

Principle: People draw attention to that which is novel, unusual, or unexpected.

### Be personal

Principle: People draw attention to things related to their personal needs.

### Use the familiar to explain the unfamiliar

Principle: When the subject matter is unfamiliar and unknown, people draw attention to that which is familiar.

### Speak faster to keep up with your listener

Principle: People draw attention to speech that keeps up with their listening speed.

### Focus a speech to one main idea

Principle: People tend to remember one idea, rather than several unrelated ideas.

## Turning Conversation into A Ministry

**Listen to the other person** -- paraphrase his/her remarks, nod affirmatively, keep good eye contact. Know when to take your turn -- wait for the finishing pause (.8 sec), anticipate the finishing pause, notice when the other makes eye contact with you.

Note: 96% of all interruptions are by men.

**Know when they're bored** -- over-relaxed posture, leaning head on arm, wandering eyes, glancing at clock/watch.

**Know why you're boring them** --

- The Valley Girl syndrome -- distracting, too much slang, too much small talk, easily sidetracked
- The Lurch syndrome -- unenthusiastic, speaking in a monotone
- The Mr. Spock syndrome -- over-serious, always maintaining a serious voice

- and serious subject matter even in informal home gatherings
- The Nag -- negative, constantly complaining about the world and your problems
  - The Wimp -- passive, continually conforming to the other person's viewpoint
  - The Slow Driver In the Fast Lane -- tedious, talking too slowly, taking too long to make a point
  - The Never-Ending Testimony -- self-preoccupied, showing little interest in others, talking about yourself too much
  - The Weatherman -- banal, never getting beyond the weather, superficial, shallow, interested in only one subject, repeat the same stories and jokes again and again

**Encourage him/her with words that he/she needs to hear** -- *Speak to one another with psalms, hymns and spiritual songs (Eph 5:19). Therefore encourage one another and build each other up, just as in fact you are doing (1 Thes 5:11).* First, determine what they need to hear. For first-time visitors to your church, "I'm glad you were able to join us today. Come again next week." For a developing friendship, "I really enjoy being with you." For a friend awaiting surgery in the hospital, "Jesus said, 'Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.'"

**Know when to end the conversation** -- Don't drag the conversation on when it looks like the others are ready to finish. Abandon your own agenda. Note the signals of an ending conversation: sighs, longer pauses, restlessness, less eye contact, movement away. Then bring it to a close.

## What Holds Their Attention?

Usually, people's attention shifts quite involuntarily. They do not consciously control it; it simply gravitates to the stimuli in their environment which call most loudly for it. What is it that tends to draw their involuntary attention? Below is a list of characteristics which are likely to command our primary focus. Notice that most are rooted in some form of contrast.

1. **Novelty:** our attention is drawn to things that are different from what we would expect.
2. **Movement or activity:** when all else is relatively still, movement will capture our attention; likewise, when all else is moving, the stationary will often stand out. It is the contrast that captures our attention.
3. **Proximity:** of the wide range of stimuli we receive, those which are perceived as being close to us in time and space will claim our involuntary attention.
4. **Concreteness:** that which is specific, vivid, and concrete stands out from the abstract, the general, and the bland.
5. **Familiarity:** in a setting where things are unfamiliar and unknown, that which is familiar stands out.
6. **Conflict:** where harmony generally prevails, opposition between two or more

things tends to grasp our attention.

7. **Suspense:** when we have the entire picture except a few pieces, we are drawn to the missing pieces to see how the whole fits together.

8. **Intensity:** when something stands out as more intense than its surroundings, we will involuntarily pay attention to it.

9. **Humor:** at the heart of almost all humor is some form in incongruity, something which is not where or what it is supposed to be.

10. **Life-relatedness:** those things which are related to our "felt needs" in life tend to draw our attention.

(Litfin, A. Duane, *Public Speaking: A Handbook for Christians*, Baker Book House, Grand Rapids, MI, 1981, p. 42)

## Knowing Your Audience

1. List some occasions where you might be need to publicly speak. Include one-on-one settings, such as greeting newcomers at the door on a Sunday morning.
2. Paul began not only by knowing the Gospel, but also by knowing the audience. Examine Paul's speech on Mars Hill in Acts 17. List everything you can about the occasion and the audience.

List the ways Paul adapted his speech to the audience.

3. Do you know your audience? As an exercise, list features about one of the five audiences of your choice, and write those features in the table on the next page.
4. How to know your audience:
  - Personal contact (best)
  - Past records, e.g. a church's past bulletins, brochures, picture directory.
  - Tapes of past speakers to the group (a professional's secret)
  - Interview a key member of the group with questions such as, What are the felt needs? What age are they? What is the cultural make-up of the group?

	HCC Worship Service	Teen Group on Friday nights	Kindergarte n Class in Sunday School	Women's Bible Fellowship	Men's Bible Fellowship
Formality					
Size					
Location					
Atmosphere					
Sex					
Age					
Social class					
Culture					
Education					
Familiar Humor					
Works					
Examples of Attire					
Language					
Idioms					
Values					
Felt needs					
Familiar Musical Works					

## Have a Point, Have a Purpose

1. “The best thing you can do for your golf this winter is look in a mirror. A full-length mirror is a valuable learning aid. With it you can make valuable improvement, particularly in your set-up position and putting.” — *New York Times*

What is the point of this quote? What is the *subject*, and what is the *complement*?

2. “The powerful voice of God warns of judgment, and the same voice expresses His compassion for those who come back to Him in His given way. We are to listen with the same intensity of awe that we feel when we observe the power of [the] water [of Niagara Falls.]” — *Edith Schaeffer*

What is the point?

3. Sample purpose statements:

- To see to it that the listener be able to list the spiritual gifts and determine which gift he or she has been given.
- To make the worshipers cheer loudly for God.
- To encourage those who have lost loved ones in their lives.

4. What was Jesus' purpose for telling the three parables in Luke 15?

5. Give a purpose statement for those who greet newcomers.

6. Give a purpose statement for the one who gives the opening words of our worship service at 9:30 am.

7. Give a purpose statement for one who is to give a testimony during the worship service.

8. Give a purpose statement for a Christian who is sharing the details of his/her illness to a Bible study group.

9. Read Acts 2:17-39, Peter's sermon on the Day of Pentecost. What do you think was his point (a simple, one sentence idea such as “God..... you...”), and his purpose (what he wanted the speech to accomplish for the people, e.g. “To.....”).

10. Read Acts 17:22-31, Paul's speech at the Areopagus. What was his point, and his purpose?

11. Read Acts 26:2-29, Paul's speech before King Agrippa. What was his point, and his purpose?

12. Suppose you have been asked to say a prayer before a fancy meal at a large family reunion of about 75 relatives and family members. They let you say a few words to everyone before the prayer. What could be an appropriate point? Purpose?

## Sample Points and Purposes:

Title: A Dying Prophet's Last Words to You  
Text: 2 Peter 1:3-11  
Point: God urges you to make godliness your most important goal in life.  
Purpose: To make the brothers and sisters more effective and influential as they win their world to Christ.

Title: The Secret to Steady Faith  
Text: 2 Peter 1:12-21  
Point: Do not forget three key ingredients for a steadfast faith.  
Purpose: To promote steadiness and consistency in the congregation's faith.

Title: How to Resist the Seductive Power of False Teachers  
Text: 2 Peter 2  
Point: Avoid false religious teachers.  
Purpose: To equip the congregation in resisting the dangerous teachers of today.

Title: Burned by the Shepherd  
Text: 2 Peter 2:4-10  
Point: In the end, God will separate the godly from the ungodly.  
Purpose: To encourage those who are distressed by the evil that exists in the Church.

Title: What You Need to Know About Unbelievers  
Text: 2 Peter 3:1-7  
Point: Scoffers of Christ are driven by evil, not mere ignorance.  
Purpose: To give the congregation insight into the unbeliever for effective evangelism and for their faith.

## Now, Make It Flow

*Developing a speech to accomplish your purpose, and drive home your point.*

### Acts 13: Paul's speech on Mars Hill.

Point: The true God is the One who raised Jesus from the dead.

Purpose: To convince the Athenians to repent.

Flow (outline):

1. Introduction: You like to worship. (22-23)
2. The true God created everyone. (24-27)
3. Your "experts" agree. (28)
4. Since God created you, you cannot create God when you create idols. (30)
5. Furthermore, God raised Jesus to prove my words true. (31)
6. Conclusion: Repent. (31)

## Flow the Way People Think

### Samples of Logical Flow

1. Jesus was either a liar or who He claimed to be: the Savior of mankind.
  2. Jesus was not a liar.
  3. Jesus was who He claimed to be: the Savior of mankind.
- 
1. In periods of social upheaval, people are more open to the gospel.
  2. We are presently in such a period of social upheaval.
  3. We have a great opportunity for witness today.

### Samples of Chronological Flow

1. I felt hopeless and lost in a sea of drugs before I trusted in Jesus Christ.
  2. I came to trust in Jesus Christ at a crusade.
  3. After trusting in Jesus Christ, my life is full of joy and hope.
- 
1. The prodigal son left his father's home.
  2. The prodigal son lost everything and his money.
  3. The prodigal son came home.
  4. The father held a party for him.
  5. The brother was filled with resentment.

### Samples of Problem-Solution Flow

1. Problem: All around us you see misery in the world.
2. Solution: If you believe in Jesus, you will be delivered from this misery of sin.

1. Problem: There are over 45,000 patients in America whose kidneys have ceased to function and who must therefore have their blood artificially cleansed.
2. Possible Solution Discarded: The dialysis machine is not the best way to accomplish this artificial cleansing.
3. Solution: The process of continuous ambulatory peritoneal dialysis (CAPD) is the best treatment for kidney dysfunction.

## Use Complete Sentences

### ***Dull Speech***

Topic: The Gifts of the Spirit

- I. The source of spiritual gifts
- II. The function of the spiritual gifts
- III. The purpose of spiritual gifts

### ***Moving Speech***

Point: Use Your Spiritual Gifts!

- I. God gave each of you gifts.
- II. God gave you them to use.
- III. God gave them to use for the benefit of others.

## Exercise #1

Organize the following statements into an outline that flows. One of the statements is the central point of the speech.

- Your experience shows that you recall well-organized talks and forget confusing ones.
- Outlining calls the speaker's attention to gaps in logic in the structure of his speech.
- Joe Doaks had only a hazy notion of what he wanted to say until he wrote carefully worded sentences outlining his idea.
- A good outline helps listeners remember what is said.
- Good outlining improves communication in speeches.
- Experiments by Professor Magoo show that impressions received in a pattern are more readily understood and recalled.
- Bill Smith did not see how little evidence he had for the main idea until he wrote an outline.
- A good outline helps the speaker develop ideas intelligently.

## Exercise #2

In front of the class, tell the story of a vivid episode in your life (a car accident, birth of your first baby). You will notice that you don't need notes, as long as the story flows.





## How to Comfort Those in Need

1. By yourself, **pray** for God's blessing for the proposed contact or visit, and for the specific need you hope to meet and satisfy.
2. Ask what happened and how he/she is feeling. **Listen.** Don't talk too much, and be sure you have the whole story before you proceed further. Proverbs 18:13 - "He who answers before listening - that is his folly and his shame."
3. **Help** the person through the following ways:
  - **Read Scripture** to him/her. If possible, concentrate on using verses familiar to the person - they will be much more memorable. Also select verses that are easily understood and require little or no explanation. Those in great pain may have little or no concentration. Choose verses that speak directly to the person's need. The verses in this section are listed to help you make the selection. If the person is an unbeliever, explain the Roman Road of salvation (Romans. 3:23, 6:23, 5:8, 10:9) when appropriate.
  - **Write Scripture passages** on a little card for the person to read for his/her own study and comfort. See "Verses for Special Problems" below for additional help.
  - **Pray** for the person.
  - Make a **referral** according to the need. Sometimes this means

referring to an elder, pastor, professional Christian counselor, Bible study leader, Bible study group, or church activity. For example, if the person needs help making dinners for her family, and if your church has an emergency meals ministry, tell the person that you'll contact the coordinator of that ministry. Know your limits. You can't do everything. Let others in the church get involved.

4. **Follow-up.** Call a few days or a week later and ask how's everything going. Continue praying for the person.

## Seven Ingredients to Contentment

When a person feels troubled, it is usually because he/she is lacking in one or more of the following areas:

1. **A genuine awareness of God's holiness** -- this is the feeling of your own powerlessness before a powerful God. It is a feeling of awe and wonder whenever we worship. This ingredient is missing in those who are self-reliant, arrogant, or atheistic.
2. **Trust in God's providence** -- This is the feeling of comfort and security, knowing that God is in control. This ingredient enables us to accept the things that go wrong in life. Those without this ingredient become bitter about past experiences.
3. **Commitment to a system of beliefs** -- Whether it's Reformed, Pentecostal, Baptist, Methodist, or Roman Catholic, the spiritually healthy person has committed him/herself to a set of beliefs. Flip-flopping from cult to cult indicates the absence of this ingredient. This is why committed atheists can still claim to be happy people, even though we believe they're wrong.
4. **Thankfulness** -- This is the feeling of joy when accepting something for free. It is the necessary ingredient in order to happily accept what God has freely given: salvation, spiritual gifts, eternal life, etc. Without this ingredient, such a person will be unable to accept the free things in the Christian life. Such a person will often say, "Why, me? I don't need anyone's forgiveness... I have never asked for anything but what people owe me... I came to see you because that's what I understand you're here for."
5. **Repentance** -- This is the ongoing desire to change. The stable Christian is not one who remains the same. He is the one who is continually reforming, continually changing, and continually conforming to the character of Jesus Christ.
6. **Caring for others** -- This is the desire to care for others, as well as the feeling of being cared for. Simply put, fellowship. It is necessary for spiritual stability. Without it, we would develop the Howard Hughes syndrome -- alone, and half-crazed.
7. **Sense of purpose in life** -- This is not merely having a career, or having study goals. Actually, it is much greater. It is knowing and feeling that all the things you do in life have a purpose in God's plan for the entire world. Without sense of purpose, life is meaningless.

## Index to Verses for Special Problems

### Affliction - Light

2 Cor. 4:17-18

*For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all. So we fix our eyes not on what is seen, but on what is unseen. For what is seen is temporary, but what is unseen is eternal.*

Hebrews 12:6

*because the Lord disciplines those he loves, and he punishes everyone he accepts as a son.*

Nahum 1:7

*The Lord is good, a refuge in times of trouble. He cares for those who trust in him,*

Psalms 37:5

*Commit your way to the Lord; trust in him and he will do this:*

### Affliction – Heavy

Psalms 25:16-18

*Turn to me and be gracious to me, for I am lonely and afflicted. The troubles of my heart have multiplied; free me from my anguish. Look upon my affliction and my distress and take away all my sins.*

Psalms 34:17

*The righteous cry out, and the Lord hears them; he delivers them from all their troubles.*

Job 2:10

*He replied, "You are talking like a foolish woman. Shall we accept good from God, and not trouble?" In all this, Job did not sin in what he said.*

1 Peter 2:20-21

*But how is it to your credit if you receive a beating for doing wrong and endure it? But if you suffer for doing good and you endure it, this is commendable before God. To this you were called, because Christ suffered for you, leaving you an example, that you should follow in his steps.*

Romans 5:3-5

*Not only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope. And hope does not disappoint us, because God has poured out his love into our hearts by the Holy Spirit, whom he has given us.*

1 Peter 3:14

*But even if you should suffer for what is right, you are blessed. "Do not fear what they fear; do not be frightened."*

### Affliction – Incurable

2 Corinthians 12:7-10

*To keep me from becoming conceited because of these surpassingly great revelations, there was given me a thorn in my flesh, a messenger of Satan, to torment me. Three times I pleaded with the Lord to take it away from me. But he said to me, "My grace is sufficient for you, for my power is made perfect in weakness." Therefore I will boast all the more gladly about my weaknesses, so that Christ's power may rest on me. That is why, for Christ's sake, I delight in weaknesses, in insults, in hardships, in persecutions, in difficulties. For when I am weak, then I am strong.*

1 Peter 4:12-13

*Dear friends, do not be surprised at the painful trial you are suffering, as though something strange were happening to you. But rejoice that you participate in the sufferings of Christ, so that you may be overjoyed when his glory is revealed.*

Psalms 112:7-8

*He will have no fear of bad news; his heart is steadfast, trusting in the Lord. His heart is secure, he will have no fear; in the end he will look in triumph on his foes.*

Psalms 39:3-4

*My heart grew hot within me, and as I meditated, the fire burned; then I spoke with my tongue: "Show me, O Lord, my life's end and the number of my days; let me know how fleeting is my life."*

## **Amusements, Questionable**

Matthew 6:21

*For where your treasure is, there your heart will be also.*

1 Corinthians 8:8-13

*But food does not bring us near to God; we are no worse if we do not eat, and no better if we do. Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak. For if anyone with a weak conscience sees you who have this knowledge eating in an idol's temple, won't he be emboldened to eat what has been sacrificed to idols? So this weak brother, for whom Christ died, is destroyed by your knowledge. When you sin against your brothers in this way and wound their weak conscience, you sin against Christ. Therefore, if what I eat causes my brother to fall into sin, I will never eat meat again, so that I will not cause him to fall.*

1 Corinthians 9:27

*No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize.*

1 Corinthians 6:19-20

*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.*

1 John 2:15-17

*Do not love the world or anything in the world. If anyone loves the world, the love of the Father is not in him. For everything in the world—the cravings of sinful man, the lust of his eyes and the boasting of what he has and does—comes not from the Father but from the world. The world and its desires pass away, but the man who does the will of God*

*lives forever.*

## **Anger**

Ephesians 4:26

*"In your anger do not sin": Do not let the sun go down while you are still angry,*

James 1:19

*My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry,*

Romans 12:19-21

*Do not take revenge, my friends, but leave room for God's wrath, for it is written: "It is mine to avenge; I will repay," says the Lord. On the contrary: "If your enemy is hungry, feed him; if he is thirsty, give him something to drink. In doing this, you will heap burning coals on his head." Do not be overcome by evil, but overcome evil with good.*

1 Thessalonians 5:15

*Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else.*

Matthew 5:44

*But I tell you: Love your enemies and pray for those who persecute you,*

Proverbs 15:1

*A gentle answer turns away wrath, but a harsh word stirs up anger.*

## **Backsliding**

Jeremiah 3:14

*"Return, faithless people," declares the Lord, "for I am your husband. I will choose you—one from a town and two from a clan—and bring you to Zion.*

Hosea 14:1

*Return, O Israel, to the Lord your God. Your sins have been your downfall!*

1 John 1:9

*If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness.*

Job 22:23

*If you return to the Almighty, you will be restored: If you remove wickedness far from your tent*

Hebrews 10:38

*But my righteous one will live by faith. And if he shrinks back, I will not be pleased with him."*

Revelation 2:5

*Remember the height from which you have fallen! Repent and do the things you did at first. If you do not repent, I will come to you and remove your lampstand from its place.*

Hosea 12:6

*But you must return to your God; maintain love and justice, and wait for your God*

*always.*

### **Careless Speech, Loose Tongue**

Psalm 34:13

*Keep your tongue from evil and your lips from speaking lies.*

James 3:5-10

*Likewise the tongue is a small part of the body, but it makes great boasts. Consider what a great forest is set on fire by a small spark. The tongue also is a fire, a world of evil among the parts of the body. It corrupts the whole person, sets the whole course of his life on fire, and is itself set on fire by hell. All kinds of animals, birds, reptiles and creatures of the sea are being tamed and have been tamed by man, but no man can tame the tongue. It is a restless evil, full of deadly poison. With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers, this should not be.*

Psalm 19:14

*May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer. for the director of music.*

Proverbs 10:20

*The tongue of the righteous is choice silver, but the heart of the wicked is of little value.*

Proverbs 15:4

*The tongue that brings healing is a tree of life, but a deceitful tongue crushes the spirit.*

Proverbs 21:23

*He who guards his mouth and his tongue keeps himself from calamity.*

James 1:26

*If anyone considers himself religious and yet does not keep a tight rein on his tongue, he deceives himself and his religion is worthless.*

### **Death**

Job 14:2

*He springs up like a flower and withers away; like a fleeting shadow, he does not endure.*

Psalm 90:12

*Teach us to number our days aright, that we may gain a heart of wisdom.*

Matthew 18:14

*In the same way your Father in heaven is not willing that any of these little ones should be lost.*

Psalm 103:15-16

*As for man, his days are like grass, he flourishes like a flower of the field; the wind blows over it and it is gone, and its place remembers it no more.*

John 11:25-26

*Jesus said to her, "I am the resurrection and the life. He who believes in me will live, even though he dies; and whoever lives and believes in me will never die. Do you believe this?"*

1 Corinthians 15:56-57

*The sting of death is sin, and the power of sin is the law. But thanks be to God! He gives us the victory through our Lord Jesus Christ.*

Psalms 31:5

*Into your hands I commit my spirit; redeem me, O Lord, the God of truth.*

Revelation 14:13

*Then I heard a voice from heaven say, "Write: Blessed are the dead who die in the Lord from now on." "Yes," says the Spirit, "they will rest from their labor, for their deeds will follow them."*

John 14:1

*"Do not let your hearts be troubled. Trust in God; trust also in me.*

John 14:2

*In my Father's house are many rooms; if it were not so, I would have told you. I am going there to prepare a place for you.*

John 14:3

*And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am.*

Philippians 1:21

*For to me, to live is Christ and to die is gain.*

1 Corinthians 13:12

*Now we see but a poor reflection as in a mirror; then we shall see face to face. Now I know in part; then I shall know fully, even as I am fully known.*

Romans 8:37

*No, in all these things we are more than conquerors through him who loved us.*

## **Discouragement**

Psalms 43:5

*Why are you downcast, O my soul? Why so disturbed within me? Put your hope in God, for I will yet praise him, my Savior and my God.*

Psalms 73:26

*My flesh and my heart may fail, but God is the strength of my heart and my portion forever.*

Psalms 146:5

*Blessed is he whose help is the God of Jacob, whose hope is in the Lord his God,*

1 John 5:14-15

*This is the confidence we have in approaching God: that if we ask anything according to his will, he hears us. And if we know that he hears us-whatever we ask-we know that we have what we asked of him.*

Hebrews 12:12-13

*Therefore, strengthen your feeble arms and weak knees. "Make level paths for your feet," so that the lame may not be disabled, but rather healed.*

1 Peter 5:7

*Cast all your anxiety on him because he cares for you.*

Philippians 4:13

*I can do everything through him who gives me strength.*

Joshua 1:9

*Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go."*

Psalms 27:14

*Wait for the Lord; be strong and take heart and wait for the Lord. of David.*

Hebrews 4:16

*Let us then approach the throne of grace with confidence, so that we may receive mercy and find grace to help us in our time of need.*

Psalms 118:6

*The Lord is with me; I will not be afraid. What can man do to me?*

1 Corinthians 16:13

*Be on your guard; stand firm in the faith; be men of courage; be strong.*

## **Divorce**

Matthew 5:31

*"It has been said, 'Anyone who divorces his wife must give her a certificate of divorce.' But I tell you that anyone who divorces his wife, except for marital unfaithfulness, causes her to become an adulteress, and anyone who marries the divorced woman commits adultery.*

Matthew 19:3-12

*Some Pharisees came to him to test him. They asked, "Is it lawful for a man to divorce his wife for any and every reason?"*

*"Haven't you read," he replied, "that at the beginning the Creator 'made them male and female,' and said, 'For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh'? So they are no longer two, but one. Therefore what God has joined together, let man not separate."*

*"Why then," they asked, "did Moses command that a man give his wife a certificate of divorce and send her away?"*

*Jesus replied, "Moses permitted you to divorce your wives because your hearts were hard. But it was not this way from the beginning. I tell you that anyone who divorces his wife, except for marital unfaithfulness, and marries another woman commits adultery."*

*The disciples said to him, "If this is the situation between a husband and wife, it is better not to marry."*

*Jesus replied, "Not everyone can accept this word, but only those to whom it has been given. For some are eunuchs because they were born that way; others were made that way by men; and others have renounced marriage because of the kingdom of heaven. The one who can accept this should accept it."*

1 Corinthians 7:10-17

*To the married I give this command (not I, but the Lord): A wife must not separate from*



*her husband. But if she does, she must remain unmarried or else be reconciled to her husband. And a husband must not divorce his wife. To the rest I say this (I, not the Lord): If any brother has a wife who is not a believer and she is willing to live with him, he must not divorce her. And if a woman has a husband who is not a believer and he is willing to live with her, she must not divorce him. For the unbelieving husband has been sanctified through his wife, and the unbelieving wife has been sanctified through her believing husband. Otherwise your children would be unclean, but as it is, they are holy. But if the unbeliever leaves, let him do so. A believing man or woman is not bound in such circumstances; God has called us to live in peace. How do you know, wife, whether you will save your husband? Or, how do you know, husband, whether you will save your wife? Nevertheless, each one should retain the place in life that the Lord assigned to him and to which God has called him. This is the rule I lay down in all the churches.*

### **Doubt About Healing**

Jeremiah 17:14

*Heal me, O Lord, and I will be healed; save me and I will be saved, for you are the one I praise.*

Jeremiah 32:27

*"I am the Lord, the God of all mankind. Is anything too hard for me?"*

Psalms 147:3

*He heals the brokenhearted and binds up their wounds.*

Psalms 57:2

*I cry out to God Most High, to God, who fulfills his purpose for me.*

Matthew 15:28

*Then Jesus answered, "Woman, you have great faith! Your request is granted." And her daughter was healed from that very hour.*

### **Doubt About One's Own Salvation**

John 5:24

*"I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life.*

John 10:27-29

*My sheep listen to my voice; I know them, and they follow me. I give them eternal life, and they shall never perish; no one can snatch them out of my hand. My Father, who has given them to me, is greater than all; no one can snatch them out of my Father's hand.*

John 6:37

*All that the Father gives me will come to me, and whoever comes to me I will never drive away.*

John 3:36

*Whoever believes in the Son has eternal life, but whoever rejects the Son will not see life, for God's wrath remains on him."*

1 John 3:2

*Dear friends, now we are children of God, and what we will be has not yet been made known. But we know that when he appears, we shall be like him, for we shall see him as he is.*

Romans 8:38-39

*For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.*

1 John 5:13

*I write these things to you who believe in the name of the Son of God so that you may know that you have eternal life.*

## **Drunkenness**

Proverbs 20:1

*Wine is a mocker and beer a brawler; whoever is led astray by them is not wise.*

Proverbs 23:19-21

*Listen, my son, and be wise, and keep your heart on the right path. Do not join those who drink too much wine or gorge themselves on meat, for drunkards and gluttons become poor, and drowsiness clothes them in rags.*

Habukkuk 2:15

*"Woe to him who gives drink to his neighbors, pouring it from the wineskin till they are drunk, so that he can gaze on their naked bodies.*

Ephesians 5:18

*Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit.*

Isaiah 5:22

*Woe to those who are heroes at drinking wine and champions at mixing drinks*

## **Fear and Anxiety**

Isaiah 26:3

*You will keep in perfect peace him whose mind is steadfast, because he trusts in you.*

Philippians 4:6

*Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.*

Psalms 55:22

*Cast your cares on the Lord and He will sustain you; He will never let the righteous fall.*

John 16:33

*"I have told you these things, so that in me you may have peace. In this world you will have trouble. But take heart! I have overcome the world."*

Isaiah 40:31

*But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.*

Psalms 27:1

*The Lord is my light and my salvation-whom shall I fear? The Lord is the stronghold of my life-of whom shall I be afraid?*

## **Impatience**

Luke 21:19

*By standing firm you will gain life.*

Psalms 37:7

*Be still before the Lord and wait patiently for him; do not fret when men succeed in their ways, when they carry out their wicked schemes.*

Psalms 27:14

*Wait for the Lord; be strong and take heart and wait for the Lord. of David.*

Matthew 6:34

*Therefore do not worry about tomorrow, for tomorrow will worry about itself. Each day has enough trouble of its own.*

Psalms 130:5

*I wait for the Lord, my soul waits, and in his word I put my hope.*

Galatians 5:5

*But by faith we eagerly await through the Spirit the righteousness for which we hope.*

## **Inferiority, Feeling of**

Psalms 3:3

*But you are a shield around me, O Lord; you bestow glory on me and lift up my head.*

Psalms 43:5

*Why are you downcast, O my soul? Why so disturbed within me? Put your hope in God, for I will yet praise him, my Savior and my God.*

Psalms 49:16-17

*Do not be overawed when a man grows rich, when the splendor of his house increases; for he will take nothing with him when he dies, his splendor will not descend with him.*

Exodus 3:11-12

*But Moses said to God, "Who am I, that I should go to Pharaoh and bring the Israelites out of Egypt?" And God said, "I will be with you. And this will be the sign to you that it is I who have sent you: When you have brought the people out of Egypt, you will worship God on this mountain."*

## **Job Worries**

Matthew 6:33

*But seek first his kingdom and his righteousness, and all these things will be given to you as well.*

Joshua 1:8

*Do not let this Book of the Law depart from your mouth; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and*

*successful.*

Proverbs 22:29

*Do you see a man skilled in his work? He will serve before kings; he will not serve before obscure men.*

Philippians 3:13-14

*Brothers, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.*

Romans 12:10-11

*Be devoted to one another in brotherly love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord.*

## **Judgmentalism**

Matthew 7:1-5

*"Do not judge, or you too will be judged. For in the same way you judge others, you will be judged, and with the measure you use, it will be measured to you. "Why do you look at the speck of sawdust in your brother's eye and pay no attention to the plank in your own eye? How can you say to your brother, 'Let me take the speck out of your eye,' when all the time there is a plank in your own eye? You hypocrite, first take the plank out of your own eye, and then you will see clearly to remove the speck from your brother's eye.*

Galatians 6:1

*Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.*

Romans 14:13

*Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother's way.*

Romans 15:1

*We who are strong ought to bear with the failings of the weak and not to please ourselves.*

Matthew 18:15-17

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

Matthew 5:23-25

*"Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift. "Settle matters quickly with your adversary who is taking you to court. Do it while you are still with him on the way, or he may hand you over to the judge, and the judge may hand you over to the officer, and you may be thrown into prison.*

Romans 14:10

*You, then, why do you judge your brother? Or why do you look down on your brother? For we will all stand before God's judgment seat.*

Romans 2:1-3

*You, therefore, have no excuse, you who pass judgment on someone else, for at whatever point you judge the other, you are condemning yourself, because you who pass judgment do the same things. Now we know that God's judgment against those who do such things is based on truth. So when you, a mere man, pass judgment on them and yet do the same things, do you think you will escape God's judgment?*

## **Loneliness**

Psalms 34:22

*The Lord redeems his servants; no one will be condemned who takes refuge in him. of David.*

Hebrews 13:5

*...God has said, "Never will I leave you; never will I forsake you."*

Psalms 139:9-10

*If I rise on the wings of the dawn, if I settle on the far side of the sea, even there your hand will guide me, your right hand will hold me fast.*

Genesis 28:16

*When Jacob awoke from his sleep, he thought, "Surely the Lord is in this place, and I was not aware of it."*

Matthew 28:20

*and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*

John 14:18

*I will not leave you as orphans; I will come to you.*

John 15:7

*If you remain in me and my words remain in you, ask whatever you wish, and it will be given you.*

## **Loss of Property**

Psalms 37:16

*Better the little that the righteous have than the wealth of many wicked;*

1 Timothy 6:9

*People who want to get rich fall into temptation and a trap and into many foolish and harmful desires that plunge men into ruin and destruction.*

Job 1:21

*and said: "Naked I came from my mother's womb, and naked I will depart. The Lord gave and the Lord has taken away; may the name of the Lord be praised."*

1 Timothy 6:6

*But godliness with contentment is great gain.*

Job 23:10

*But he knows the way that I take; when he has tested me, I will come forth as gold.*

## **Nervousness**

John 14:27

*Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.*

Joshua 1:9

*Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go."*

Isaiah 26:3

*You will keep in perfect peace him whose mind is steadfast, because he trusts in you.*

Psalms 56:3

*When I am afraid, I will trust in you.*

Psalms 91:15

*He will call upon me, and I will answer him; I will be with him in trouble, I will deliver him and honor him.*

Romans 5:1-2

*Therefore, since we have been justified through faith, we have peace with God through our Lord Jesus Christ, through whom we have gained access by faith into this grace in which we now stand. And we rejoice in the hope of the glory of God.*

## **Old Age**

Psalms 37:25

*I was young and now I am old, yet I have never seen the righteous forsaken or their children begging bread.*

Psalms 71:18

*Even when I am old and gray, do not forsake me, O God, till I declare your power to the next generation, your might to all who are to come.*

Isaiah 46:4

*Even to your old age and gray hairs I am he, I am he who will sustain you. I have made you and I will carry you; I will sustain you and I will rescue you.*

Psalms 90:10

*The length of our days is seventy years-or eighty, if we have the strength; yet their span is but trouble and sorrow, for they quickly pass, and we fly away.*

Psalms 91:16

*With long life will I satisfy him and show him my salvation.*

2 Timothy 4:7-8

*I have fought the good fight, I have finished the race, I have kept the faith. Now there is in store for me the crown of righteousness, which the Lord, the righteous Judge, will*

*award to me on that day-and not only to me, but also to all who have longed for his appearing.*

## **Pain**

Romans 8:18

*I consider that our present sufferings are not worth comparing with the glory that will be revealed in us.*

Romans 8:26

*In the same way, the Spirit helps us in our weakness. We do not know what we ought to pray for, but the Spirit himself intercedes for us with groans that words cannot express.*

Job 36:15

*But those who suffer He delivers in their suffering; He speaks to them in their affliction.*

2 Corinthians 4:8-10

*We are hard pressed on every side, but not crushed; perplexed, but not in despair; persecuted, but not abandoned; struck down, but not destroyed. We always carry around in our body the death of Jesus, so that the life of Jesus may also be revealed in our body.*

1 Peter 1:6-7

*In this you greatly rejoice, though now for a little while you may have had to suffer grief in all kinds of trials. These have come so that your faith-of greater worth than gold, which perishes even though refined by fire-may be proved genuine and may result in praise, glory and honor when Jesus Christ is revealed.*

2 Samuel 9:13

*And Mephibosheth lived in Jerusalem, because he always ate at the king's table, and he was crippled in both feet.*

Philippians 4:13

*I can do everything through him who gives me strength.*

2 Chron 33:12-13

*In his distress he sought the favor of the Lord his God and humbled himself greatly before the God of his fathers. And when he prayed to him, the Lord was moved by his entreaty and listened to his plea; so he brought him back to Jerusalem and to his kingdom. Then Manasseh knew that the Lord is God.*

Deuteronomy 33:25

*The bolts of your gates will be iron and bronze, and your strength will equal your days.*

## **Racism**

Acts 17:26

*From one man he made every nation of men, that they should inhabit the whole earth; and he determined the times set for them and the exact places where they should live.*

Galatians 3:28

*There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus.*

Acts 8:27-29

*So he started out, and on his way he met an Ethiopian eunuch, an important official in charge of all the treasury of Candace, queen of the Ethiopians. This man had gone to Jerusalem to worship, and on his way home was sitting in his chariot reading the book of Isaiah the prophet. The Spirit told Philip, "Go to that chariot and stay near it."*

Romans 1:16

*I am not ashamed of the gospel, because it is the power of God for the salvation of everyone who believes: first for the Jew, then for the Gentile.*

1 Corinthians 1:24

*But to those whom God has called, both Jews and Greeks, Christ the power of God and the wisdom of God.*

John 3:16

*For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.*

## **Suicide**

1 Corinthians 6:19-20

*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.*

Job 2:1-3

*On another day the angels came to present themselves before the Lord, and Satan also came with them to present himself before him. And the Lord said to Satan, "Where have you come from?" Satan answered the Lord, "From roaming through the earth and going back and forth in it." Then the Lord said to Satan, "Have you considered my servant Job? There is no one on earth like him; he is blameless and upright, a man who fears God and shuns evil. And he still maintains his integrity, though you incited me against him to ruin him without any reason."*

## **Superiority, Feeling of**

Proverbs 3:5

*Trust in the Lord with all your heart and lean not on your own understanding;*

Luke 18:14

*"I tell you that this man, rather than the other, went home justified before God. For everyone who exalts himself will be humbled, and he who humbles himself will be exalted."*

1 Corinthians 10:12

*So, if you think you are standing firm, be careful that you don't fall!*

Romans 12:3

*For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the measure of faith God has given you.*



Jeremiah 9:23-24

*This is what the Lord says: "Let not the wise man boast of his wisdom or the strong man boast of his strength or the rich man boast of his riches, but let him who boasts boast about this: that he understands and knows me, that I am the Lord, who exercises kindness, justice and righteousness on earth, for in these I delight," declares the Lord.*

Matthew 20:27

*...and whoever wants to be first must be your slave.*

## **Temptation**

1 Corinthians 10:12-13

*So, if you think you are standing firm, be careful that you don't fall! No temptation has seized you except what is common to man. And God is faithful; he will not let you be tempted beyond what you can bear. But when you are tempted, he will also provide a way out so that you can stand up under it.*

James 1:12-14

*Blessed is the man who perseveres under trial, because when he has stood the test, he will receive the crown of life that God has promised to those who love him. When tempted, no one should say, "God is tempting me." For God cannot be tempted by evil, nor does he tempt anyone; but each one is tempted when, by his own evil desire, he is dragged away and enticed.*

1 Thessalonians 5:15

*Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else.*

2 Timothy 2:4

*No one serving as a soldier gets involved in civilian affairs-he wants to please his commanding officer.*

## **Unforgiving Spirit**

Colossians 3:13

*Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.*

Matthew 6:14

*For if you forgive men when they sin against you, your heavenly Father will also forgive you.*

Luke 17:3-4

*So watch yourselves. "If your brother sins, rebuke him, and if he repents, forgive him. If he sins against you seven times in a day, and seven times comes back to you and says, 'I repent,' forgive him."*

Matthew 18:15-17

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to*

*listen even to the church, treat him as you would a pagan or a tax collector.*

**Matthew 5:23-25**

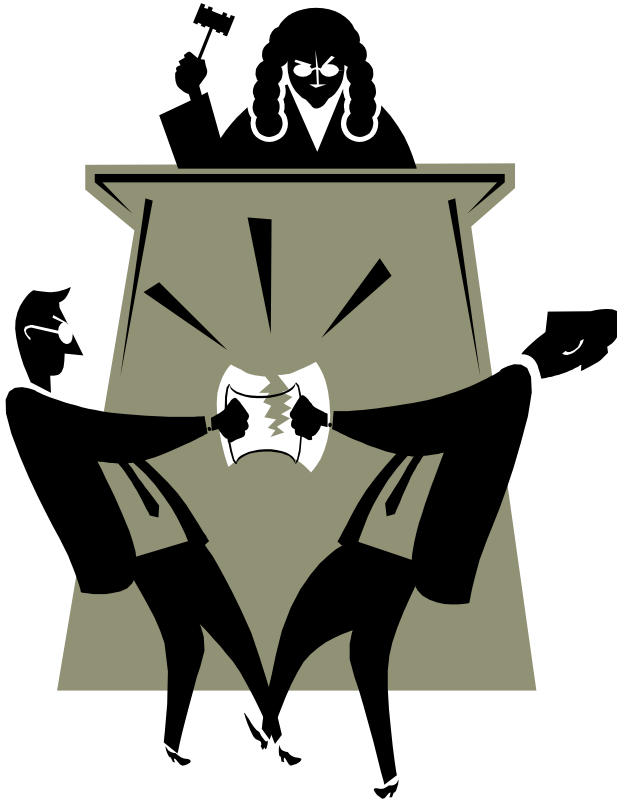
*"Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift. "Settle matters quickly with your adversary who is taking you to court. Do it while you are still with him on the way, or he may hand you over to the judge, and the judge may hand you over to the officer, and you may be thrown into prison.*

**Ephesians 4:32**

*Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*

**Luke 23:34**

*Jesus said, "Father, forgive them, for they do not know what they are doing." And they divided up his clothes by casting lots.*



## How to Resolve Conflict

*<sup>15</sup> "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup> But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' <sup>17</sup> If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. (Matthew 18:15-17)*

*<sup>23</sup> "Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, <sup>24</sup> leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift. (Matthew 5:23-24)*

1. Call all involved parties together in one meeting.
2. Begin the meeting with prayer.
3. Ask each side/person to describe the problem, one at a time. Make sure all parties get a fair hearing. Don't let one side pick the opposing side's spokesman. Because people will tend to interrupt each other, employ an object in the room as a "key," perhaps a towel, or a clock. It should be easily seen by everyone. Only the person holding this "key" may speak. If he/she has finished, it is passed to the next person. Lay this rule down at the beginning of the meeting.
4. Help each person speak clearly, by clarifying and restating his/her words.

5. Pray and possibly discuss with another elder what you think the root of the problem is and what its solution would be. Then, before the parties involved, give your judgement as to what the issues and problems are. Offer solutions and alternatives, and the steps involved, in resolving the conflict.
6. In a week, call each party back for follow-up. Pay special attention to anyone who came away feeling disappointed.

## **Twelve Common Troublesome Personalities**

(Lacey, Walt, *How to Handle Conflict, Criticism, and Difficult People in the Church*, 1989, Interlink Seminars, Overland Park, Kansas, pp. 15-19)

1. Charging Bull
2. Sneaky Snake
3. Roaring Lion
4. Wimpy Weasel
5. Heckling Hen
6. Tight-Lipped Tiger
7. Yephound
8. Chicken Little
9. Creeping Crab
10. Emphatic Elephant
11. Pompous Panther
12. King of the Hill

# How to Take Minutes

## BUILDING COMMITTEE MINUTES

Hope Church  
September 24, 1999

Present: Ricky Ricardo, Davy Jones, Sally Black, Marsha Green, Joe Blue, Craig White, Samuel Adams.  
Guests: Pastor John Doe, Jan Brady

1. Devotions: Chairman Ricky Ricardo read from Ephesians 4 and opened with prayer.
2. Motion: Accept last meeting's minutes. Carried.
3. New Carpet
  - a. Materials: Copies of three estimates for new carpet.
  - b. Background: About three months ago, at the last congregational meeting, it was decided that the church needed new carpet for the entire building. Since it is the responsibility of the Building Committee to the safety and clean appearance of the facility, the Council delegated this task to us. Three estimates were obtained. Carpet samples were distributed.
  - c. Motion: To select AAA Carpet to install "Royal Blue" carpet #204, with padding #23 at the estimated cost of \$13,200. Carried.
  - d. Grounds:
    - 1) This color matches most of the existing furniture.
    - 2) There is wide support from interested members of the congregation.
    - 3) Compared to other carpet layers, AAA does excellent work at a reasonable price.
    - 4) We can afford the price.
4. Report: Joe Blue reported that the installation of a new restroom is progressing well, and that he expects it to be completed in two more weeks.
5. Report: Sally Black reports that the City Planning Commission will be reviewing our permit application for building expansion phase III on October 12, 1999.  
Motion: To make an announcement in the bulletin to urge our church's leaders to attend the City Planning Commission meeting to show support. Carried.
6. Motion: Next meeting to be at Marsha Green's home, 7:00pm, October 28, 1999. Carried.

Respectfully submitted,  
Craig White

1. Minutes should state **clearly and concisely** the decisions of the group. They are the official record of what transpired at the meeting.
2. **Copies** of the minutes should be sent to all members of the group before the next meeting. To ensure accuracy, the group should have the opportunity to review and approve them by the next meeting.
3. **Defeated motions** are generally not included in minutes unless it is deemed necessary by the group. **Negative votes** are not recorded unless requested by the voter.
4. Motions should be stated **positively**, not negatively. Negative motions are subject to misunderstanding by the public.
5. Minutes will ordinarily consist mainly of **Motions** (decisions), **Reports**, and **Devotions**. A Mission report that was handed out in written form, for example, could be recorded as: "Report: Missions - see attached." Remember, keep it concise. If a motion was accompanied by a presentation and lengthy discussion that would be useful for future reference, you may include a

**Materials, Background, and Grounds** section. The Grounds section is particularly useful for defending the committee's decision to other church members if need be.

Related items should be **grouped** under one heading. See "New Carpet" in the sample above.

6. If the group is a committee or Council, be sure to record the **names of all present**, even guests.
7. Enter **your name** at the bottom of the minutes.

## Beyond Single-Cellness:

# What Needs to Happen to Grow Beyond a Single Core Group

After thorough Bible study, and after speaking to those who have surveyed 1,000's of churches all over the world (e.g. Dr. C. P. Wagner, Pastor Rick Warren, Dr. Bill Sullivan, Carl George, John Maxwell), I have discovered that these are the 10 keys that a stagnant group of believers or a small church must remember in order to grow.

**1. INTENSIFY YOUR PRAYING.**

*2 Thes. 3:1 Finally, brothers, pray for us that the message of the Lord may spread rapidly and be honored, just as it was with you.*

**2. FOCUS ON EFFORTS ON EVANGELISM.**

*1 Cor. 9:19-23 Though I am free and belong to no man, I make myself a slave to everyone, to win as many as possible... I have become all things to all men so that by all possible means I might save some.*

**3. PASTOR MUST MOBILIZE MEMBERS FOR MINISTRY.**

*Eph. 4:11-12 It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.*

**4. CONGREGATION MUST MAKE THE PASTOR THE TRIBAL CHIEF, NOT THE MEDICINE MAN.**

*Heb. 13:17 Obey those who have the rule over you, and submit yourselves, for they watch out for your souls, as those who must give account. Let them do it with joy and not with grief, for that would be unprofitable for you.*

**5. ADD STAFF.**

*Acts 6:3,4 Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will*

*give our attention to prayer and the ministry of the Word.*

**6. FELLOWSHIP GROUPS: MULTIPLE OPTIONS, MULTIPLE CELLS.**

*Acts 2:46 Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.*

**7. PROVIDE ADEQUATE FACILITIES, BUT DON'T BUILD TOO SOON.**

*Eph. 2:19-22 Consequently, you are no longer foreigners and aliens, but fellow citizens with God's people and members of God's household, built on the foundation of the apostles and prophets, with Christ Jesus himself as the chief cornerstone. In him the whole building is joined together and rises to become a holy temple in the Lord. And in him you too are being built together to become a dwelling in which God lives by his Spirit.*

**8. PREPARE FOR CONFLICT.**

*1 Cor. 3:3,4 You are still worldly, for since there is jealousy and quarreling among you, are you not worldly? Are you not acting like mere men? For when one says "I follow Paul," and another, "I follow Apollos," are you not mere men?*

**9. CONCENTRATE ON THE CRITICAL FEW ACTIVITIES.**

*Acts 2:42 They devoted themselves to the apostle's teaching and to the fellowship, to the breaking of bread and to prayer.*

**10. REMEMBER THE "OIL TANKER"!**



# Diseases That Plague Church Growth

## 1. Koinonitis

Symptoms:

Cure:

## 2. Arrested Spiritual Development

Symptoms:

Cure:

## 3. People Blindness

Symptoms:

Cure:

## 4. Hyper-Cooperativism

Symptoms:

Cure:

## 5. Sociological Strangulation

Symptoms:

Cure:

**6. St. John's Syndrome**

Symptoms:

Cure:

**7. Other Diseases**

Ethnicitis:

Reverse Ethnicitis:

Ghost-town disease:

**Group Discussion**

Divide into groups of 4 to discuss the following question -- Which diseases, if any, is your church vulnerable to? Which ONE disease is your church most vulnerable to?

# Twelve Keys to an Effective Church

This guide was developed by Kennon L. Callahan, an expert in long-range planning for local congregations, and drawn from his book, *Twelve Keys to an Effective Church*. He has served as a consultant of over one thousand churches of all sizes. As church leaders begin long-range strategic planning for the church and its mission, they need to evaluate key characteristics of the church in its present state. This evaluation guide will help leaders through this process, as well as help them focus on a few key ministry areas for future growth.

Rating Guide: Specific, Concrete Missional Objectives		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
Does your church have one major mission delivering effective help and known and respected on the community grapevine?	40	
Is there another major mission delivering effective help and known and respected on the community grapevine?	30	
Is there a third major mission delivering effective help and known and respected on the community grapevine?	15	
Is there a major missional objective planned that will be brought on board by a specified date?	10	
Are there other missional objectives being considered for future implementation?	5	
<b>Total</b>	<b>100</b>	

Rating Guide: Pastoral and Lay Visitation		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
Does your church have an adequate program of visitation of members and constituents?	25	
Adequate visitation of unchurched and newcomers?	25	
Adequate visitation in hospitals, nursing homes and with the homebound?	25	
How high is the quality of sharing and shepherding?	25	
<b>Total</b>	<b>100</b>	

Rating Guide: Corporate, Dynamic Worship		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
What is the degree of warmth and winsomeness both of the service and of the congregation?	20	
How dynamic and inspirational is the music?	25	
Does the character and quality of the preaching come from the pastor's care as a good shepherd?	25	
Is there strong progression in the power and movement of the liturgy?	10	
How adequate is the seating in the sanctuary?	20	
Total	100	

Rating Guide: Significant Relational Groups		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
Is there an adequate number of groups in relation to the size of the congregation? A church with an average worship attendance of 100 would appropriately have 7 to 10 groups for all ages.	20	
To what extent do persons discover a strong sense of community in the local church's present groups?	20	
Is there a sufficient number of new groups in relation to the present and projected size of the membership and constituency? An appropriate ratio would be 1 new group for each 3 present groups.	25	
To what extent do persons discover a strong sense of community in these new groups?	20	
Is an adequate number of new groups being planned for the coming several years?	15	
Total	100	

Rating Guide: Strong Leadership Resources		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
To what extent are leaders in your church leaders, not enablers?	15	
Is there an appropriate balance of life strengths among the leaders?	10	
Is there a complementary quality to the objectives?	15	
To what extent is the focus on accomplishments, not activities?	10	
Is there a strong combination of competency and continuity?	10	
Is the ratio of 1 to 15 met?	10	
Is there strong pastoral and staff leadership?	15	
Are proper recognition and rewards given?	15	
Total	100	

Rating Guide: Solid, Participatory Decision Making		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
To what extent are wise, thoughtful decisions developed in relation to important priorities?	25	
Is there a strong sense of ownership and openness in terms of the decision-making process?	25	
Does the decision-making process facilitate helping the local church resolve conflict?	25	
Is the organizational structure streamlined in relation to the local church's strategic priorities?	25	
Total	100	

Rating Guide: Several Competent Programs and Activities		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
To what extent does the local church have comprehensive and critical criteria for evaluating its programs?	25	
Does the local church have from 1 to 3 programs that are respected for their community-wide competence?	25	
To what extent are those programs substantially multidimensional in terms of the groups and age levels they reach?	15	
To what degree are the leaders of those programs both relational and functional in their leadership?	15	
Is there a close relationship between those programs and the key missional objectives of the local church?	20	
Total	100	

Rating Guide: Open Accessibility		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
How good is location accessibility?	40	
Site accessibility?	20	
People accessibility?	40	
Total	100	

Rating Guide: High Visibility		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
How good is the physical visibility of your church?	40	
Its community visibility?	30	
Its media visibility?	30	
Total	100	

Rating Guide: Sufficient Parking		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
Does the available off-street church parking provide enough spaces for the number of people when the sanctuary is [select only one]: <ul style="list-style-type: none"> <li>uncomfortably crowded [40]</li> <li>comfortably filled [35]</li> <li>comfortably empty [20]</li> <li>uncomfortably empty [5]</li> </ul> or Does the church depend on on-street parking alone? [5]	40	
Does the church own enough land for its present needs and future growth?	35	
Does the landscaping contribute to a first impression of warmth, welcome, and caring?	25	
Total	100	

Rating Guide: Adequate Space and Facilities		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
Do the major uses contribute to mission, program, and the utilization of the facilities?	35	
Are the spaces in balance with one another?	35	
Are the facilities maintained in good condition, and improvements planned?	30	
Total	100	

Rating Guide: Solid Financial Resources		
<i>Item</i>	<i>Maximum Points</i>	<i>Your Church's Rating</i>
Does the per capita income, based on average worship attendance, represent a reasonable level compared with denominational data?	25	
Based on the current mission efforts, can your church expect to benefit from an increase in giving	20	
Has the church established interest-bearing investments of its financial resources, as well as the property and space and facilities used in its mission?	15	
Is the financial indebtedness being managed advantageously in balance with the church's mission and outreach?	15	
Has the church taken seriously the potential financial resources available to it?	25	
Total	100	



# How to Make Disciples

## 1. Choose a common, everyday setting for teaching.

Jesus taught on the beach, in the home, in a boat, and in the streets. In short, He taught in the places of daily life, where ever the disciples were at the moment. This way, three things happen:

- \* The content learned is immediately integrated with present life experience.
- \* The content learned is in useful and useable form.
- \* The content learned is directly applied to living the Christian life.

Therefore, teach college students on their own campuses. Teach factory workers in their own factory. Teach accountants in their own office buildings. Teach high schoolers on a football field.

## 2. Make sure your assignments are balanced.

There are three major areas of Christian training: life practice, Bible knowledge, and doctrinal understanding. Be sure that the disciple receives your guidance in all three areas. As a general rule, I give disciples a weekly assignment from each of the three areas.

## 3. Make a clear plan.

Do you know what your goals are for this disciple? Do you have an organized plan for reaching those goals? How long are your meetings supposed to last? How many months do you plan to meet for?

## 4. Talk about Christ during ordinary, everyday activities.

## 5. Develop a caring personal relationship with your learners.

## 6. Create other Christian friendships for your disciple.

## 7. Don't just talk, listen.

## 8. You must model what you teach.

Remember:

**CARE... TEACH... CHALLENGE...**

### Resources:

"The Pine Acres Church Discipleship Strategy"

<http://draco.websrvcs.com/clientimages/32725/pdf/files/thepineacreschurchdiscipleshipstrategyforweb.pdf>

Eims, Leroy, *The Lost Art of Disciple-Making*, Grand Rapids, MI: Zondervan Publishing House, 1978

## Plan for Discipleship

Quality of a Disciple	Objectives
1. Devoted to the Word <i>2 Timothy 2:15</i>	<input type="checkbox"/> Read through the New Testament, while taking brief notes (one sentence summary) for each reading section, beginning with one of the gospels. Begin to read Old Testament. <input type="checkbox"/> Assign readings from Grudem's <i>Christian Beliefs</i> , John Stott's <i>Basic Christianity</i> , or discipleship resources from Navigators, YWAM, Cleansing Stream, etc. <input type="checkbox"/> Have memorized and understood the following Scriptures: <ol style="list-style-type: none"> <li>1. The authority of Scripture: 2 Tim. 3:16</li> <li>2. Man's sinfulness and need for a Savior: Rom. 3:10-12</li> <li>3. Jesus is God: John 1:1</li> <li>4. Jesus is Man: Heb. 4:15</li> <li>5. Jesus the only way: Acts 4:12, John 14:16</li> <li>6. Salvation by grace: Eph. 2:8, 1:11</li> <li>7. God's sovereignty: Rom. 8:28</li> <li>8. Assurance of salvation: John 3:16</li> <li>9. Assurance of God's love: Rom. 8:38-39</li> <li>10. Assurance of God's forgiveness: 1 John 1:9</li> <li>11. Assurance of God's help: Phil. 4:13, Matt. 6:33</li> <li>12. Assurance of change (sanctification): 2 Cor. 5:17</li> <li>13. The Great Commission: Matt. 28:19</li> <li>14. The chief purpose of life: 1 Cor. 10:31</li> <li>15. The Greatest Commandments: Matt. 22:37-39</li> <li>16. The Gospel (aka Roman Road): Rom. 3:23; 6:23; 5:8; 10:9</li> </ol>
2. Spiritually Disciplined <i>1 Timothy 4:7b</i>	<input type="checkbox"/> Able to practice daily quiet time with prayer and Bible reading. <input type="checkbox"/> Learned how to keep a journal containing notes on Bible readings and prayer reflections/requests.
3. Passion for God <i>Matthew 22:37</i>	<input type="checkbox"/> Has weekly celebration and worship.
4. Love for the Lost <i>Colossians 4:5-6</i>	<input type="checkbox"/> Able to share the gospel using the Roman Road. <input type="checkbox"/> Has prepared a three-minute testimony and knows how to share it. <input type="checkbox"/> Has begun to participate in or support missions.
5. Cheerful Giver <i>2 Corinthians 9:27</i>	<input type="checkbox"/> Beginning to give financial support to ministry.
6. Intimate Family Life <i>Ephesians 5:25</i>	<input type="checkbox"/> Has family devotions. <input type="checkbox"/> Weekly prayer time with spouse (or dating partner). <input type="checkbox"/> Demonstrated respect for parents.
7. Intimate Friendships <i>Hebrews 10:24-25</i>	<input type="checkbox"/> Participation in Home Groups or fellowship, to love and to be loved.
8. Equipped to Serve <i>1 Peter 4:10</i>	<input type="checkbox"/> Beginning to discover spiritual gifts by taking spiritual gifts questionnaire. <input type="checkbox"/> Regularly serving in the church.
9. Daily Living Integrated <i>1 Chronicles 12:32</i>	<input type="checkbox"/> Colleagues, classmates, friends and family begin to see changes in life.

# **Christian Doctrine**

# Introduction

## Why Leaders Should Study Doctrine

People resist the thought of learning doctrine. They would rather learn the “seven steps to a healthy marriage,” “ten principles of financial management,” or “how to advance your career.” People want what’s life-relevant, practical, familiar, quick, easy, entertaining, and sometimes self-serving. The people of Hong Kong are no exception. The city is a hub of world travel and commerce, where 16th century doctrine seems too outdated for today’s high-speed lifestyle.

Being sensitive to what people want, pastors often use the latest techniques to reach them. One pastor models his services after late-night television. The band plays the opening jingle. Then an announcer with a deep voice introduces the pastor, shouting “Heeeere’s Pastor Johnny!” Yes, the latest techniques do bring people in. But have we gone too far? Although the Scriptures do encourage flexibility, creativity, and innovation in reaching unbelievers (cf. 1 Cor. 9:19-23), have we done so at the expense of communicating the historical tenets of the Christian faith? George Barna seems to think so, as a result of his group’s survey of over 1,000 Christians:

Perhaps most disappointing of all is the revelation that adults associated with mainline Protestant churches are more likely than all other adults to agree that there is no such thing as absolute truth (73% compared to 65%). We might expect such conclusions to be drawn from those who reject the Church - and indeed the unchurched segment (81%) is much more likely than the church population (59%) to deny that there is absolute truth. For such an important and central element of the Christian community as the mainline adherents to dismiss absolute truth is truly an eye-opening statement about the spiritual condition of both the Church and the nation. (*What Americans Believe*, p. 83)

Barna also reports on the doctrinal confusion of the “born-again” Christian:

About four out of every ten adults strongly concurred that when Christians, Jews, Buddhists, and others pray to their god, all of those individuals are actually praying to the same god, but simply use different names for that deity... Larger proportions of born again Christians and people who attend evangelical churches concur with this sentiment than reject it. In a related matter, note that a plurality of adults believe that the notion that “God helps those who help themselves” is drawn directly from the Bible. In fact, a larger proportion of “born-again” Christians than non-Christians strongly affirmed the Bible as the source of this statement. It is, of course, neither from the Bible (Benjamin Franklin originally penned that statement) nor consistent with the teaching in the Bible. (*What Americans Believe*, p. 175)

So we need more doctrine. Doctrine alone may not draw hundreds of visitors at once, but this ministry of faithfully teaching Scripture and the systematic presentation of the Christian faith is vital to the health of a church. Just as man does not live by bread alone, the church cannot live by techniques alone.

**Doctrinal teaching is demanded by God.** Peter urged readers to consider the writings of

Paul, though his writings were hard to understand (1 Peter 3:15-18). The writer of Hebrews admonished his readers to “leave the elementary teachings about Christ and go on to maturity” (Heb. 6:1). Then the writer goes on in the subsequent chapters with what he meant by “maturity,” by tracing Christ through the Old Testament tabernacle rituals. Not exactly “seeker-sensitive” material. Yet God wants it as part of the plan of discipleship. For Paul, right doctrine was everything. True Christian preaching consisted of nothing else “except Jesus Christ and Him crucified” (1 Cor. 2:2). He knew the Christian message would offend some, arouse mockery in others, and perhaps bore the rest (1 Cor. 1:23). Nevertheless, Paul scolded Christians for abandoning this true gospel of grace for a more popular but false gospel of works (Gal. 1:6-9). Likewise, God continues to call churches today to draw its hope not from a message of “do, do, do,” but from a message of “done, done, done.”

**Doctrinal teaching protects against cults.** Paul explained to the Ephesians (4:14) how the faithful teaching of the apostles and prophets would promote maturity and protection from false teaching: “Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming. (Eph. 4:14)”

During its first two years, the church that I planted lost six new converts to a cult that held to a doctrinal error called “baptismal regeneration” holding that one needed to be baptized through their cult in order to be saved. One convert remarked as her reason for joining the cult, “I was looking for deeper Bible study, and this group told me that they would teach me something from the Bible that no other church would teach.”

It was a wake-up call to me, and confirmed to me the necessity of teaching doctrine. I met with them, explaining the error of that cult, and the need for them to get out of it. Then, I set up small groups and one-on-one partnerships, so that about 40 people in the church were put on a program of Scripture memorization, Bible study, and the reading of books by authors such as Louis Berkhof, James Montgomery Boice, and R.C. Sproul. As a result of this intense period of study, not only were new converts overjoyed that their hard questions were finally answered, but they are now evangelizing the cult members they came to know.

**Doctrinal teaching is necessary for Christian maturity.** After my church started the period of intense study described above, some of the converts progressed so well that they became deacons, elders, or leaders in the church, with the result that the church was declared “organized” by the denomination by its third year.

One former drug user studied the Bible, the Christian creeds, and the historic writings of the Protestant church through a special year long class with the church. He became an elder, and then later an ordained evangelist in a Reformed-Presbyterian denomination, and started a church. He, too, recognizes the need for a Biblically and doctrinally literate congregation and teaches the new church about historic Christian doctrine, especially to the new church’s potential leaders. The congregation is now growing not only in numbers, but is already beginning to identify potential elders who could lead in the teaching and supervisory roles of the church.

Churches that neglect to answer the questions of the growing convert will lose them. I, like other converts from non-Christian backgrounds, found the Bible puzzling at first. Why do we follow some commands of the Old Testament and not others? If we are saved by grace, then why did Jesus seem so strict about holy living in the Sermon on the Mount? If we are justified by faith, then why does Jesus say that if we don't forgive those who sin against us, "your Father will not forgive your sins?" Why couldn't God stop Adam and Eve from the first sin? Why does the Bible on one hand say that we are already "a holy nation," yet also tells us to "be holy, because I am holy." What is a covenant? These are the kinds of questions growing Christians ask when they read the Bible. They want to know. A message like "Ten Steps to a Happy Marriage From the Life of Abraham" simply won't satisfy anymore.

The pastor of a new church once shared his struggles with me. He became frustrated that after five years the congregation had dwindled down to less than 50 people, though they started with over 200. He admits that the church is entirely "seeker-driven" at the expense of teaching anything from the writings of the Protestant Reformation. There is the full use of drama, stage lights, professional musicians, and a band. But there is, however, little mention of the cross of Christ at the pulpit. As a result, many new converts have left the church giving reasons such as "I think I've outgrown this church. It's too 'light.' I need more."

Even "seekers" desire Biblical and doctrinal teaching. One couple I know remarked, "we were looking for a church, even though we hadn't been in church for 15 years. Then the church sent me a video, and we saw that the pastor preaches straight from the Bible. That's what we wanted, so we decided to give it a try."

In his survey of over 100 numerically growing churches with an attendance of over 500, Darius Salter observes:

A higher value is placed on preaching and teaching than on any other activity in which the successful pastor participates. This may seem ironic in that there are more forms and means of communication today than ever in the history of the world. Electronic gadgetry, projectors, audio-video presentations, as well as all other kinds of visual aids, have done little to diminish the effectiveness of one man holding the attention of thousands of people anywhere from twenty to sixty minutes. People still come to church primarily to hear the minister proclaim the Word of God... there can be no doubt about its central significance in the New Testament, which refers to preaching/teaching 246 times. The apostles' chief means of disseminating the gospel was the "preaching of the cross." Most successful pastors accept this responsibility as their *raison d'être*... (*What Really Matters In Ministry*, p. 95)

The number of converts must not overshadow the maturity of converts. No doubt, seeing a congregation double in one year is truly a blessing from God. But it is also a blessing to see a congregation mature such that they reach the world and defend the faith on their own without the aid of a "Johnny Carson" service or a super-pastor. A colleague once said, "the measure of a church is not its seating capacity, but its sending capacity." I nodded in agreement. Giving birth to a baby girl is one joy. Giving her away in marriage is the other.

**Doctrinal teaching is practical and life-related.** There is an ex-drug addict who now attends my church. When he was 24, he was living alone in a trailer, emaciated from the lack of food and his dependence on drugs. He had no college education, and no job. He was first exposed to the gospel through a television evangelist, then he amazingly gave up the desire for drugs. He found a job, married, then started attending my church. I met with him weekly and assigned readings from Boice's *Foundations of the Christian Faith*, a book of doctrine. Through his Scripture study, his wife claims, "We've been married for five years now. And I must admit, God has given me the ideal husband."

Of course, doctrinal teaching is by no means a cure-all for every marital ill. Even Martin Luther's marriage lacked romantic sizzle and probably could have benefited from Gary Smalley and James Dobson videos. Yet only doctrinal teaching offers this: a basis for one's robust faith, hope, joy, and confidence in Christ, and in God's faithful provision for our lives when all our self-help attempts have failed.

**Doctrinal teaching does not confuse new believers.** A non-Christian man came to my office, after attending church services twice. He walked slowly, with his head down. He took a seat, then explained that he had been cheating on his wife, and that his wife planned to divorce him. He broke out in tears, sobbing uncontrollably. Then I explained the doctrine of justification and Christ's imputation of righteousness, in other words, the gospel. His eyes cleared up. Then he prayed in thanksgiving to God. He went to become a deacon in the church. His transformed life began through his understanding of the doctrine.

Doctrine is a map of the heart of God, and the work of Christ. It is like the wood puzzle map of the United States that I used to play with at the age of six. Such a simple map helped me to learn that Rhode Island is a tiny state on the East Coast, while Texas was a big state in the South. But when I was 25, I needed a more detailed map to help me tour the country I love. In the same way, historic Christian doctrine is a detailed map of the gospel we already know and love. The new Christian will grow up, and the simple map in the "Bridge to New life" tract will no longer be enough. The growing Christian needs a map with more detail in order to discover more about God and His amazing grace.

# The Meaning and Importance of Systematic Theology

## What is Systematic Theology?

Systematic theology can be defined as “any study that answers the question, ‘What does the Bible teach us today about any given subject?’”

## Objections to Systematic Theology

1. Need for \_\_\_\_\_ faith: Hebrews 5:12-14; 1 Corinthians 13:11; 14:20
2. Fear of \_\_\_\_\_: 1 Timothy 1:3-4; 6:3-5; Titus 3:9; Phil. 1:27; Jude 3

## The Importance of Systematic Theology

1. Theology \_\_\_\_\_ the soul.
2. Without it, we cannot fulfill the \_\_\_\_\_.
3. Theology helps overcome \_\_\_\_\_ ideas.
4. It enables us to make better decisions later on new \_\_\_\_\_ of doctrine.
5. Theology helps us to \_\_\_\_\_ as Christians.

## How to Study Systematic Theology

1. With \_\_\_\_\_. (1 Cor. 2:11-13)
2. With \_\_\_\_\_. (1 Cor. 8:1-3; 1 Peter 5:5)
3. With \_\_\_\_\_ from others. (1 Cor. 12:28; Ephesians 4:11-13)
4. With \_\_\_\_\_ and praise. (Psalm 119:14, 103, 111, 162)



# The Knowledge of God

*Nearly all religions claim to know God. But why are they all different?*

## 1. Two major Western attempts to know God:

\_\_\_\_\_ Problems: \_\_\_\_\_  
\_\_\_\_\_ (cf. Acts 17:22-23)  
\_\_\_\_\_ Problems: \_\_\_\_\_  
\_\_\_\_\_ (cf. 1 Kings 18:27-29)

## 2. Two key characteristics about God that make Him knowable (cf. Psalm 8:3, 4)

God's \_\_\_\_\_: His "far away" ness. He is exalted, all-powerful, holy, majestic, and glorious.

God's \_\_\_\_\_: His "near" ness. He wants to be involved with the world and near to us.

What would be problem if someone were to believe in only one of these characteristics of God?

How do these two characteristics give us the confidence that it is possible for us to know God?

## 3. How does God reveal Himself to us? Two ways:

\_\_\_\_\_ revelation: God reveals Himself to everyone, everywhere, through the beauty of His creation. Give an example of something in creation that made you more aware of God's qualities, or His power and majesty.

\_\_\_\_\_ revelation: God reveals Himself to special persons in supernatural ways, e.g. God talking to Adam in the garden, talking to Moses through the burning bush, God giving a message through a prophet, and of course, the Bible.

**4. Keys truths from Romans 1:18-32:**

(18) People don't know God because of \_\_\_\_\_  
not because God overlooked them.

(19) God has revealed Himself to \_\_\_\_\_.

(20) God has revealed Himself \_\_\_\_\_ in creation. Whose fault is it when people reject God?

(21-23) All people have an innate sense or consciousness of the divine called the

“\_\_\_\_\_.” When a man rejects the true God, he replaces Him with idols of his own invention or choosing. Name some idols of our day. Pascal: *There is a God-shaped vacuum in the heart of every man that only God Himself can fill.*

(24-32) People experience the wrath of God, even in this life, when they reject Him.

# The Bible and Its Authority

## 1. What the Bible Says About Its Own Authority

2 Timothy 3:16-17

2 Peter 1:19-21

2 Peter 3:15-16

Other passages:

## 2. How We Got the Bible (video)

What are the three theories of Biblical inspiration (i.e. how God inspired men to write Scripture)?

\_\_\_\_\_ inspiration: \_\_\_\_\_

\_\_\_\_\_ inspiration: \_\_\_\_\_

\_\_\_\_\_ inspiration: \_\_\_\_\_

List a few of the materials and objects that the ancient Biblical writers used:

\_\_\_\_\_  
\_\_\_\_\_

Notes about manuscript copies: \_\_\_\_\_

\_\_\_\_\_

What were the four tests of canonicity (i.e. how the church confirmed which books should be in the Bible)?

---

---

---

---

When and where did the Church officially confirm the canon?

---

What is "textual criticism"?

---

---

How many languages has the Bible been translated into? \_\_\_\_\_

About English translations...

### 3. The Other Attributes of Scripture

Authority\_\_\_\_\_

---

---

---

#### 4. The Extent of Biblical Authority

Verbal Inspiration: \_\_\_\_\_

Plenary Inspiration: \_\_\_\_\_

Infallible: \_\_\_\_\_

Inerrant: \_\_\_\_\_

#### 5. Statements from History

**Reformed** – 1561 Belgic Confession, Article 3-7  
([www.crcna.org/pages/belgic\\_confess\\_main.cfm](http://www.crcna.org/pages/belgic_confess_main.cfm))

**Presbyterian** – 1643 Westminster Confession, chapter 1  
([www.reformed.org/documents/wcf\\_with\\_proofs/](http://www.reformed.org/documents/wcf_with_proofs/))

**Anglican** – 1571 Thirty-Nine Articles, Article 6-7  
([anglicansonline.org/basics/thirty-nine\\_articles.html](http://anglicansonline.org/basics/thirty-nine_articles.html))

**Historic Baptist** – 1689 London Baptist Confession of Faith  
([www.vor.org/truth/1689/1689bc00.html](http://www.vor.org/truth/1689/1689bc00.html))

**Southern Baptist** – 2000 Baptist Faith and Message  
(<http://www.sbc.net/bfm/>)

**International Council on Biblical Inerrancy** – 1978 Chicago Statement on Inerrancy  
([http://www.baptiststart.com/print/chicago\\_statement.html](http://www.baptiststart.com/print/chicago_statement.html))

# The Proof and Truth of the Bible

## Ten Evidences That the Bible Is True

### 1. \_\_\_\_\_ Claims It's True

Although this in itself does not prove that the Bible true, we could immediately doubt the truth of the Bible if it never made this claim. The fact is that the Bible claims that it is written by God and thus keeps open the possibility that it is true:

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. (2 Tim. 3:16)*

*Above all, you must understand that no prophecy of Scripture came about by the prophet's own interpretation. For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit. (2 Peter 1:20-21)*

### 2. \_\_\_\_\_ Claims It's True

Even if you think Jesus is just a great teacher, that fact that a great teacher makes such a claim about the Bible must count as evidence for the Bible's truth. Jesus claimed that "Scripture cannot be broken" (John 10:35), "until heaven and earth disappear, not the smallest letter, not the least stroke of a pen, will by any means disappear from the Law until everything is accomplished" (Matthew 5:18), and "O foolish men, and slow of heart to believe all that the prophets have spoken..." (Luke 24:25-27). Jesus also used the Bible as a weapon against Satan in Matthew chap. 4. And He kept appealing to the Bible, knowing it had authority, by saying "it is written" seventy times.

### 3. The Bible Is Morally and Ethically \_\_\_\_\_ to Other Literature

My college English professor (a non-Christian) at the University of California, Berkeley, encouraged us to read the book of Ecclesiastes, claiming that it was a remarkable piece of literature. The Bible's superiority has often been acknowledged even by unbelievers and is denied by few who have actually read and studied its pages.

### 4. The Bible Has the \_\_\_\_\_ to Affect Us

When some people read the Bible, they claim to "meet God." In the 1500's, one man, Martin Luther, the great father of Protestant churches said, "My conscience has been taken captive by the Word of God." I too have been "taken captive" by the Bible. I didn't fully believe that the Bible was true until one evening, when I was 19, I started reading the Bible, beginning in the books of John and Matthew. Beginning with the first evening, the Bible so captivated me that I couldn't put it down. I started to read it ten minutes a day, then 15, then 20, then 30 minutes a day. I was so moved by what I read that I committed my life to Jesus Christ.

## 5. The Bible Has Extraordinary \_\_\_\_\_.

The Bible is composed of 66 parts, or books, written over a period of approximately 1,500 years (from about 1450 BC to about 90 AD) by over 40 different people. These writers were all different from each other. Some were rich, some poor, some young, some old. Some were priests, some prophets, one was a tax collector (Matthew), one was a doctor (Luke), a tentmaker (Paul), and a fisherman (Peter). Yet they all wrote about the same man who claimed to be God - Jesus Christ. On the surface, there might seem to be disagreement between the writers, but if you study deeper, you will find that they all agree about Jesus Christ, God, the Holy Spirit, the Bible, the end times, salvation, heaven, hell, etc.

Other religious “scriptures” cannot claim this feature. The Koran was entirely written through the revelations of one man, Mohammed. The Book of Mormon was entirely written through one man, Joseph Smith.

## 6. The Bible Is Historically \_\_\_\_\_.

Luke, a Bible writer, is one example. His details about Roman officials such as “Sergio Paulus of Cyprus,”<sup>1</sup> “Gallio, the proconsul of Achaia,”<sup>2</sup> “Herod the Great,”<sup>3</sup> “Pontius Pilate,”<sup>4</sup> and “King Agrippa,”<sup>5</sup> are all confirmed by ancient Roman historical records and archeology. Even non-Christian scholars agree that King David, King Solomon, the Philistines, and countless other persons mentioned in the Bible were real people, and that such cities as Ephesus, Philippi, and Thessalonica were real places. The **Mari Tablets**,<sup>6</sup> 25,000 tablets written in 1,900 B.C., mention the names of Abraham, Jacob, Nahor, Dan, Levi, Benjamin, and Ishmael, found in the book of Genesis. The **Mesha Stele**<sup>7</sup> from the 9<sup>th</sup> century B.C., mentions the kingdom of Israel (“house of Omri”). Also a Canaanite bronze calf was discovered years ago and reported in the New York Times<sup>8</sup>, confirming the Bible’s account that pagan nations worshiped calves.

## 7. Bible \_\_\_\_\_ Are Fulfilled

Jesus Christ, for example, fulfilled numerous prophecies. Read Isaiah 53 (the entire chapter), Micah 5:2, Daniel 9:25-27, and Jeremiah 23:5-6, and Psalm 16:8-11. In these few Old Testament prophecies, made several hundred years before Christ, we are told the exact time of Jesus’ coming, the exact place of His birth, the family of which He would be born, the condition of His family at the time of His birth, how He would be received by people, the method and details of His death, how He would be buried, and His resurrection. These predictions were all fulfilled with great precision in Jesus Christ.

---

<sup>1</sup> [https://en.wikipedia.org/wiki/Sergius\\_Paulus](https://en.wikipedia.org/wiki/Sergius_Paulus)

<sup>2</sup> [https://en.wikipedia.org/wiki/Lucius\\_Junius\\_Gallio\\_Annaeus](https://en.wikipedia.org/wiki/Lucius_Junius_Gallio_Annaeus)

<sup>3</sup> [https://en.wikipedia.org/wiki/Herod\\_the\\_Great](https://en.wikipedia.org/wiki/Herod_the_Great)

<sup>4</sup> [https://en.wikipedia.org/wiki/Pilate\\_stone](https://en.wikipedia.org/wiki/Pilate_stone)

<sup>5</sup> [https://en.wikipedia.org/wiki/Herod\\_Agrippa\\_II](https://en.wikipedia.org/wiki/Herod_Agrippa_II)

<sup>6</sup> [https://en.wikipedia.org/wiki/Mari,\\_Syria#Mari\\_Tablets](https://en.wikipedia.org/wiki/Mari,_Syria#Mari_Tablets)

<sup>7</sup> [https://en.wikipedia.org/wiki/Mesha\\_Stele](https://en.wikipedia.org/wiki/Mesha_Stele)

<sup>8</sup> <http://www.nytimes.com/1990/07/25/world/archeologists-uneearth-golden-calf-in-israel.html>

**8. Bible Has Been Extraordinarily \_\_\_\_\_.**

The Bible is very old. Its oldest book is almost 3,500 years old. Yet, somehow, more than any other ancient writing, the Bible doesn't seem to change over time, even over thousands of years. For example, ancient scrolls of parts of the Bible (e.g. book of Isaiah, Psalms) written around 100 B.C. were found in the 1940's near the Dead Sea in the Middle East. When compared to the next most ancient biblical scrolls, the Masoretic Texts, written around 900 A.D., there are virtually no significant differences!

As for the New Testament, there are about 25,000 ancient manuscripts (i.e. copies), dating as early as 120 A.D., or in other words, just 30 years after the last book of the New Testament was written. Compare this to Homer's *Iliad*, of classical Greek literature (which you might have studied in junior high), of which there are only 643 ancient manuscripts, dating only as early as 500 years after its writing. There are only 193 manuscripts of the works of Sophocles, 49 of Aristotle, and only 7 of Plato's *Tetralogies*, dating as much as early as 1,200 years after its writing. In short, the Bible is perhaps the most well-preserved book in the world.

**9. The Bible Writers Endured Great \_\_\_\_\_ for What They Saw**

They were eyewitnesses to Jesus' resurrection or His existence and held to their story even under great persecution. If the events in the Bible were false, no writer in his right mind would endure such torture for a lie. Matthew was slain with a sword in Ethiopia. Mark died by being dragged through the streets of Alexandria. Luke was hanged on an olive tree. John was banished to prison in Patmos. Peter was crucified upside down. Jude was shot to death with arrows. Paul was beheaded at Rome by Emperor Nero.

**10. The Bible Changes \_\_\_\_\_.**

Prostitutes have been reformed. Drunkards have become sober. The prideful become humble. The weak become strong, when they read the Bible. And in my own church, there are hundreds of testimonies of drug addicts who came clean, violent men who became gentle, alcoholics who became sober, atheists who became believers, troubled marriages that became happy ones, because they read the Bible and what it said about Jesus Christ.

**THOUGHT QUESTION:**

***If we cannot lead anyone to faith in Christ or in believing the Bible by merely logically and factually proving it true, then why try to defend it at all?***



# Interpreting the Bible for Modern Times

## 1. The Scholar's Tools for Biblical Interpretation Today

*The following are the methods of analyzing the Bible which both believing and non-believing scholars use today.*

\_\_\_\_\_ Criticism: Tries to discover the differences between ancient manuscripts and seeks to restore the words and letters of the text to the original writing.

\_\_\_\_\_ Criticism: Uses archeology and ancient Near Eastern historical texts in order to illustrate and illuminate a Bible text. It sheds light on how the original readers of a Bible text would have understood it. The danger is when this form of analysis is used to cast doubt on the historical accuracy of the Bible.

\_\_\_\_\_ Criticism: Tries to discover the differences between Bible writers (e.g. Matthew's "Sermon on the Mount" and Luke's "Sermon on the Plain"), in order to discover the writer's unique purpose and motives for his version of the story. The danger is when this form of analysis casts doubt on the inerrancy and divine authorship of the Scriptures, by making the Bible writers out to be mere story-tellers who would liberally change facts and stretch the truth to make their own unique point.

\_\_\_\_\_ Criticism: Tries to discover a Bible writer's literary sources, if any. The danger is when this method of analysis casts doubt on God's authorship, reducing the Bible writers to mere copyists and editors, cutting and pasting away.

\_\_\_\_\_ and \_\_\_\_\_ Criticism: Takes smaller literary units, such as a parable, and tries to discover how the form or the tradition behind this literary piece developed and changed before reaching its final form in the Bible. It tries to discover the real-life situation of the author and the first readers when the literary unit was first constructed. The danger is when one using FC casts doubt on the final form of the literary unit (e.g. Moses' description of the Exodus), speculating that a series of story-tellers stretched and shaped the truth for their own life situation before writing it as Scripture.

\_\_\_\_\_ Criticism: Those methods of analysis that affect the text of Scripture.

\_\_\_\_\_ Criticism: Those methods of analysis that affect the meaning of Scripture.

## **2. Ground Rules of Biblical Interpretation**

### **a. One Book, One Author, One Theme**

1. **Unity:** There are no contradictions. Therefore, all Bible difficulties must be explained by all other means before jumping to the conclusion that there is a contradiction.
2. **Inerrancy:** There are no historical and scientific errors. Therefore, a method of analysis, being of human origin, may not be used if it seeks to overturn Scripture's teaching.
3. **Authority:** The Bible is its own best interpreter. Having originated from God, no human literature, experience, or reason has the authority to make the final determination of the interpretation of a Bible text. Therefore, the interpreter must first interpret Scripture with Scripture, comparing one text with another text. All extra-Biblical sources (e.g. archeology) could illustrate the text, but never interpret it.
4. **Historical-Redemptive Theme:** The Bible is the story of God redeeming His people from slavery to sin, climaxing with the good news of salvation through the death and resurrection of Jesus. God is always the hero. Jesus is the climax. God gave us the stories of Moses and Joshua, for example, not as moral examples for us to follow, but to tell us about Himself and His saving acts.

### **b. Human Component**

1. **Study the context:** Behind every text, there is the human writer's train of thought, the overall theme and purpose, which can be discovered by reading the context, or the entire book itself.
2. **Literary style:** Some parts of the Bible were meant to be figurative, some literal. The literary style that the human writer used will determine how to read the text properly.

### **c. Responding to the Word**

### **d. Internal Witness of the Spirit**

1. Affirmation of the text divine source
2. Understanding and interpretation of the meaning of the text
3. Application of the message to life

# Introduction to God and the Trinity

## 1. The Incommunicable Attributes of God

Incommunicable attributes \_\_\_\_\_

Communicable attributes \_\_\_\_\_

Some basic incommunicable attributes...

God is \_\_\_\_\_: means that God has no origins and consequently is answerable to no one. Exodus 3:13-14.

God is \_\_\_\_\_: means that God has no needs and therefore depends on no one. Acts 17:24-25.

God is \_\_\_\_\_: means that God always has been, always will be and always remain the same. Genesis 21:33; Rev. 4:8; Heb. 13:8

## 2. The Trinity

Read Exodus 20:3, Deut. 6:4, 1 Cor. 8:4-6. How many gods are there, according to these verses?

Read Genesis 1:26; Matthew 28:19; and 2 Cor. 13:14. Why are these verses in the plural? (e.g. "Let *us* make man..." in Genesis)

Read Isaiah 9:6, Matthew 1:23; 28:9; John 1:1; 8:58; 20:28; and Acts 7:59; 1 Tim. 3:16; Hebrews 1:6-10. According to these verses, is Jesus a man only, an angel, or God?

Read Genesis 1:2; John 16:5-15; and Acts 5:3. According to these verses, is the Holy Spirit a power force only (e.g. "holy electricity"), a man, an angel, or God?

The historical presentation of the Trinity is that God is three persons in one divine \_\_\_\_\_ or \_\_\_\_\_. Illustration...

**Historic Errors:**

D \_\_\_\_\_ M \_\_\_\_\_: the erroneous view that God is only one person, and that Jesus himself was not divine, but that divine power came upon Him. (Paul of Samosata, Socinius, modern Unitarians)

A \_\_\_\_\_: the erroneous view that God is only person, and that Jesus was semi-divine. He is to be worshiped, but He is not of the same divine essence as the Father. The Holy Spirit is a non-personal force. (Modern Jehovah's Witnesses)

M \_\_\_\_\_ M \_\_\_\_\_: the erroneous view that God is one person expressing Himself in three modes, or form, just as water can take the form of a liquid, gas, or solid. (United Pentecostal Church)

S \_\_\_\_\_: the erroneous view that God is one person, which we call "Father." The Son and the Spirit were created by the Father and are therefore not divine and not eternal.

**Questions for Thought:**

Have you ever encountered cult members who don't believe in the Trinity? How is their practice of worship and life different from Christians?

Why do you think it is important to believe in the Trinity? In other words, how would you answer the questions, "So what?"

# Attributes of God: Sovereignty & Holiness

## 1. Sovereignty

Definition: The belief that God \_\_\_\_\_.

But to what extent? Here are important Scriptures:

- Genesis 50:15-21 (It helps to be familiar with the story of Joseph)
- Exodus 7:13, 22; 8:15, 19, 32; 9:7, 12, 35; 10:20, 27; 11:10; Romans 9:14-18 (Hardening of Pharaoh's heart)
- Matthew 10:29-30 (Our hairs are all numbered)
- Acts 4:27-28 (God and sinful men)
- Ephesians 1:4-11 (Chosen by God)
- Acts 13:48 (God appoints)
- Ezra 1:1; 6:22 (God's influence on non-believing kings)

Does God cause the evil that people do? Important Scriptures:

Joshua 11:20 (Hardening of hearts)

Judges 14:4 (Samson's sin)

- 1 Samuel 16:14 (King Saul's evil spirit)
- 2 Samuel 24:1; 1 Chron. 21:1 (Census of Israel)
- 1 Kings 22:23 (Ahab's prophets)
- Job 34:10; Deut. 32:4; Psalm 5:4; 11:5; Zech. 8:17; Luke 16:15; James 1:13 (God hates evil)

Strong Actualization theory: \_\_\_\_\_

Weak Actualization theory: \_\_\_\_\_

Why does a good, sovereign God allow evil and suffering in this world? Some Christian responses:

- He is \_\_\_\_\_ the wicked. (Romans 1:18-32)
- He is \_\_\_\_\_ up souls (1 Peter 1:6-7)
- He is \_\_\_\_\_ people. (2 Cor. 12:7-10; Deut. 8:2, 3; Daniel 4:28-37)
- He is \_\_\_\_\_ people. (Deut. 8:2, 3; James 1:2-3, 12)
- It is possible that it is logically \_\_\_\_\_ to avoid evil in a morally responsible world.
- We \_\_\_\_\_. (Job)

## 2. Holiness

“Holy” means \_\_\_\_\_

It implies that God is absolutely \_\_\_\_\_  
(Job 34:10; Habakkuk 1:13)

The Bible calls God “holy” more than anything else. Cite some of those texts:

How you know you recognize God’s holiness:

- You are \_\_\_\_\_ to God. (Job, Isaiah, Peter, John)
- You are \_\_\_\_\_ by God.
- You learn to hate \_\_\_\_\_ (Psalm 97:10)
- You learn to love \_\_\_\_\_ (Matthew 5:6; 1 Peter 1:15-16)
- You \_\_\_\_\_ to the day when all men and women will know God’s holiness. (Psalm 9:8)

### Questions for thought:

When more people recognize the sovereignty and holiness of God, how do you think this will change the church?

Why is the problem of suffering and evil so troubling to people?

# Attributes of God: Omniscience & Immutability

## 1. Omniscience

Definition: The belief that God \_\_\_\_\_.

Here are important Scriptures:

- Isaiah 40:13-14
- Psalm 139:1-6
- Romans 11:33-36

## 2. Immutability

Definition: The belief that God \_\_\_\_\_.

Important verses:

- Malachi 3:6
- James 1:17
- Hebrews 13:8
- Numbers 23:19

Discussion: Does God ever “relent,” “repent,” or “change His mind”? Could prayer ever change God’s mind. Some Christians think so. Consider the following texts:

- Exodus 32:9-14
- Jonah 3:10

Related topic: “Impassibility” \_\_\_\_\_

## Questions for Thought:

How does God’s omniscience give you confidence?

How does God’s omniscience give you fear?

How does God’s immutability give you comfort?

# The Creation of Man and Nature

## Creation Theories

Evolution: \_\_\_\_\_

Theistic Evolution: \_\_\_\_\_

Day-Age Theory: \_\_\_\_\_

Gap Theory: \_\_\_\_\_

Literal Six-Day Theory: \_\_\_\_\_

## Anthropology: The Creation of Man

### 1. The Image of God

In what ways are we more like God than is all the rest of creation?

Genesis 1:26 (cf. Genesis 5:3)

Genesis 9:6; James 3:9; Rom. 3:10-12; Rom. 3:23; 1 Cor. 2:12-14

2 Cor. 4:4; Col. 1:15; Hebrews 1:3



Col. 3:10; 2 Cor. 3:18

Rom. 8:29, 1 Cor. 15:49; 1 John 3:2

## **2. Man's Dominion Over Nature – Worship, Destroy, or Cultivate?**

Key verse – the “cultural mandate” – Genesis 1:26-30; 2:10-15.

## **3. The Essential Nature of Man**

**Trichotomy view** (body, soul, spirit):

- 1 Thes. 5:23
- Heb. 4:12
- 1 Cor. 14:4

**Dichotomy view** (body, soul/spirit):

- There is a distinction between the body and soul/spirit. These verse show that the soul/spirit lives on after our bodies die: Gen. 35:18; Ps. 31:5; Luke 23:43, 46; Acts 7:59; Phil. 1:23-24; 2 Cor. 5:8; Heb. 12:23; Rev. 6:9; 20:4.
- Scripture seems to use “soul” and “spirit” interchangeably: John 12:27(cf. 13:21); Luke 1:46-47. At death, sometimes the “spirit” departs: Heb. 12:23; 1 Pet. 3:19; Luke 23:46; Eccl. 12:7; Acts 7:59. At death, sometimes the “soul” departs: Rev. 6:9; 20:4; Gen. 35:18; 1 Kings 17:21.

**Monism view** (life):

- The value of the spirit/soul: Rom. 8:16; John 4:23; Phil. 3:3; Acts 17:16; Luke 1:47; Ps. 103:1; Mark 12:30.
- At what times do you especially become aware of the existence of your soul/spirit?

# Angelology

## Facts about Angels

1. They belong to another world we know little about. The Bible tells much about what they did, but little about who they are. How long were they created before man? Exactly how many kinds of angels are there? If they're invisible spirits, then how do they sometimes become visible bodies? What is the purpose of each kind of angel?
2. An *angel* comes from the Greek word, *angellos*, which means "messenger."
3. There are a very great number of angels. (Deut. 33:2, Ps. 68:17, Heb. 12:22, Rev. 5:11)
4. They spend their time serving and worshiping God. Is. 6:3, Rev 5:12
5. They have great power -- apparently more powerful than humans. (Ps. 103:20, Eph. 1:21, Col. 1:16, 2 Peter 2:11, Heb. 2:7)
6. They do not marry. Matt 22:30
7. There are different classes of angels or heavenly creatures: Cherubs (Gen. 3:24, Ps. 18:10, Ez. 10:1-22), Seraphs (Is. 6:2-7), Archangel (Jude 9, Dan. 10:13, Rev. 12:7-8, 1 Thes. 4:16), and living creatures (Ez. 1:5-14, Rev. 4:6-8).
8. They are spirit beings, but may sometimes appear to us. Heb 13:2
9. They surround God. Because Jesus is God, they surround Jesus. 2 Thes. 1:7, Psalm 68:17, Rev 5:11
10. GOD SENDS THESE ANGELS to watch over those of us who believe in Jesus Christ. Psalm 34:7, Psalm 91:11-12, Matt 18:10

## Satan and Demonology

1. Satan \_\_\_\_\_. (John 8:44)
2. Satan may cause \_\_\_\_\_. (Luke 8:12)
3. Satan may accuse Christians of \_\_\_\_\_. (Rev. 12:10)
4. Satan may instill Christians with the \_\_\_\_\_ of \_\_\_\_\_. (Heb. 2:14, 15)
5. Satan may inflict physical \_\_\_\_\_. (Luke 13:10-17)
6. Satan may use \_\_\_\_\_. (Job 1:19)
7. Satan may influence entire \_\_\_\_\_. (Daniel 10:12, 13)
8. Satan may evoke \_\_\_\_\_ in churches. (1 Tim. 4:1-3)
9. Satan may masquerade as an “\_\_\_\_\_” (2 Cor. 11:13-15)
10. Demons may pose as \_\_\_\_\_ in other religions. (1 Cor. 10:20)
11. Demons may \_\_\_\_\_ non-Christians. (Matt. 4:24; 8:16; 8:28; 9:32; 12:22; 17:18; Mark 1:32; 5:16; 7:26; Luke 4:33; 8:27; 9:42; 11:14; Acts 19:130)
12. Satan CANNOT assume full responsibility when you sin.
13. Satan CANNOT act without permission from God. (Luke 8:32)
14. Demons CANNOT fully possess Christians (Romans 8:38, 39). But they CAN torment Christians. (Ephesians 6:10-20; 2 Cor. 12:7-10; 1 Peter 5:8-9)

## The Person of Satan

- Ezekiel 28:12-17
- Isaiah 14:12-14

## The Purposes of Satan

A \_\_\_\_\_: Zech. 3:1, Rev. 12:10. Satan's strategy is to make you feel unworthy. (e.g. Job 1:8-12; 2:3-6)

D \_\_\_\_\_: 2 Cor. 11:3, 14; Rev. 20:7-10. Satan's strategy is to confuse you. (e.g. Genesis 3:1-7)

P \_\_\_\_\_: Rev. 12:13-17; Matthew 5:11-12. Satan's strategy is to discourage you. (e.g. Acts 8:1-3)

D \_\_\_\_\_: 1 Cor. 7:35; Luke 10:40. Satan's strategy is to cause you to lose focus. (e.g. Matthew 16:21-23)

# The Fall of Man

## Why talk about sin?

Sounds like a depressing subject. But we must know the full depth of our misery, in order to fully appreciate the gift of salvation. This is because sin is like a drug addiction – the addict keeps devouring those drugs, thinking he needs more, until he finally recognizes the full, uncontrollable, destructive depth of his problem. In the same way, we'll think we simply need a better spouse, more money, a new house, a new church, or a better job in order to find joy, until we recognize how deep our problem really is. Only then could we fully appreciate Christ's work on the cross and the new life He gives. You will never fully embrace your Savior until you fully know the extent of your sin.

## Original Sin

"We aren't sinners because we sin; we sin because we're sinners." Read Genesis 3.

1. We have inherited \_\_\_\_\_. (Romans 5:12-19)

The view of Federalism: \_\_\_\_\_

The view of Realism: \_\_\_\_\_

2. We have inherited \_\_\_\_\_. (Psalm 51:1-4; Romans 3:23; 1 Kings 8:46)

## Total Depravity

This term does not mean that we are as evil as can be, but that: \_\_\_\_\_

\_\_\_\_\_

Alternate term: \_\_\_\_\_

Read Romans 3:10ff

**Question for thought:** *What about non-believers who seem to do good?*

## **Total Inability**

Romans 8:8; John 15:5; John 6:44, 65; 1 Cor. 2:12-14; Eph. 2:1-2

This is the view that man is naturally unable to do any spiritual \_\_\_\_\_ before God.

### **Questions for Thought:**

Are infants guilty before they commit actual sins?

If we are naturally unable to do good before God, why does He hold us responsible?

# The Law of God

## The Place for Do's and Don'ts

The Ten Commandments, the Sermon on the Mount, the Fruit of the Spirit, the Great Commission – What do these all have in common? They are all part of God's Law; the expression of God's written will, the record of what is right and what is wrong in God's eyes.

But there is much confusion today about the place of the Bible's do's and don'ts. The law without the gospel is Judaism. The law without the deity of Christ is the *Watchtower* of Jehovah Witnesses. The gospel without the law is *libertinism*, the problem of the ancient Corinthian church. The law without the centrality of Christ's cross is simply a self-improvement course. Numerous churches and movements today have fallen into error and confusion. Can you identify some of these modern movements and their dangers?

The \_\_\_\_\_ movement, also called the "Health and Wealth Gospel," and "Name and Claim It." Modern figures of this movement:

Common buzz-words of this movement:

Other examples of such movements:

## The 3 Purposes of God's Law

1. To \_\_\_\_\_ sin. (Romans 13:1-7; e.g. Deut. 19:15-20)
2. To \_\_\_\_\_ sin. (Romans 3:20; 7:7; e.g. 2 Kings 22:11-13)
3. To \_\_\_\_\_ believers in grateful living before God. (Psalm 18:8, 9; 119:105)

*The third and principal use, which pertains more closely to the proper purpose of the law, finds its place among believers in whose hearts the Spirit of God already lives and reigns. For even though they have the law written and engraved upon their hearts by the finger of God, that is, have been so moved and quickened through the directing of the*

*Spirit that they long to obey God, they still profit by the law... (Calvin, Institutes of the Christian Religion, book II, ch. VII, sec. 12)*

## The Ten Commandments

1. No other gods -- \_\_\_\_\_
2. No graven image -- \_\_\_\_\_
3. Keep God's name holy -- \_\_\_\_\_
4. Keep the Sabbath Day -- \_\_\_\_\_
5. Honor your parents -- \_\_\_\_\_
6. Do not kill -- \_\_\_\_\_
7. Do not commit adultery -- \_\_\_\_\_
8. Do not steal -- \_\_\_\_\_
9. Do not lie -- \_\_\_\_\_
10. Do not covet -- \_\_\_\_\_

## Salvation in the Old Testament

Key verses: Romans 4; Hebrews 11:39-40.

# The Natures of Christ

## His Divine Nature (Deity)

Key verses that prove the deity of Jesus Christ:

- Genesis 1:26 \_\_\_\_\_
- Isaiah 9:6 \_\_\_\_\_
- Matthew 1:23 \_\_\_\_\_
- Matthew 28:9 \_\_\_\_\_
- Matthew 28:19 \_\_\_\_\_
- John 1:1 \_\_\_\_\_
- John 8:58 \_\_\_\_\_
- John 20:28 \_\_\_\_\_
- Acts 7:59 \_\_\_\_\_
- 1 Tim. 3:16 \_\_\_\_\_
- Titus 3:4 \_\_\_\_\_
- Hebrews 1:6-13 \_\_\_\_\_
- Rev. 1:8; 22:12 \_\_\_\_\_

Use a concordance to look up the words “rock,” “first and last,” “shepherd,” and “my salvation.” You will find that these words describe God in the Psalms, but are applied to Jesus in the New Testament.

## Denials of Christ's Deity in History

- **Ebionites, 2<sup>nd</sup> century:** They were the ones warned against in Galatians 1, where Paul condemned them as legalistic and anti-gospel. They denied the genuine deity of Christ, in the interest of maintaining a Jewish view of monotheism.
- **Arians, 4<sup>th</sup> century:** Led by Arius, bishop of Alexandria, they denied the deity of Christ, maintaining that He was the first and highest created being, but not God Himself.
- **Jehovah's Witnesses:** Started by Charles Taze Russell in the 1800's, who believed that Christ would return in 1914. They deny Christ's deity, maintaining that He was really a re-incarnation of Michael the archangel.



## His Human Nature (Humanity)

Key verses:

- Matthew 4:2 \_\_\_\_\_
- Luke 1:30-38 \_\_\_\_\_
- Luke 2:50, 52 \_\_\_\_\_
- John 1:14 \_\_\_\_\_
- John 11:35 \_\_\_\_\_
- John 19:28-29 \_\_\_\_\_
- John 20:27 \_\_\_\_\_
- Hebrews 2:16-18 \_\_\_\_\_
- Hebrews 4:15 \_\_\_\_\_
- 1 John 1:1-3 \_\_\_\_\_
- 1 John 4:2-3 \_\_\_\_\_

## Denials of Christ's Humanity in History

**Gnosticism**, 1<sup>st</sup> and 2<sup>nd</sup> centuries and today: This was the view, from heavy influence from ancient Greek philosophy, that Christ was only a spirit, light, energy, mind, and/or idea. It stemmed from the belief that the physical world was inherently evil, and that the immaterial was good. John spoke against this movement in the introduction of 1 John.

**Docetism**, late 1<sup>st</sup> century: They believed that Christ was truly divine, but only appeared to be human. Sabellius was its most well-known proponent.

**Appollinarianism**, 4<sup>th</sup> century: They believed that Christ was truly divine, but not completely human. He was human in form, but not human in His mind.

## The Union of Two Natures into One Person

**Nestorianism**, 5<sup>th</sup> century: Led by Nestorius, bishop of Constantinople, they believed that Christ's two natures were separated. He was schizophrenic – He was two persons with two natures. His divine person was in control of the human person. This view was condemned in the Council of Chalcedon in 451.

**Eutychianism**, 5<sup>th</sup> century: Also condemned by the Council of Chalcedon in 451, this movement held that Christ was one person with one nature. The human and divine natures were fused into one nature.

**Chalcedon**, 451, A.D.: This ecumenical council articulated for all time, that Jesus Christ was one person, two natures, and that these two natures are “without confusion, without change, without division, and without separation.” (J.N.D. Kelley, *Early Christian Doctrine*, pp. 339-340)

# The Work of Christ

## His Three-Fold Office (His job description)

He was a Prophet. A prophet is one who \_\_\_\_\_ and \_\_\_\_\_ God's message to people.

He was a Priest. A priest is one who mediates between God and Man. He either offers \_\_\_\_\_ on behalf of us, or \_\_\_\_\_ for us.

He was a King. He is the reigns over the \_\_\_\_\_. He is the king. We are his subjects. The universe is His realm.

- His Kingdom is here now.
- His Kingdom is yet to come.
- The *already/not yet*: \_\_\_\_\_

What other "job descriptions" do many people mistakenly think Jesus has?

In what way are you to be a prophet?

In what way are you to be a priest?

In what way are you to be a king?

Heidelberg Catechism, Lord's Day 12, Q&A 31

**Why is He called "Christ," meaning "anointed"?**

*Because he has been ordained by God the Father and has been anointed with the Holy Spirit to be our chief prophet and teacher who perfectly reveals to us the secret counsel and will of God for our deliverance; our only high priest who has set us free by the one sacrifice of his body, and who continually pleads our cause with the Father; and our eternal king who governs us by his Word and Spirit, and who guards us and keeps us in the freedom he has won for us.*

## Two States of Christ

- His \_\_\_\_\_: Incarnation, Virgin Birth, Life & Ministry, Suffering, Death, Burial
- His \_\_\_\_\_: Resurrection, Ascension, Session, Second Coming

## His Work of Atonement

Atonement is the taking away of \_\_\_\_\_ in order to win a gift such as forgiveness, healing, and freedom. Christ's death atoned for the sins of His people.

Words often used to describe the work of Christ associated with His atonement:

- Substitutionary \_\_\_\_\_
- Ransom \_\_\_\_\_
- Propitiation: to appease God's \_\_\_\_\_.
- Redemption: to make free from \_\_\_\_\_.
- Expiation: to take away \_\_\_\_\_.
- Limited (Definite) \_\_\_\_\_

### Other Atonement Theories

- Ransom-to-Satan Theory (Origen, 254 AD)
- Moral Influence Theory (Abelard, 1142, and modern liberal theology)
- Universal Atonement (Arminius, 1618, Methodists, Church of Nazarenes, Holiness churches)

## The Resurrection

### *Answers to objections*

#### ***Objection #1: The story of Jesus is all a fairy tale. He never even existed.***

Some object to the resurrection story, claiming that it, as well as the entire story of Jesus, is pure fiction. But this objection is absurd. The following quotes give evidence that Jesus at least existed.

**Cornelius Tacitus, Roman historian, 112 A.D.:** "Hence to suppress the rumor, he [Nero] falsely charged with the guilt, and punished with the most exquisite tortures, the persons commonly called Christians, who were hated for their enormities. Christus, the founder of the name, was put to death by Pontius Pilate, procurator of Judea in the reign of Tiberius..." (*Annals* XV.44)

**Suetonius, Roman historian, 120 A.D.:** "As the Jews were making constant disturbances at the instigation of Christus [Christ], he expelled them from Rome." (*Life of Claudius* 25.4)

**Flavius Josephus, Jewish-Roman historian, ca. 100 A.D.:** "Now there was about this time Jesus, a wise man, if it be lawful to call him a man, for he was a doer of wonderful works, a teacher of such men as receive the truth with pleasure. He drew over to him both many of the Jews, and many of the Gentiles. He was the Christ, and when Pilate, at the suggestion of the principal men among us, had condemned him to the cross, those that loved him at the first did not forsake him; for he appeared to them alive again the third day; as the divine prophets had foretold these and ten thousand other wonderful things concerning him. And the tribe of Christians so named from him are not extinct at this day." (*Antiquities*. xviii.33)

**New York Times, August 1992:** "Israeli archaeologists have discovered the family tomb of Caiaphas, the Jewish high priest who presided at the trial of Jesus and delivered Him to the Romans to be crucified... through the writing on the walls of the tomb and the artifacts found with the bones, and the inscription on the ossuary, the remains were indeed those of the priestly family"

#### ***Objection #2: Jesus revived Himself, and pulled a hoax.***

No. Impossible by natural means, because Jesus was dead. The gospel of John gives evidence of this:

*Now it was the day of Preparation, and the next day was to be a special Sabbath. Because the Jews did not want the bodies left on the crosses during the Sabbath, they asked Pilate to have the legs broken and the bodies taken down. The soldiers therefore came and broke the legs of the first man who had been crucified with Jesus, and then those of the other. But when they came to Jesus and found that he was already dead, they did not break his legs. Instead, one of the soldiers pierced Jesus' side with a spear, bringing a sudden flow of blood and water. The man who saw it has given testimony, and his testimony is true. He knows that he tells the truth, and he testifies so that you also may believe. (John 19:31-35)*

Even non-believers of the resurrection claim that He was dead. Referring again to the

quote by Cornelius Tacitus, the Roman historian and governor of Asia states, "Christus... was put to death by Pontius Pilate..." (*Annals XV.44*) And Lucian of Samosata, a satirist of the second century, and a non-believer, writes of Christ: "the man who was crucified in Palestine because he introduced this new cult into the world..." (*The Passing Peregrinus*)

Not only did the soldiers pronounce Jesus dead, but also a physician, Samuel Houghton, M.D., explains that flow of blood and water is clear evidence of death: "There remains, therefore, no supposition possible to explain the recorded phenomenon except the combination of the crucifixion and the rupture of the heart." (McDowell, J., *Evidence That Demands A Verdict*, 1979, p. 198)

Even if Jesus were to revive Himself, His burial would make it impossible for Him to break out of the tomb by natural means. According to John 19:40, Jesus was wrapped like a mummy, making it impossible for an ordinary man to escape:

*Later, Joseph of Arimathea asked Pilate for the body of Jesus. Now Joseph was a disciple of Jesus, but secretly because he feared the Jews. With Pilate's permission, he came and took the body away. He was accompanied by Nicodemus, the man who earlier had visited Jesus at night. Nicodemus brought a mixture of myrrh and aloes, about seventy-five pounds. Taking Jesus' body, the two of them wrapped it, with the spices, in strips of linen. This was in accordance with Jewish burial customs. At the place where Jesus was crucified, there was a garden, and in the garden a new tomb, in which no one had ever been laid. Because it was the Jewish day of Preparation and since the tomb was nearby, they laid Jesus there.*

Jesus was also placed in a rock tomb, making it even more impervious to escape. Matthew records, "and placed it in his own new tomb that he had cut out of the rock. He rolled a big stone in front of the entrance to the tomb...(27:60)"

Archeological excavations today reveal that the typical rock tomb during the Roman era would be impossible to escape from. Such a tomb was a simple cave, with solid rock on all sides. There would be only one entrance, blocked by a wheel-shaped rock that was about seven feet in diameter. It would take several men to move the rock.

No, escape was impossible. Especially after considering that Jesus also underwent beatings, floggings, whippings, a crown of thorns, and blood loss, it would be impossible for a natural man to revive himself, and still escape from such a secured tomb. Although the greatest magicians have been known to escape from chained trunks, they could not do so after enduring the kind of torture Jesus went through.

### ***Objection #3: The disciples exaggerated the story.***

Possible, but pointless. It would serve no purpose to exaggerate a resurrection story. The disciples did not need to "tweak" the details in order to impress the masses, if that were really their intent for writing.

I might exaggerate a fishing story. I might be tempted to tell my listeners that I caught a two-foot striped bass, and that I fought with it for ten minutes, and that there were gallons of water splashing into the boat, and that the fish bent my pole until it was the shape of a horseshoe. But the reality might be that I only caught a tiny, six-inch

bluegill, while I was sleeping. And it practically jumped into the boat by itself. My story would be an exaggeration of the truth. I still caught a fish. But I would need to embellish the story in order to impress my listeners.

Not so with the resurrection. The truth needs no embellishment in order to amaze. Even if the disciples did exaggerate, and if there really were no angels, no great light, no one falling down at his feet, no miraculous catch of fish, no cloth that folded up by itself, the point that there was even a resurrection still makes for an amazing story that begs for our serious consideration.

***Objection #4: The disciples were hallucinating.***

No. Too many eyewitnesses. The apostle Paul records in 1 Corinthians 15:6, "After that, He appeared to more than 500 of the brothers at the same time..."

Also, are these the words of those who have hallucinations, or believe in them?

Many have undertaken to draw up an account of the things that have been fulfilled among us just as they were handed down to us by those who from the first were eyewitnesses and servants of the word. Therefore, since I myself have carefully investigated everything from the beginning, it seemed good also to me to write an orderly account for you, most excellent Theophilus, so that you may know the certainty of the things you have been taught. (Luke 1:1-4)

That which was from the beginning, which we have heard, which we have seen with our eyes, which we have looked at and our hands have touched -- this we proclaim concerning the Word of life... We proclaim to you what we have seen and heard, so that you also may have fellowship with us. (1 John 1:1-3)

Moreover, even if the disciples were prone to hallucinations, it is improbable that their written testimonies of their visions would agree as they do. What kind of drug, or kind of psychological disease would cause the eleven disciples to have all seen a risen Jesus, preach the same story, and teach the same doctrine. Says Heinrich Kluerer, "...the hallucination is not a static phenomenon but essentially a dynamic process, the instability of which reflects the very instability of the factors and conditions associate with its origin." (Hoch, Paul H., *Psychopathology of Perception*, 1965, p. 18) It is very unlikely, therefore, that even two of the disciples would have the same hallucination at the same time.

***Objection #5: The disciples pulled a hoax, and actually stole the body.***

No. Not only was the tomb impervious to escape, it was also impervious to a break-in.

The Romans put a seal on the tomb. Matthew 27:65 records, "Pilate answered, 'Go, make the tomb as secure as you know how.' So they went and made the tomb secure by putting a seal on the stone." A seal is a leather strap, placed around the stone at the mouth of the tomb, for the same purpose that a wax seal is stamped on letter envelopes. Not only does it further immobilize the rock, but it also reveals whether or not the rock has been tampered with from the outside. The disciples would not be

able to steal Jesus' body without breaking the seal.

Also, guards were posted. Matthew 27:66 records, "'Take a guard,' Pilate answered... So they went... posting the guard... the guards were so afraid of Him that they shook and became like dead men." Could the disciples have overtaken the guards? No, they were no match for well-trained, armed Roman guards. Could the disciples have stolen the body while the guards were asleep? No, it is improbable that the guards would be so foolish as to all sleep at the same time. The fear of punishment by their Roman superiors would drive them to keep at least one soldier awake at any given time. Therefore, it is improbable that the disciples would have any chance of stealing the body unnoticed.

Furthermore, the disciples were all tortured or killed for propagating the resurrection story. The historian Eusebius, around 300 A.D., records that Matthew was killed with a sword. Mark was dragged through the streets of Alexandria. Luke was hanged on an olive tree. John was banished to prison on the island of Patmos. Peter was crucified upside down at Rome. James was beheaded at Jerusalem. James the Less was beaten with a club. Bartholomew was skinned alive. Andrew was tied to a cross. Now, if the resurrection story were a hoax, these tortures would have forced at least one of these disciples to admit to stealing the body. But none of them did. Therefore, no one stole the body.

Of course, many great leaders have died for various causes throughout history. And many have died for ideas that were later to be proven wrong. But they all believed in what they thought to be true. No one died for he/she believed to be false. The same applies to the disciples. They must have all believed the resurrection to be true, because no one admitted it to be a hoax.

Could one disciple have admitted to stealing the body, while the historians neglected to record it? No. Hoaxes don't last long once the truth is leaked. For example, the skull of "Piltdown Man" was no longer taken seriously once the scientists discovered it contained ape parts. The "UFO" circles made in the wheat fields of England were dropped from the headlines once the perpetrators admitted to making them. The Shroud of Turin no longer appeared in magazines once the scientists dated the materials from the seventh century. Now if the resurrection story were a secret conspiracy, all it would take to break it would be for one disciple to admit to stealing the body. But such is not the case. The resurrection story survived, because all the disciples held firm to their claim, that Jesus miraculously rose from the dead, even under torture. A hoax could never survive under such persecution.

### ***Objection #6: The disciples were mistaken.***

No. There is very little room for mistakes here: Luke's attention to detail, and John's emphasis on having seen, heard, and touched the risen Jesus, the testimony of the other disciples, and the presence of 500 other eyewitnesses.

If it were not for the resurrection, the Christian faith would stand on the same ground as all other well-intended, but mistaken, ideologies. Some boast of martyrs, just as Christians do. Some boast of a massive following. Some boast of offering PhD's in the

field. Some boast of a long history. But what makes Christianity different is that it is validated by a great miraculous event, not an idea.

And it is harder to make mistakes about events than about ideas. That is why all of us who have seen Bill Clinton on television agree that he was elected president of United States. That is an event. No mistakes. But not all of us agree with his policies. Those are ideas. Some of us, then, are making mistakes.

The same with the resurrection. The 500+ eyewitnesses of the risen Jesus could not make a mistake about it, because the resurrection is an event.

Of course, once in a while, mistakes about events happen, like a sighting of Elvis, leading many to the belief that he is still alive. Couldn't the disciples have been mistaken in the same way, aided by mass hysteria?

No. Jesus has the testimony of 500+ eyewitnesses. Elvis does not. The truthfulness of Jesus' witnesses were tested by torture. Elvis' witnesses were not. Jesus' witnesses not only saw Him, but touched and heard as well. Elvis' witnesses did not. Jesus appeared over a period of forty days. Elvis only for a brief moment in Kalamazoo, MI. Jesus' witnesses had to be so sure about what they saw, in order to tell about the impossible. Elvis' witnesses had too easy; their story is about a hero who simply went into hiding.



# The New Birth

## God's Calling

1. \_\_\_\_\_ Calling – The words of a preacher or gospel presenter that call the audience to repentance and faith in Jesus Christ. Some will respond in faith, some will not.

2. \_\_\_\_\_ or \_\_\_\_\_ Calling – “All those whom God hath predestinated unto life, and those only, He is pleased in His appointed and accepted time effectually to call, by his Word and Spirit, out of that state of sin and death, in which they are by nature, to grace and salvation by Jesus Christ; E\_\_\_\_\_ their minds spiritually and savingly to U\_\_\_\_\_ the things of God; taking away their heart of stone, and giving unto them a heart of flesh; R\_\_\_\_\_ their wills, and by His almighty power determining them to that which is G\_\_\_\_\_, and effectually D\_\_\_\_\_ them to Jesus Christ; yet so, as they come most freely, being made willing by his grace.”

(*Westminster Confession of Faith*, 1646) See John 6:44, 1 Cor. 2:12-14.

## Regeneration

3. Regeneration is the act of having been \_\_\_\_\_ (John 3:1-8)

4. Regeneration is the work of \_\_\_\_\_ through the Holy Spirit. (John 1:13)

### ***John 3:5 – Born of Water and the Spirit: Five Views***

1. Water = physical birth. Spirit = Holy Spirit.
2. Water = baptism. Spirit = Holy Spirit. (Roman Catholic)
3. Water = cleansing. Spirit = power.
4. Water = Spirit poured out. Spirit = Holy Spirit.
5. Water = God's Word. Spirit = Holy Spirit.

## Faith

- "...is being sure of what we hope for and certain of what we do not see." (Hebrews 11:1)
- "...a firm and certain knowledge of God's benevolence toward us, founded upon the truth of the freely given promise in Christ, both revealed to our minds and sealed upon our hearts through the Holy Spirit." (Calvin, John, *Institutes of the Christian Religion*)
- "...a knowledge and conviction that everything God reveals in his Word is true; it is also a deep-rooted assurance, created in me by the Holy Spirit through the gospel, that, out of sheer grace earned for us by Christ, not only others, but I too, have had my sins forgiven, have been made forever right with God, and have been granted salvation." (*Heidelberg Catechism*, Q&A 21)

## Repentance

Repentance is the work of God by which "a sinner... G\_\_\_\_\_ for and H\_\_\_\_\_ his sins, as to turn from them all unto God, purposing and endeavoring to walk with Him in all the ways of His commandments." (*Westminster Confession*, chap. 15, para. 2; cf. Psalm 51; Luke 13:3-5; Acts 3:19; 17:30)

## Baptism of the Holy Spirit

### Two views:

- The Baptism of the Holy Spirit is the believer's first experience of the power and presence of the Holy Spirit, subsequent to, and never at the same time as, the time of having been born again. Some believe that the gift of tongues is the sign of this baptism. Synonymous terms: second blessing, perfect sanctification, entire sanctification. Adherents: Methodist, Church of the Nazarene, Pentecostal, Assemblies of God, and other "Holiness" churches.
- The Baptism of the Holy Spirit is one's union with Christ, when one has been born again (born of the Spirit). (1 Cor. 12:13) Adherents: Reformed, Presbyterian, many Baptist churches.

## Conversion

Conversion is "the \_\_\_\_\_ of the old self, and the \_\_\_\_\_ of the new." (*Heidelberg Catechism*, Q&A 88, cf. 2 Cor. 5:17; Romans 6:1-11)

# Justification and Sanctification

## Justification

Justification is the act of God,

where He F\_\_\_\_\_ the believer,

declares him R\_\_\_\_\_ by having Christ's righteousness imputed upon him,

thus making him A\_\_\_\_\_ to Himself,

the result of which He A\_\_\_\_\_ him,

and R\_\_\_\_\_ him to Himself.

Two key words: \_\_\_\_\_ and \_\_\_\_\_.

Key Scripture: Romans 3:24

Other Scripture: Romans 3:21 – 4:8; Zech. 3:4; Phil. 3:9

**Justification** is when "God grants and credits to me the perfect satisfaction, righteousness, and holiness of Christ, **just if** I had never sinned..." (*Heidelberg Catechism*, Q&A 60)

Justification happens only \_\_\_\_\_, at the beginning of a believer's life, while sanctification is a \_\_\_\_\_ process.

The historic Latin phrase to symbolize the truth that we are justified by "faith alone" – S\_\_\_\_\_ F\_\_\_\_\_.

Roman Catholic condemnation of Protestant view of justification (Council of Trent, 1547, session 6, Canon 9): *If anyone says that the sinner is justified by faith alone, meaning that nothing else is required to cooperate in order to obtain the grace of justification, and that it is not in any way necessary that he be prepared and disposed by the action of his own will, let him be anathema.*

**Protestant beliefs VS. Roman Catholic beliefs about justification**

Faith alone VS. Faith + Works

Imputed righteousness VS. Infused righteousness

Continual forgiveness VS. Penance

Question: What are some ways that church members today do “penance.”

**Sanctification**

Sanctification is the act of God by which we become H\_\_\_\_\_.

**1 Peter 1:1-2; 2:9; 1 Cor. 1:2; Heb. 10:10** – We have been declared holy at the time of our spiritual birth. This is called D\_\_\_\_\_ or P\_\_\_\_\_ sanctification.

**2 Cor. 7:1; Rom. 12:1-2; 1 Peter 1:14-15** – We are also becoming more holy. This is called P\_\_\_\_\_ sanctification.

Methodist view of “entire sanctification” – This is the view that a believer may grow in holiness to such a point in his earthly life, that he no longer sins. Such a believer is said to have experienced the second grace of God, or the *second blessing*, subsequent to one’s conversion. Reformed and most other Protestants believe that our sanctification is not complete until the day we die, cf. Phil 1:6; Rom. 7:14-20.

## The Holy Spirit

1. The person of the Holy Spirit
2. Baptism of the Holy Spirit (see previous lesson)
3. Filling of the Spirit – We should seek this filling (Eph. 5:18). It qualifies us for ministry and service (Acts 6:3). It gives us wisdom (James 1). At Pentecost, those filled with the Spirit spoke in other languages (Acts 2:4). The filling gave Peter great courage and articulateness in preaching (Acts 4:8). The filling gave the believers boldness.
4. Fruit of the Spirit – Sanctification is the work of the Holy Spirit. Gal. 5:22ff. It also requires our cooperation, or “keeping in step” with the Spirit.
5. Gifts of the Spirit – 1 Cor. 12
6. Controversies about the Holy Spirit:
  - Tongues
  - Prophecy
  - Knowledge
  - Miracles
  - Healing
  - Cessationism
  - Jehovah's Witnesses views

# The Church and Its Mission

## What is the Church?

The word “church” is the English translation of the original Greek word, \_\_\_\_\_, which means “those who have been \_\_\_\_\_.”

In 200 B.C., this Greek word was used as the translation of the Hebrew words for \_\_\_\_\_ (Deut. 9:10; 10:4; 18:16) and \_\_\_\_\_ (Psalm 22).

Paul uses the word “church” to refer to a \_\_\_\_\_ body (e.g. Eph. 5:23), as well as a \_\_\_\_\_ body (e.g. Philemon 2). In Scripture, it never refers to a building.

The New Testament church is very different from the Old Testament “church.” The NT church has these three distinguishing features:

1. It is founded on \_\_\_\_\_.
2. It is empowered by the \_\_\_\_\_.
3. It includes all \_\_\_\_\_.

The church is like a \_\_\_\_\_.

Discussion: How would you answer the question --What is the church?

## The Purposes of the Church (Wayne Grudem)

W\_\_\_\_\_ (Eph. 1:12; Col. 3:16)

N\_\_\_\_\_ (Eph. 4:12-13)

E\_\_\_\_\_ (Matt. 28:19)

## The Marks of the Church

James Montgomery Boice, based on John 17

1. J\_\_\_\_\_
2. H\_\_\_\_\_
3. T\_\_\_\_\_
4. M\_\_\_\_\_
5. U\_\_\_\_\_
6. L\_\_\_\_\_

### The Nicene Creed

Also called the A\_\_\_\_\_ of the Church.

1. U\_\_\_\_\_ (“one”)
2. H\_\_\_\_\_
3. U\_\_\_\_\_ (“catholic”)
4. Apostle-like M\_\_\_\_\_ and adheres to Apostle-given T\_\_\_\_\_ (“apostolic”)

## The Distinguishing Marks of the True Church

False churches were called “\_\_\_\_\_” in Rev. 2:9; 3:9.

Roman Catholic: The true church is the visible church descended from P\_\_\_\_\_.

Belgic Confession: The true church has the following marks:

- Pure preaching of the \_\_\_\_\_.
- Pure administration of the \_\_\_\_\_.
- Practices church \_\_\_\_\_ for correcting faults.

## The Mission of the Church

*The Biblical and theological background of reaching the world for the glory of God.*

### **The Old Testament background** (See also attachment of Scripture citations)

The “proto-evangelicum”: \_\_\_\_\_

The call of Abraham: \_\_\_\_\_

The deliverance of Israel through Moses: \_\_\_\_\_

The dedication of the Temple: \_\_\_\_\_

The prophesy of Isaiah: \_\_\_\_\_

### **The New Testament background** (See also attachment of Scripture citations)

The Great Commission: \_\_\_\_\_

The promise of the Holy Spirit: \_\_\_\_\_

The power of the Gospel: \_\_\_\_\_

### **Missions is accomplished not only by words but also with \_\_\_\_\_.**

In the Old Testament, the Hebrew word *dabar*, is used for both “word” and “deed.” It is translated as “act” 52 times and as “thing” 215 times. It is also translated as “saying” 34 times and as “word” hundreds of times.

In the New Testament, the Incarnation revealed that God acted in an unbreakable unity of word and deed: The Word became flesh. Consider also the many miracles of Christ and the deeds of His death and resurrection. In the sending of the twelve and of the seventy (Luke 9 and 10) word and deed were joined. In the Great Commission as recorded in Mark's gospel (16:15-18) the same is true. Acts and the epistles show clearly that both words and deeds were used for communicating the message of the gospel. There are the miracles in Acts. Also note the following epistles: Romans 13:8; 1 Cor. 11:5ff.; 2 Cor. 3:2, 6-14ff., Phil. 2:15; Titus 2:1; 1 Peter 2:12-13; 3:12.

**God is ultimately and sovereignly in control in all mission efforts;** Acts 4:27-28; 13:48.

**The Holy Spirit empowers, motivates, and guides missionary efforts:** John 16:8-15; Acts 1:8; 2:1-41; 4:8; 8:26-40; 10:44; 13:9, 52; 1 Cor. 2:12-14.



## Centripetal vs. Centrifugal Missions

Centripetal Missions – Key verse: \_\_\_\_\_

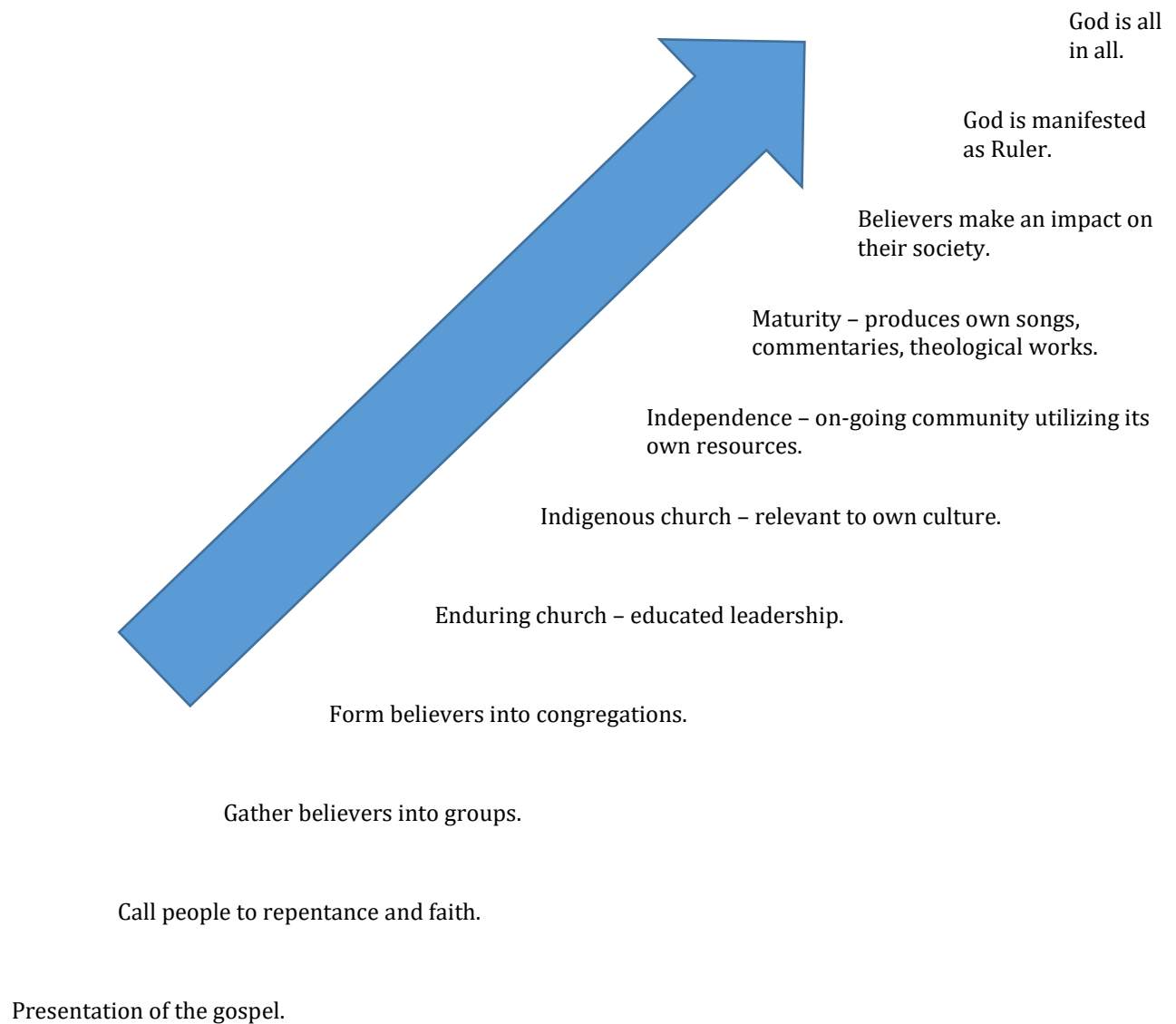
Centrifugal Missions – Key verse: \_\_\_\_\_

## The Goal of Missions

*How to tell if a missionary work is successful...*

- To G\_\_\_\_\_ God: 1 Cor. 10:31; 15:28.
- To P\_\_\_\_\_ the Gospel out of obedience to the Great Commission and the call of the Holy Spirit: Matthew 28:18-20.
- To seek the C\_\_\_\_\_ of souls: John 3:16
- To G\_\_\_\_\_ believers into communities of faith and establish an enduring church. Matthew 16:18; 18:20; Hebrews 10:25.
- To transform the culture and society into a distinctively Christian one that submits to the Lordship of Christ: 1 Cor. 10:31; Philemon.

## Kingdom Staircase



## To Leave or Not to Leave?

### *Reflections on Scripture and History*

#### I. Biblical Reasons to Stay

##### A. Even true churches have serious problems and sins.

- i. **The Corinthian church sinned greatly.**
  - a) False philosophies (1 Cor. 1:18-25)
  - b) Sexual immorality (1 Cor. 5)
  - c) Quarreling and divisions (1 Cor. 3:1-9)
  - d) Doubts about resurrection (1 Cor. 15)
  - e) Pride over spiritual gifts (1 Cor. 12-14)
  - f) Yet Paul considered it Christ's church, with God's grace upon it. (1 Cor. 1:2-3)
- ii. **Many of the seven churches of Revelation had serious problems, yet Christ called them "churches."**
  - a) Forsaking love for one another and for Christ - *Yet I hold this against you: You have forsaken your first love. Remember the height from which you have fallen! Repent and do the things you did at first.* (Rev. 2:4-5)
  - b) Idolatry and sexual immorality - *You have people there who hold to the teaching of Balaam, who taught Balak to entice the Israelites to sin by eating food sacrificed to idols and by committing sexual immorality. Likewise you also have those who told to the teaching of the Nicolaitans [a heretical sect]. Repent therefore!* (Rev. 2:14-16)
  - c) *You tolerate that woman Jezebel, who calls herself a prophetess. By her teaching she misleads my servants into sexual immorality and the eating of food sacrificed to idols. I have given her time to repent of her immorality, but she is unwilling. So I will cast her on a bed of suffering, and I will make those who commit adultery with her suffer intensely, unless they repent of her ways. I will strike her children dead. Then all the churches will know that I am He who searches hearts and minds...* (Rev. 2:20-23)
  - d) *You have a reputation of being alive, but you are dead. Wake up! Strengthen what remains and is about to die, for I have not found your deeds complete in the sight of my God.* (Rev. 3:1-2)
  - e) *I know your deeds, that you are neither cold nor hot. I wish you were either one or the other! So, because you are lukewarm — neither hot nor cold — I am about to spit you out of my mouth. You say, 'I am*

*rich; I have acquired wealth and do not need a thing.' But you do not realize that you are wretched, pitiful, poor, blind and naked. (Rev. 3:15-17)*

**B. The kingdom of God will be mixed with good and evil in this present age.**

- i. Kingdom of heaven mixed with good fish and bad fish — *Once again, the kingdom of heaven is like a net that was let down into the lake and caught all kinds of fish. When it was full, the fishermen pulled it up on the shore. Then they sat down and collected the good fish in baskets, but threw the bad away. This is how it will be at the end of the age. The angels will come and separate the wicked from the righteous and throw them into the fiery furnace, where there will be weeping and gnashing of teeth. (Matthew 13:47-50)*
- ii. Kingdom of heaven mixed with wheat and weeds — *The kingdom of heaven is like a man who sowed good seed in his field. But while everyone was sleeping, his enemy came and sowed weeds among the wheat, and went away. When the wheat sprouted and formed heads, then the weeds also appeared. The owner's servants came to him and said, "Sir, didn't you sow good seed in your field? Where then did the weeds come from?" "An enemy did this," he replied. The servants asked him, "Do you want us to go and pull them up?" "No," he answered, "because while you are pulling the weeds, you may root up the wheat with them. Let both grow together until the harvest. At that time I will tell the harvesters: First collect the weeds and tie them in bundles to be burned; then gather the wheat and bring it into my barn." (Matthew 13:24-30)*

**C. The example of prophets who stayed** — *Fearful are those descriptions with which Isaiah, Jeremiah, Joel, Habakkuk, and others bewail the afflictions of the Jerusalem church. In people, in magistracy, and in priesthood all things had been so far corrupted that Isaiah does not hesitate to liken Jerusalem to Sodom and Gomorrah [Isa. 1:10]. Religion was in part despised, in part besmirched. In morals one frequently notes theft, robbery, treachery, slaughter, and like evil deeds. Still the prophets did not because of this establish new churches for themselves, or erect new altars on which to perform separate sacrifices. But whatever men were like, because the prophets considered that the Lord had set His word among them and had instituted rites wherewith He was worshiped there, they stretched out clean hands to Him in the midst of the assembly of the wicked. Surely, if they had thought they would become contaminated from these rites, they would have died a hundred times rather than allow themselves to be dragged thither. Nothing, consequently, kept them from creating a schism save their zeal to maintain unity. But if the holy prophets had scruples against separating themselves from the church because of many great misdeeds, not of one man or another but of almost all the people, we claim too much for ourselves if we dare withdraw at once from the communion of the church just because the morals of all do not meet our standard or even square with the profession of*

*Christian faith.* (Calvin, *Institutes*, book IV, chap. 1, sec. 18)

## II. The Marks of the True Church

***How do you recognize the true church, and how blemished must a church be before it is rendered false?***

**A.** Pure preaching of the gospel — The true church's official teaching leads one to salvation when he believes it. The following are some distinguishing marks of the pure preaching of the gospel.

**i. Pure preaching leads people to conversion.**

- a) *Those who accepted his message were baptized, and about three thousand were added to their number that day.* (Acts 2:41)
- b) *Many who heard the message believed, and the number of men grew to about five thousand.* (Acts 4:4)
- c) *God was pleased through the foolishness of what was preached to save those who believe.* (1 Cor. 1:21)
- d) Gentiles became believers upon hearing the apostle's preaching. (Acts 13:48)
- e) *The Lord opened her [Lydia's] heart to respond to Paul's message.* (Acts 16:14)

**ii. True preaching offends unbelievers.**

- a) The preacher is "*the smell of death; to the other, the fragrance of life.*" (2 Cor. 2:16)
- b) In Lystra, where Paul preached (Acts 14:6), "*they stoned Paul and dragged him outside the city.*" (14:19)
- c) In 1 Cor. 1:22, gospel preaching is "*a stumbling block to Jews and foolishness to Gentiles.*"

**iii. True preaching exalts God.**

- a) *When I came to you, brothers, I did not come with eloquence or superior wisdom as I proclaimed to you the testimony about God. For I resolved to know nothing while I was with you except Jesus Christ and Him crucified. I came to you in weakness and fear, and with much trembling. My message and my preaching were not with wise and persuasive words, but with a demonstration of the Spirit's power, so that your faith might not rest on men's wisdom, but on God's power.* (1 Cor. 2:1-5)
- b) *But if an unbeliever or someone who does not understand comes in while everybody is prophesying, he will be convinced by all that he is a sinner and will be judged by all, and the secrets of his heart will be laid bare. So he will fall down and worship God, exclaiming, "God is*

*really among you!" (1 Cor. 14:24-25)*

**iv. The Jehovah's Witnesses, for example, would not be a true church because one could not be saved by believing in its official doctrine.**

*— It seems appropriate that we take Luther and Calvin's view on the marks of a true church as correct still today. Certainly if the Word of God is not being preached, but simply false doctrines or doctrines of men, then there is no true church. In some cases, we might have difficulty determining just how much wrong doctrine can be tolerated before a church can no longer be considered a true church, but there are many clear cases where we can say that a true church does not exist. For example, the Church of Jesus Christ of Latter Day Saints (the Mormon Church) does not hold to any major Christian doctrines concerning salvation or the person of God or the person and work of Christ. It is clearly a false church. Similarly, the Jehovah's Witnesses teach salvation by works, not by trusting in Jesus Christ alone. **This is a fundamental doctrinal deviation because if people believe the teachings of the Jehovah's Witnesses, they simply will not be saved.** So the Jehovah's Witnesses also must be considered a false church. When the preaching of a church conceals the gospel message of salvation by faith alone from its members, so that the gospel message is not clearly proclaimed, and has not been proclaimed for some time, the group meeting there is not a church. (Grudem, Wayne, *Systematic Theology*, p. 865)*

**v. True churches can be more or less pure —**

- a) *Does it mean that some one denomination is the true Church, while all others are false, or is it better to distinguish between Churches of more or less pure formation?... These are some of the problems that still call for further study. (Berkhof, Louis, *Systematic Theology*, p. 576)*
- b) *When we look at Philippians or 1 Thessalonians we find evidence of Paul's great joy in these churches and the relative absence of major doctrinal or moral problems (see Phil. 1:3-11; 4:10-16; 1 Thess. 1:2-10; 3:6-10; 2 Thess. 1:3-4; 2:13; cf. 2 Cor. 8:1-5). On the other hand, there were all sorts of serious doctrinal and moral problems in the churches of Galatia (Gal. 1:6-9; 3:1-5) and Corinth (1 Cor. 3:1-4; 4:18-21; 5:1-2,6; 6:1-8; 11:17-22; 14:20-23; 15:12; 2 Cor. 1:23-2:11; 11:3-5, 12-15; 12:20 - 13:10). Other examples could be given, but it should be clear that among true churches there are less pure and more pure churches. (Grudem, Wayne, *Systematic Theology*, p. 873)*

**B. Right administration of the sacraments —**

- i. *The sacraments are administered in a way such that one is led to salvation when he understands and believes the message signified by the sacrament. The second mark of the church, the right administration of the sacraments (baptism and the Lord's Supper) was probably stated in opposition to the Roman Catholic view that saving grace came through*

*the sacraments and thereby the sacraments were made “works” by which we earned merit for salvation. In this way, the Roman Catholic Church was insisting on payment rather than teaching faith as the means of obtaining salvation. (Grudem, Wayne, Systematic Theology, p. 865)*

- ii. *For anyone who eats and drinks without recognizing the body [the church] of the Lord eats and drinks judgment on himself. (1 Cor. 11:29)*
- iii. *So Christ was sacrificed once to take away the sins of many people... We have been made holy through the sacrifice of the body of Jesus Christ once for all... because by once sacrifice He has made perfect forever those who are being made holy. (Hebrews 9:28 – 10:14)*

C. Practice of church discipline — the church disciplines its members such that when members heed the admonishment, they are brought to greater godliness.

- i. *If your brother sins against you, go and show him his fault... If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. (Matthew 18:15-18)*  
Compare to Matt 16:18-19 — *And I tell you that you are Peter, and on this rock I will build my church, and the gates of Hades will not overcome it. I will give you the keys of the kingdom of heaven; whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.*
- ii. *The true church can be recognized if it has the following marks: The church engages in the pure preaching of the gospel; it makes use of the pure administration of the sacraments as Christ instituted them; it practices church discipline for correcting faults. In short, it governs itself according to the pure Word of God, rejecting all things contrary to it and holding Jesus Christ as the only Head. By these marks one can be assured of recognizing the true church — and no one ought to be separated from it. (Belgic Confession, Art. 29)*

# Worship and Sacraments

## Worship

The word “worship” comes from the old English word \_\_\_\_\_, which means to assign or tell God of His true worth.

Definition of worship: It is the activity of G\_\_\_\_\_ God in his presence with our voices and hearts. (Grudem, *Systematic Theology*, p. 1003)

Worship of the Lord in the original Greek and Hebrew:

- *Shachah* – to bow down
- *Latreuo* – to serve
- *Proskuneo* – to kiss the hand of
- *Sebomai* – to attend the synagogue of God but not follow all the Jewish ways of life; used of Gentiles in a positive way

## Biblical conclusions about worship

Worship is the Christian's P\_\_\_\_\_ in life.

- What is the chief and highest end of man? Man's chief and highest end is to glorify God, and fully to enjoy him forever. (Westminster Larger Catechism, Q 1)
- Let my people go, so that they may worship Me in the desert. (Ex. 7:16b)
- The twenty-four elders and the four living creatures fell down and worshiped God, who was seated on the throne. And they cried: “Amen, Hallelujah!” (Rev. 19:4)
- Day and night they never stop saying: “Holy, holy, holy is the Lord God Almighty, who was, and is, and is to come.” (Rev. 4:8)

Worship is a V\_\_\_\_\_.

In corporate worship, God overcomes O\_\_\_\_\_. (2 Chron. 20:21-22)

In corporate worship, unbelievers will know they are in God's presence. (1 Cor. 14:25)

In corporate worship, God M\_\_\_\_\_ to us. (Heb. 4:16)

In worship, God draws N\_\_\_\_\_ to us. (James 4:8)

In worship, we D\_\_\_\_\_ in God. (Ps. 16:11)

When the believer is aware of the real presence and power of God, he A\_\_\_\_\_ worships. (Matt. 28:9)



## Genuine worship – John 4:24

### In spirit

Genuine worship is measured not by one's bodily motions, nor by the emotional feelings, but whether or not your S\_\_\_\_\_ "actually M\_\_\_\_\_ with God and finds itself praising Him for His love, wisdom, beauty, truth, holiness, compassion, mercy, grace, power and other attributes." (Boice, *FCF*, p. 591)

Once, as I rode out into the woods for my health, in 1737, having alighted from my horse in a retired place, as my manner commonly has been, to walk for divine contemplation and prayer, I had a view that for me was extraordinary, of the glory of the Son of God, as Mediator between God and man, and his wonderful, great, full, pure and sweet grace and love, and meek and gentle condescension. This grace that appeared so calm and sweet, appeared also great above the heavens. The person of Christ appeared ineffably excellent, with an excellency great enough to swallow up all thought and conception — which continued, as near as I can judge, about an hour; which kept me the greater part of the time in a flood of tears, and weeping aloud. I felt an ardency of soul to be, what I know not otherwise how to express, emptied and annihilated; to lie in the dust, and to be full of Christ alone; to love him with a holy and pure love; to trust in him; to live upon him; to serve and follow him; and to be perfectly sanctified and made pure, with a divine and heavenly purity. I have several other times had views very much of the same nature, and which have had the same effects.

I have many times had a sense of the glory of the Third Person in the Trinity, and his office of Sanctifier; in his holy operations, communicating divine light and life to the soul. God, in the communications of his Holy Spirit, has appeared as an infinite fountain of divine glory and sweetness; being full and sufficient to fill and satisfy the soul; pouring forth itself in sweet communications; like the sun in its glory, sweetly and pleasantly diffusing light and life. And I have sometimes had an affecting sense of the excellency of the Word of God, as the word of life; as the light of life; a sweet, excellent, life-giving, word; accompanied with a thirsting after that word, that it might dwell richly in my heart. (Edwards, Jonathan, *Further Reflections*, 1737)

### In truth

- G\_\_\_\_\_ God
- Exalts C\_\_\_\_\_
- Moved by the S\_\_\_\_\_
- Based on God's W\_\_\_\_\_

## **Worship and Architecture**

With the construction of Christian church buildings comes the church's ability to arrange the furniture and design of the worship center. When churches are able to do so, they reflect their theology and doctrine in their places of worship.

Roman Catholic Mass

Lutheran Worship

Reformed/Presbyterian

Baptist

## Questions

1. Do you experience genuine, fulfilling worship in your church each Sunday? What aspects of the worship time do you find the most meaningful? How could your church take steps to strengthen and deepen its experience of worship?
2. Have you ever felt a strong sense of the presence of God in corporate worship? When was this? Can you describe it? Do you know what factors contributed to this sense?
3. What do you think are the hindrances to genuine worship?

## Baptism

**Signs of the Covenant – what was the sign and what was its purpose?**

Genesis 9:8-17 \_\_\_\_\_

Genesis 17:1-22 \_\_\_\_\_

Matthew 26:27-28 \_\_\_\_\_

**Is baptism a “covenant sign”? Why or why not?**

Sacraments are “Holy signs and seals for us to see.” Their purpose is to make us

“U\_\_\_\_\_ more clearly the P\_\_\_\_\_ of the gospel...” (*Heidelberg Catechism*, Q&A 65)

## Four Views of Baptism

	<b>Roman Catholic</b>	<b>Lutheran</b>	<b>Reformed/Presb.</b>	<b>Baptist</b>
<b>What is Baptism?</b>	A ceremony that absolves one from original sin, & infuses the power of Christ's saving grace.	A ceremony which is ordinarily used to absolve one from sin, & infuses the power of Christ's saving grace.	A sign and seal of God's covenant promises to a believer and his household, the believer's promises to God, and the congregation's promises to God.	A testimony and symbol of one's conversion and belief in Jesus Christ.
<b>Who should be baptized?</b>	Children, and anyone who desires it.	Children, and only those adults to profess faith in Jesus Christ.	Only those believers and children who are brought under the care and nurture of the church — God's covenant people.	Only those who profess faith in Jesus Christ.
<b>How should it be done?</b>	Sprinkling of holy water that has been blessed by a priest.	Sprinkling of water, along w/the words of the minister.	Immersion, pouring, or sprinkling, before a public assembly.	Immersion.
<b>Who may administer it?</b>	Priests, and some laymen.	Those authorized by the Church.	Those authorized by the church, namely ordained ministers.	Those authorized by the church.
<b>The power of baptism</b>	Power to cleanse one from original sin and his own sins. It has the power to make a person become born-again.	Power to produce faith in infants. For believing adults, it also has the power to provide cleansing from sins, deliverance from Satan, and eternal life.	Has no power in itself. But when accompanied by the preaching of the Word, it strengthens the faith of the listener.	Has no power in itself.
<b>Relationship to salvation</b>	It keeps the person out of hell. Salvation is impossible without it or some variation of it.	It is the ordinary means of salvation. In an extraordinary sense, however, God may save some who are not baptized.	Not necessary for salvation, yet commanded by God.	Not necessary for salvation, yet commanded by God, and symbolizes a person has already been saved.

## Communion

Four Scripture texts with Christ's command for believers to celebrate the Lord's Supper (communion):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

Four views of “this is My body,” in communion (Matthew 26:26):

1. **Transubstantiation** (Roman Catholic) - the bread and wine actually C\_\_\_\_\_ into the physical body of Jesus Christ when the priest pronounces the Latin words, “hoc est corpus meum.”
2. **Consubstantiation** (Lutheran) - the physical body of Christ is I\_\_\_\_, W\_\_\_\_, and all A\_\_\_\_\_ the bread and wine.
3. **Covenantal** (Reformed, Presbyterian, some Baptist) - Christ is not physically but S\_\_\_\_\_ (i.e. through His Holy Spirit) present when the elements are served and the gospel of Jesus Christ is clearly explained.
4. **Memorial** - Christ is N\_\_\_\_ present at all, at least no more than He is spiritually present all the time and everywhere.

Grounds for the *Covenantal* view:

1. The Bible says that Christ's physical body A\_\_\_\_\_ to heaven and won't return until the Second Coming. (Acts 1:9-11)
2. All Scriptural uses of the word “body” either refer to the C\_\_\_\_\_, or to a physical human body with hands, feet, eyes, etc.
3. M\_\_\_\_\_ were often used in Scripture, e.g. “I am the true vine,” “the Rock was Christ,” and “I am the door of the sheep.”

4. Yet Christ must somehow be specially P\_\_\_\_\_ when believers celebrate the Lord's Supper because of passages such as John 6:54, "eating the flesh of the Son of Man, and drink His blood," and 1 Cor. 11:27, where Paul emphasizes the presence of Christ in the elements: "Therefore, whoever eats the bread or drinks the cup of the Lord in an unworthy manner will be guilty of sinning against the body and blood of the Lord."

### **What do you think?**

What do you think is the purpose of celebrating the Lord's Supper?

Who are to celebrate the Lord's Supper?

According to 1 Cor. 11:28-31, what will happen if the Lord's Supper is celebrated wrongly?

# Eschatology

*Eschatology* means the study of *last things*. There are two parts: \_\_\_\_\_ eschatology, and \_\_\_\_\_ eschatology.

## The Intermediate State

1. At death, the soul/spirit \_\_\_\_\_ from the body. (Luke 23:46; Acts 7:59; Rev. 6:9)
2. In the days before the advent of Jesus Christ, almost everyone went to \_\_\_\_\_, the realm of the dead. It was called \_\_\_\_\_ in the Old Testament (Ps. 88:3; 89:48). It is an underworld of darkness, fire, and punishment. It is like hell, but it contains only souls. It is where most of the OT faithful went after death. Because Jesus Christ had not died on the cross, even the most godly of OT men and women remained in their sins and unable to enter heaven. See Hebrews 11:39-40. Not until Christ died on the cross, did they go to heaven. It is my belief that Jesus descended to this underworld to release His people (cf. 1 Peter 3:18-20; Matt. 12:39-41). It is possible that there may have been two regions in this underworld; one for the faithful who looked forward to the coming Christ, and the other for the reprobate (Luke 16:19-31). This place is not the same as the Roman Catholic's purgatory.
3. Today, the believer's soul/spirit goes \_\_\_\_\_ to heaven, while the unbeliever suffers torment in Hades (Luke 23:42-43; Phil. 1:22-23; 2 Cor. 5:8). Heaven (also called "paradise") is full of wonderful sights (Revelation 4).
4. After Christ's second coming, the believer's soul/spirit will join with a new \_\_\_\_\_ (Romans 3:23, 1 Cor. 15:42-55), and rest in a new \_\_\_\_\_ and new \_\_\_\_\_ (Rev. 21:1), while unbelievers will go to hell (Matt. 13:32; 22:13; Rev. 20:15)

## Future Eschatology: Key Texts

- Isaiah 65:17-25 – Isaiah’s prophecy of the new heaven and the new earth, the peaceful kingdom.
- Ezekiel 37-47 – Ezekiel’s prophecy of the new temple, which many Christians popularly believe refers to a future rebuilding of the Jerusalem temple before Christ returns.
- Daniel 9:20 – 12:3 – Daniel’s vision of the “seventy-sevens,” the “time, times, and half a time,” and the “abomination that causes desolation.”
- Matthew 24 – Jesus’ “Olivet Discourse,” i.e. His teaching about the end of the age, given on the Mount of Olives.
- Romans 8:18-27 – Paul’s teaching about our future state of glory.
- 1 Corinthians 15 – Paul’s teaching about the general resurrection of believers and their new, immortal bodies.
- 1 Thessalonians 4:13-18 – Paul’s only explicit reference to the *rapture*.
- 2 Thessalonians 2:1-12 – Paul’s teaching about a personal Man of Lawlessness.
- 1 John 2:18-27 – John’s teaching about the Anti-Christ.
- Revelation – John’s vision of the future, second coming of Christ, and the final end.

## Four Approaches to the Book of Revelation

- The P\_\_\_\_\_ view: The book of Revelation is entirely about the first century church.
- The H\_\_\_\_\_ view: Revelation is about the entire sweep of human history. (disp., pre-mil)
- The F\_\_\_\_\_ view: Revelation, except for the first few chapters, is about the end of the age. (amil, post-mil)
- The I\_\_\_\_\_ view: Revelation is a poetic book about ideas and principles, not future history. (liberal churches)

## Four Views of the Millennium

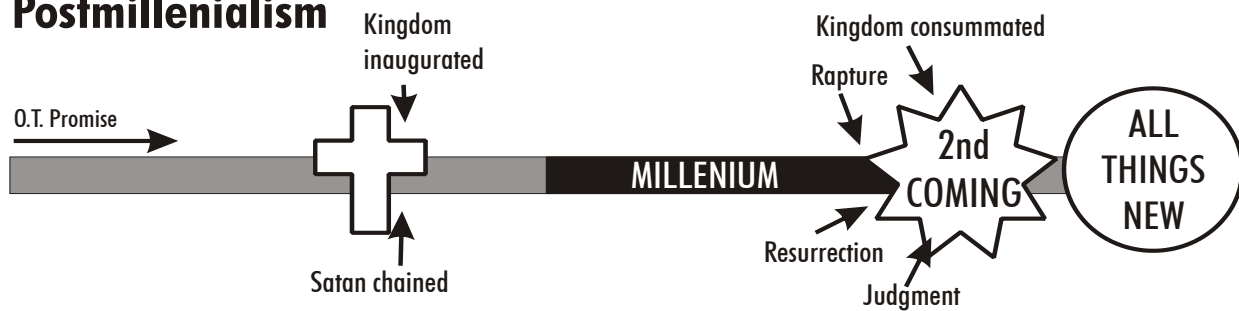
(see next page)



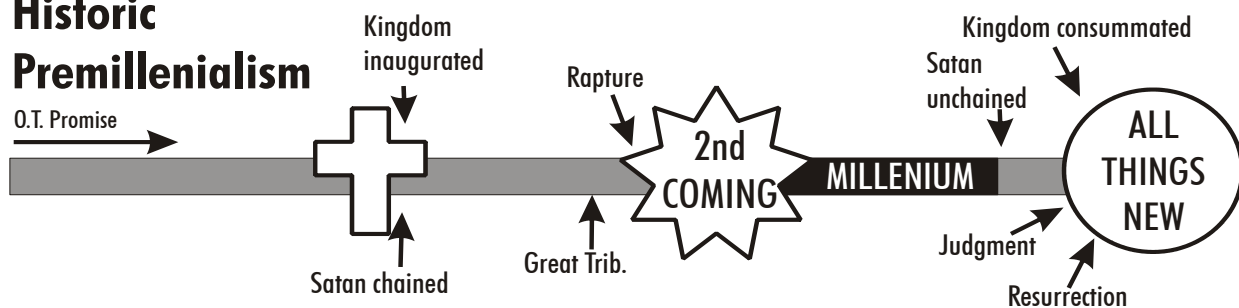
## Amillennialism



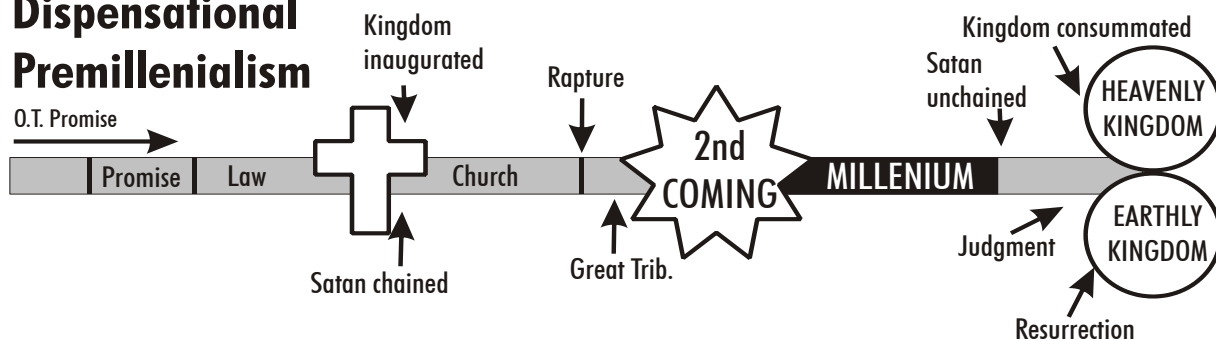
## Postmillennialism



## Historic Premillennialism



## Dispensational Premillennialism



# **Apologetics**

**Jehovah's Witnesses**

## **Mormons**

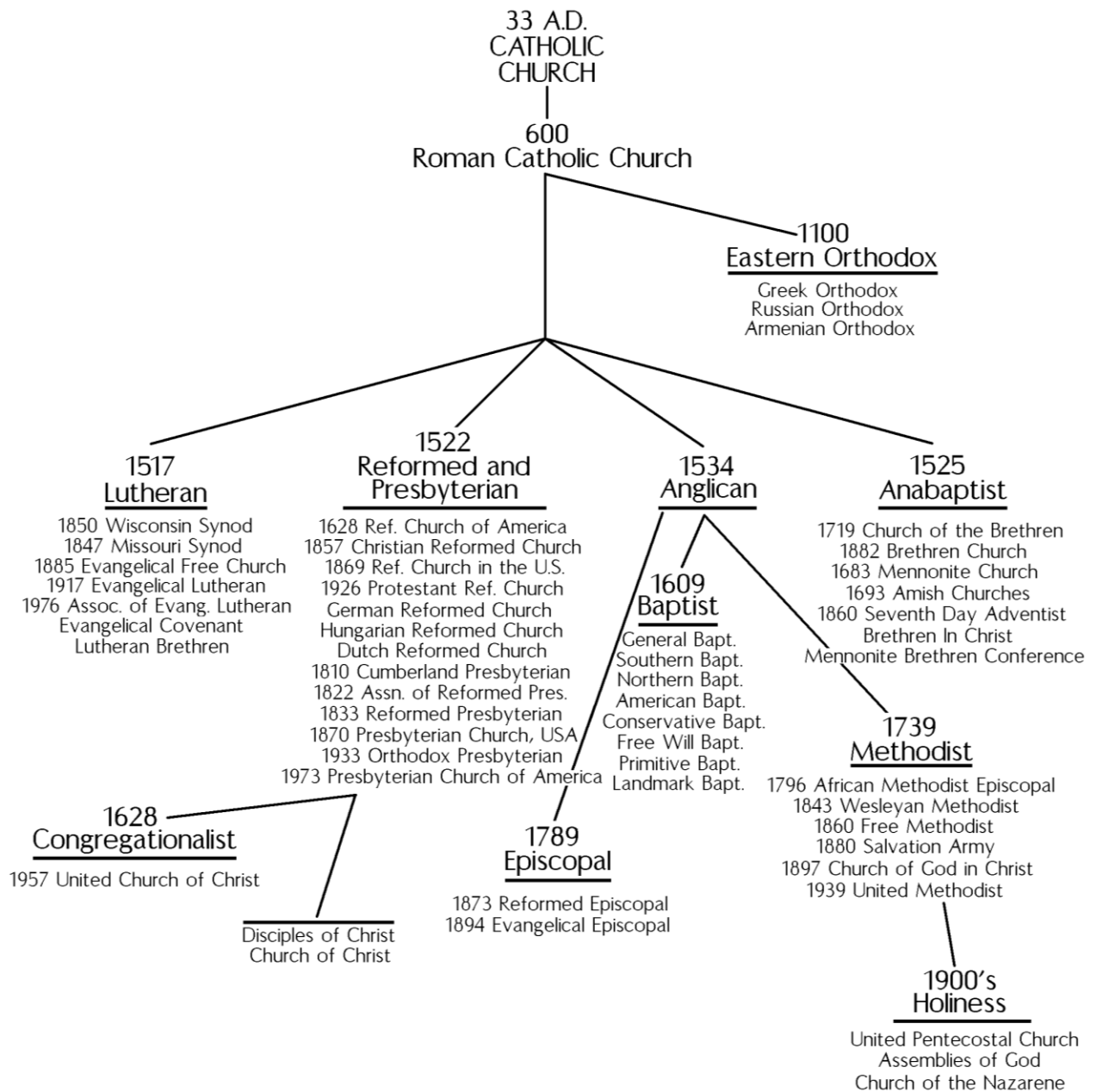
## **Islam**

## **Buddhism**

## **Atheism/Agnosticism**

## **Ancestor Worship**

# Denominations: How They Started and What They Believe





# **Bible Study**

# Mastering a Book of the Bible

## Background Notes

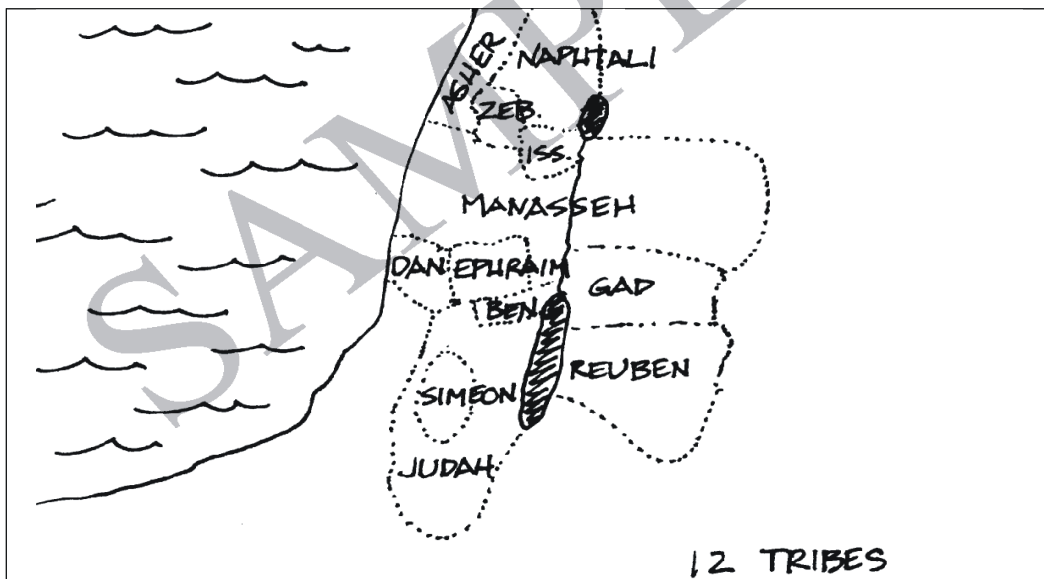
Make notes about the author's background, date of writing, the original audience or readers of this writing, the author's purpose for writing, and the main theme of the book. If this book is a historical narrative (e.g. Genesis, Exodus, Matthew, Acts), draw a rough map of the area where most of story takes place.

### BOOK: 1 KINGS

\* AUTHOR IS UNKNOWN.

\* WRITTEN AROUND 562-538 B.C.

\* MAIN THEME: THE WELFARE OF ISRAEL DEPENDED UPON THE KINGS' OBEDIENCE TO GOD'S COVENANT WITH MOSES. ISRAEL DECLINED BECAUSE SHE DID EVIL IN THE EYES OF THE LORD.



## Outline

Outlining will help you get a bird's-eye view of the book so that you could see how the parts and paragraphs of the book flow together. If possible, read the entire book (or skim) in one sitting. Don't get bogged down in the details yet. You should be able to divide the book into several logical sections. For example, for the book of Genesis, there might be a section of the story of Abraham, one for Isaac, one for Jacob, and one for Joseph. Label each section with a Roman numeral I, II, III, and so on. Then divide each section into several subsections, labeled A, B, C, etc. Subdivide further with the labels 1, 2, 3, etc, if need be. But don't get too detailed with the outline. Two or three levels of outlining is enough even for the longest books. In this way, you'll see the beauty of the whole forest, before examining each tree.

**I. SOLOMON IS KING**

- A. ADONIJAH, DAVID'S SON, SETS HIMSELF UP AS KING AS DAVID COMES CLOSE TO DEATH. (1:1-27)
- B. DAVID MAKES SOLOMON, HIS SON FROM BATHSHEBA, KING (1:28-)
- C. DAVID'S LAST WORDS TO SOLOMON BEFORE HE DIES (2:1-12)
- D. SOLOMON KILLS ADONIJAH, JOAB, A PRIEST, & SHIMEI, WHO WERE ENEMIES OF THE THRONE (2:13-46)
- E. SOLOMON ASKS FOR WISDOM
  - 1. HE ASKS FOR IT (3:1-15)
  - 2. HE USES IT IN RULING BETWEEN TWO WOMEN (3:16-28)
  - 3. HE USES IT TO APOINT GOVERNORS & OFFICIALS (4:1-19)
  - 4. HIS WISDOM MADE HIM PROPEROUS (4:20-28)
  - 5. HE WAS WISER THAN ANY MAN (4:29-34)
- F. SOLOMON BUILDS THE TEMPLE (CHAP 5-9:9)
  - 1. HE PREPARES FOR IT (5:1-18)
  - 2. HE BUILDS IT IN SEVEN YEARS (6:1-38)
  - 3. HE BUILDS HIS PALACE (7:1-12)
  - 4. HE FURNISHED THE TEMPLE (7:13-51)
  - 5. HE BRINGS THE ARK TO IT (8:1-21)
  - 6. HE DEDICATES IT TO THE LORD (8:22-66)
  - 7. LORD SPEAKS TO SOLOMON (9:1-9)
- G. SOLOMON BUILDS MORE (9:10-28)
  - 1. QUEEN OF SHEBA VISITS SOLOMON (10:1-13)
  - 2. MORE ABOUT SOLOMON'S RICHES & WISDOM (10:14-29)
- H. SOLOMON DECLINES (CHAP 11)
  - 1. HE HAD 700 WIVES & 300 CONCUBINES & COMMITS IDOLATRY (11:1-13)
  - 2. GOD RAISES UP ADVERSARIES (11:14-25)
  - 3. JEROBOAM, ONE OF HIS OFFICIALS, REBELS
  - 4. GOD PROMISES A DIVIDED KINGDOM
  - 5. SOLOMON DIES (11:41-43)

**II. JEROBOAM KING OF ISRAEL (CHAP 12-14:20)**

- A. JEROBOAM AND ISRAEL REBELS AGAINST REHOBOAM AND JUDAH (12:1-24)
- B. JEROBOAM COMMITS IDOLATRY (12:25-33)
- C. A "MAN OF GOD" PROPHESES AGAINST JER. (13:1-34)
- D. AHIJAH PROPHESES AGAINST JER. (14:1-20)

## Summaries and Comments

Now study the book in detail. For each section or “chunk” of the book that you've identified in your previously made outline, usually a couple or several paragraphs containing one complete unit of thought or story, write the following: (1) the chapter and verse numbers, (2) a short title for this section, (3) questions about anything in the passage that's unclear (e.g. “What's a Shunammite?”), (4) the answers to those questions that you've looked up in a Bible encyclopedia or dictionary, (5) a summary of the passage in your own words, (6) insights about God, Jesus Christ, the Holy Spirit, etc. (e.g. “Jesus \_\_\_\_\_”), and (7) considering these insights, complete the sentence, “Therefore I \_\_\_\_\_.”

### CHAP 4:29-34 - SOLOMON'S WISDOM

WHO ARE THE “MEN OF THE EAST”? FROM MESOPOTAMIA.  
WHO ARE THE “MEN OF EGYPT”? MEN WHO WROTE MUCH OF  
EGYPT'S WISDOM LITERATURE, SUCH AS THE “PROVERBS OF  
PTAHHOTEP.”

WHO IS “ETHAN THE EXRAHITE”? A WISE MAN WHO WROTE  
PS. 89

WHO IS “HEMAN, CALCOL, CARDI, AND THE SONS OF MAHAL”?  
POSSIBLY THE SAME SONS LISTED IN 1 CHRON 2:6, WHO  
ALL HAD MUSICAL SKILLS THAT EARNED THEM ENTRANCE  
INTO THE TRIBE OF LEVI.

WHAT IS SO SPECIAL ABOUT THE “CEDAR OF LABANON”? THE  
MOST VALUABLE OF NEAR EASTERN TREES.

WHAT IS HYSSOP? A PLANT WITH A HAIRY STEM THAT HOLDS  
WATER WELL.

SOLOMON'S WISDOM WAS SO GREAT, THAT EVEN PAGAN  
NATIONS CAME TO HEAR HIM. HIS WISDOM AND KNOWLEDGE  
EVEN EXTENDED TO BIOLOGY AND THE NATURAL SCIENCES.

#### INSIGHTS:

\*GOD POSSESSES THE KIND OF WISDOM THAT AMAZES THE  
WORLD, BECAUSE OF HIS EXTENSIVE KNOWLEDGE ABOUT  
HIS CREATION. THIS IS THE KIND OF “SCIENCE” THAT IS  
GOOD, AND IS A GIFT FROM GOD TO THOSE WHO POSSESS  
IT.

\*CHRIST POSSESSED SUCH WISDOM, AND CREATED THE  
WORLD WITH IT.

\*THEREFORE, WE SHOULD ENCOURAGE THOSE CHRISTIANS  
WHO HAVE SUCH A GIFT, TO PURSUE THEIR STUDY,  
WRITING, AND RESEARCH, TO THE GLORY OF GOD.

## Key Bible Verses

As you study, write down any verses that capture the main theme of this book.

"BUT WILL GOD REALLY DWELL ON EARTH? THE HEAVENS, EVEN THE HIGHEST HEAVEN, CANNOT CONTAIN YOU. HOW MUCH LESS THIS TEMPLE I HAVE BUILT!" (8:27)

"AS FOR YOU, IF YOU WALK BEFORE ME IN INTEGRITY OF HEART AND UPRIGHTNESS, AS DAVID YOUR FATHER DID, AND DO ALL I COMMAND AND OBSERVE MY DECREES AND LAWS, I WILL ESTABLISH YOUR ROYAL THRONE OVER ISRAEL FOREVER..." (9:4)

## Questions for Future Self-Quiz

After studying this book in detail, go through it again and formulate any Bible knowledge type questions that you could use as a self-quiz a couple years from now. These questions will help refresh your memory about this book. For example, "From where was the queen who was impressed with Solomon?"

WHO TRIED TO SET HIMSELF UP AS THE KING OF ISRAEL JUST BEFORE SOLOMON WAS ANOINTED?

WHAT DID SOLOMON ASK FROM THE LORD AT GIBEON?

WHAT CHAPTER OF 1 KINGS DOES SOLOMON BUILD THE TEMPLE?

WHO DID SOLOMON HIRE TO MAKE THE TEMPLE'S BRONZE FURNISHINGS?

NAME TWO THINGS THAT THE QUEEN OF SHEBA WAS IMPRESSED WITH ABOUT SOLOMON.

HOW MANY WIVES AND CONCUBINES DID SOLOMON HAVE?

WHY DID JEROBOAM REBEL AGAINST SOLOMON?

WHY DID ISRAEL REBEL AGAINST REHOBOAM?

NAME THE NEXT TWO KINGS OF JUDAH AFTER REHOBOAM.

NAME THE NEXT FIVE KINGS OF ISRAEL AFTER JEROBOAM.

WHAT MIRACLE DID ELIJAH PERFORM FOR THE WIDOW'S SON?

WHERE DID THE CONTEST BETWEEN ELIJAH AND THE PROPHETS OF BAAL TAKE PLACE?

WHAT WAS ELISHA'S DUTY UNDER ELIJAH?

WHO IS BEN-HADAD?

WHY DID JEZEBEL CONSPIRE TO HAVE NABOTH KILLED?

WHO IS MICAIAH?

# **Introduction to Hebrew**



## HEBREW ALPHABET

א	"aleph", (silent but carries vowel)
ב	"beth," V, B
ג	"gimel," G
ד	"daleth," D
ה	"he," H
ו	"waw," V
ז	"zayin," Z
ח	"heth," guttural H
ט	"teth," T
י	"yodh," Y
כ	כ (at the end of a word) "kaph," guttural K, K
ל	"lamedh," L
מ	מ (at the end of a word) "mem," M
נ	נ (at the end of a word) "nun," N
ס	"samekh," S
ע	"ayin," (silent but carries vowel)
פ	פ (at the end of a word) "pe," PH, P
צ	צ (at the end of a word) "tsadhe," TZ
ק	"qoph," Q
ר	"resh," R
ש	"sin," S
ת	"shin," SH
ת	"taw," T

## VOWEL POINTS

בַּ	Ba
בִּי	baah
בֵּי	bee
בֶּי	baeh
בִּי	beh
בֵּי	boe
בֶּי	bue
בִּי	beh (very short vowel; when combined with another vowel, it shortens the sound)

## SUFFIXES

These are "persons" connected to nouns as in "my house."

1st pers masc sing = "My"  
 2nd pers masc sing = "Your"  
 2nd pers fem sing = "Your"  
 3rd pers masc sing = "His"  
 3rd pers masc sing = "Her"  
 1st pers plural = "Our"  
 2nd pers masc plur = "Your"  
 2nd pers fem plural = "Your"  
 3rd pers plural = "Their"

## VERB FORM TERMINOLOGY

Words like "I" and "you" are usually connected to verbs and do not always stand alone as in English. The verb in Hebrew takes on a variety of forms depending on "person" connected with it. It also takes on a variety of meaning depending on its Inflection and Congugational form.

1st pers masc sing = "I" as in "I wrote"  
 2nd pers masc sing = "You" (single male) as in "You wrote"  
 2nd pers fem sing = "You" (single female)  
 3rd pers masc sing = "He"  
 3rd pers fem sing = "She"  
 1st pers plural = "We"  
 2nd pers masc plural = "You" (plural male)  
 2nd pers fem plural = "You" (plural female)  
 3rd pers plural = "They"

### Inflection types

**Perfect** - past tense as in "I wrote"

**Imperfect** - future tense as in "I will write"

**Imperative** - a command as in "Write this sentence"

**Cohortative/Jussive** - a command like the imperative in meaning, but takes the form of the imperfect

**Infinitive construct** - verb used as a noun as in "Please read my writing"

**Participle** - verb used as an adjective as in "I began to move my fingers, writing as I spoke."

### Congugational types

**Qal** - basic conjugation of the verb as in "I wrote"

**Niphal** - passive meaning of a Qal verb as in "The word was written"

**Piel** - a verb that causes, e.g. "I am unclean" (Qal) vs. "I pollute" (Piel)

**Pual** - the passive meaning of a Piel verb, e.g. "I am being polluted"

**Hiphil** - to cause someone to do something as in "He caused the man to hear the words of the king."

**Hophal** - the passive meaning of a Hiphil verb, e.g. "The man was caused to hear the words of the king."

**Hithpael** - to do something to oneself or one another as in "He sanctifies himself" or "They see one another."

## Hebrew Key Chart

Randal K. Young ©1999

# **Introduction to Greek**

## GREEK ALPHABET

A α	alpha, "aī" as in "father"
B β	beta, "b"
Γ γ	gamma, "g" as in "get"
Δ δ	delta, "d"
Ε ε	epsilon, "e" as in "get"
Ζ ζ	zeta, "dz" as in "beds"
Η η	eta, "a" as in "late"
Θ θ	theta, "th"
Ι ι	iota, "i" as in "pit," or "ee"
Κ κ	kappa, "k"
Λ λ	lambda, "l"
Μ μ	mu, "m"
Ν ν	nu, "n"
Ξ ξ	xi, "x" as in "axe"
Ο ο	omicron, "o" as in "hot"
Π π	pi, "p"
Σ σ	sigma, "s"
	(ζ at end of word)
Τ τ	tau, "t"
Υ υ	upsilon, "u" as in "use"
Φ φ	phi, "ph" as in "phone"
Χ χ	chi, "ch" as in "chord"
Ψ ψ	psi, "ps" as in "loops"
Ω ω	omega, "o" as in "note"

## NOUNS

Besides having a gender (as in French) and number (as in English), the noun in Greek also takes on a case. A noun's case determines how it is to be used and translated in a sentence.

**Gender**  
*masculine*      *feminine*      *neuter*

**Number**  
*Singular*, as in "son"  
*Plural*, as in "sons"

**Case** (using "man" as an example)  
*Nominative*: the word is used as the subject, as in "The **man** gave bread to him."

*Genitive*: the word is expressed with possession, as in "He took the **man's** bread" or "He took the bread **of the man**."

*Dative*: the word is the indirect object, as in "He gave bread **to the man**" or "He gave bread **for the man**."

*Accusative*: the word is the direct object, as in "He brought the **man** to see the bread."

*Vocative*: the word is used as a direct address, as in "**Man**, let me give you some bread."

## VERBS

The Greek verb has a person, number, tense, voice, and mood. These four factors determine how the verb is translated.

**Person and Number**  
*1st pers, singular* - "I see"  
*2nd pers, singular* - "You see"  
*3rd pers, singular* - "He (or she) sees"  
*1st pers, plural* - "We see"  
*2nd pers, plural* - "You see"  
*3rd pers, plural* - "They see"

**Tense**  
*Present* - as in "I **see**"  
*Imperfect* - as in "I **was seeing**" (this tense indicates a continuing action from the past and is difficult to translate into English)  
*Aorist* - as in "I **saw**" (simple past tense)  
*Future* - as in "I **will see**"  
*Perfect* - as in "He healed me, so **now I see**." (a present statement that was a result of a past action. This is sometimes difficult to translate into English.)

**Voice**  
*Active* - as in "I **see**"  
*Middle* - as in "I **see myself**" (this voice indicates an action that is done to oneself, or concerning oneself. It is difficult to translate; the force of this voice is very subtle)  
*Passive* - as in "I am **being seen**."

**Mood**  
*Indicative* - as in "I **see**" (a simple statement)  
*Subjunctive* - as in " ..that I **might see**." (indicates a purpose, exhortation, or intent)  
*Imperative* - as in "**See** the man." (a command)  
*Infinitive* - as in "I wish **to see** the man." (a verb used as a noun)  
*Participle* - as in "I turned around, **seeing** him in the distance."

# Greek Key Chart

©1999 Randal K. Young

# Historical Background of the New Testament

## I. Political History

A. Assyrian and Babylonian Captivities. 722 and 586 BC. Temple destroyed.

B. Persian Period 536 to 333 BC.

1. Persian Rulers: Cyrus, Darius, Xerxes
2. OT people/books: Ezra, Nehemiah, Esther
3. Temple rebuilt 516 BC.

C. Greek Period 333 to 167 BC.

1. Alexander the Great 333 to 323 BC.

- a. Battles: Granicus, Issus, Arbela
- b. Dies suddenly at the age of 31. No heir, Kingdom divided among 4 generals.
  - 1 ) Cassander = Macedonia,
  - 2 ) Lysimachus = Thrace,
  - 3 ) Ptolemy Soter = Egypt
  - 4 ) Seleucus = Syria.

2. Ptolemaic (Egyptian Rule) 300 to 200 BC.

- a. Relatively peaceful rule. Greek culture introduced (Hellenism).
- b. Septuagint (LXX) produced. OT for the NT Christians.
- c. Diaspora. More Jews live outside Israel than in the land.
- d. Proselytes and god-fearers.

3. Seleucid (Syrian Rule) 198 to 167 BC.

- a. Oppressive rule. Increasing persecution of Jews and religion (Sabbath, circumcision, temple worship). Heavy taxation.
- b. Peaked with Antiochus Epiphanes. He desecrated the temple (the abomination of desolation). Tried to eradicate Judaism and Torah.

D. Maccabean Period 167 to 63 BC.

1. Mattathias, Judas and Simon 167 to 135 BC.

- a. Mattathias begins the revolt by refusing to do Pagan sacrifices
- b. Judas Maccabeus is the military genius who frees Israel from the Seleucids. Temple cleansed. Hanukkah.

- c. Simon enjoy a peaceful rule and restoration of Israel.
- 2. John Hyrcanus and Alexander Janneus (and others) 135 to 63 BC.
  - a. John Hyrcanus – growing Hellenistic emphasis
  - b. Alexander Janneus – attacks the Pharisees (traditional Jews) and appoints Herod's grandfather ruler over Edom.
  - c. Growing divisions and strife almost result in a civil war between the faithful Jews and those embracing Hellenism.
- E. Roman Period 63 BC through the NT times.
  - 1. Pompey conquers Jerusalem and Judea in 63 BC. Roman Civil wars between Julius Caesar and the other Romans leaders result in his murder. The Next group of Roman leaders divides as Anthony is trapped by Cleopatra and ultimately defeated by Octavius (Augustus). Augustus becomes emperor in 27 BC and begins the "Pax Romana".
  - 2. Herod "the great", heir to Edom Idumea, becomes ruler over Galilee under the Romans. Then "King of the Jews" until his death in 4 BC. He is the Herod of Matt 2.
    - a. Herod began rebuilding the temple in 19 BC. Many buildings to Rome.
    - b. Herod was shrewd diplomatically: switched allegiances at least 5 times.
    - c. Herod was brutal. Murdered his wife's brother, grandfather, mother and 2 sons. Plus many, many other political and religious enemies.

## II. Social/Religious Groups in Israel.

- A. Social or regional groups in Israel.
  - 1. Judea: "real" Israel. Place of Temple and Davidic Jerusalem.
  - 2. Samaria: "half breeds". Rebellious 10 tribes in OT.
    - a. Had their own OT (Peshitta) and temple (Gerizim).
    - b. Fought Nehemiah when he rebuilt Jerusalem's walls.
    - c. Maccabees destroyed their temple. Woman at the well in John 4.
  - 3. Galilee: "lower class". Bandit area that Herod subdued. Sort of a cross between the Wild West and how the Northern USA views the South (Alabama or Oklahoma). "Can anything good come out of Galilee?"
  - 4. Decapolis: Greco-Roman area across the Jordan valley.
  - 5. Edom/ Idumea: long time enemy of Israel. Herod's home.
  - 6. Gaza, Tyre and Sidon. Coastal Gentile areas strong Hellenistic and Roman presence.

7. Diaspora: Jews everywhere outside of Israel itself. Big centers in Alexandria (Egypt), Babylon, Asia Minor, Greece and Rome. Many enjoyed full Roman citizenship (like Paul) and their religion was recognized and respected (even protected) under Roman law.
- B. Religious groups in Israel. Most of the divisions are a result of the influx of Hellenism.
1. Essenes: “Amish” of Judaism. Qumran Dead Sea scrolls. Extreme separatist and conservatism to OT.
  2. Zealots: “terrorists” of Judaism. Political (and religious) independence from Rome (and any other external power).
  3. God-fearers: “beginning or half Jewish converts”. Usually Gentiles (Greeks) who refused to be circumcised.
  4. Pharisees: Conservative moderates. Uphold Jewish distinctives and traditions. The double torah = written (OT) and oral (traditions).
  5. Sadducees: Liberals/ progressives. Tried to merge Hellenism with Judaism. Reduced Judaism to the literal Torah (Pentateuch). Denied most supernatural realities (resurrection, angels, etc.).

# New Testament Geography

On the map on the next page, mark and write the names of the following New Testament cities and regions:

Antioch

Atalia

Athens

Berea

Caesarea

Corinth

Crete

Damascus

Derbe

Ephesus

Greece

Iconium

Jerusalem

Lystra

Malta

Miletus

Mitylene

Myra

Paphos

Perga

Philippians

Pisidian Antioch

Rhegium

Rome

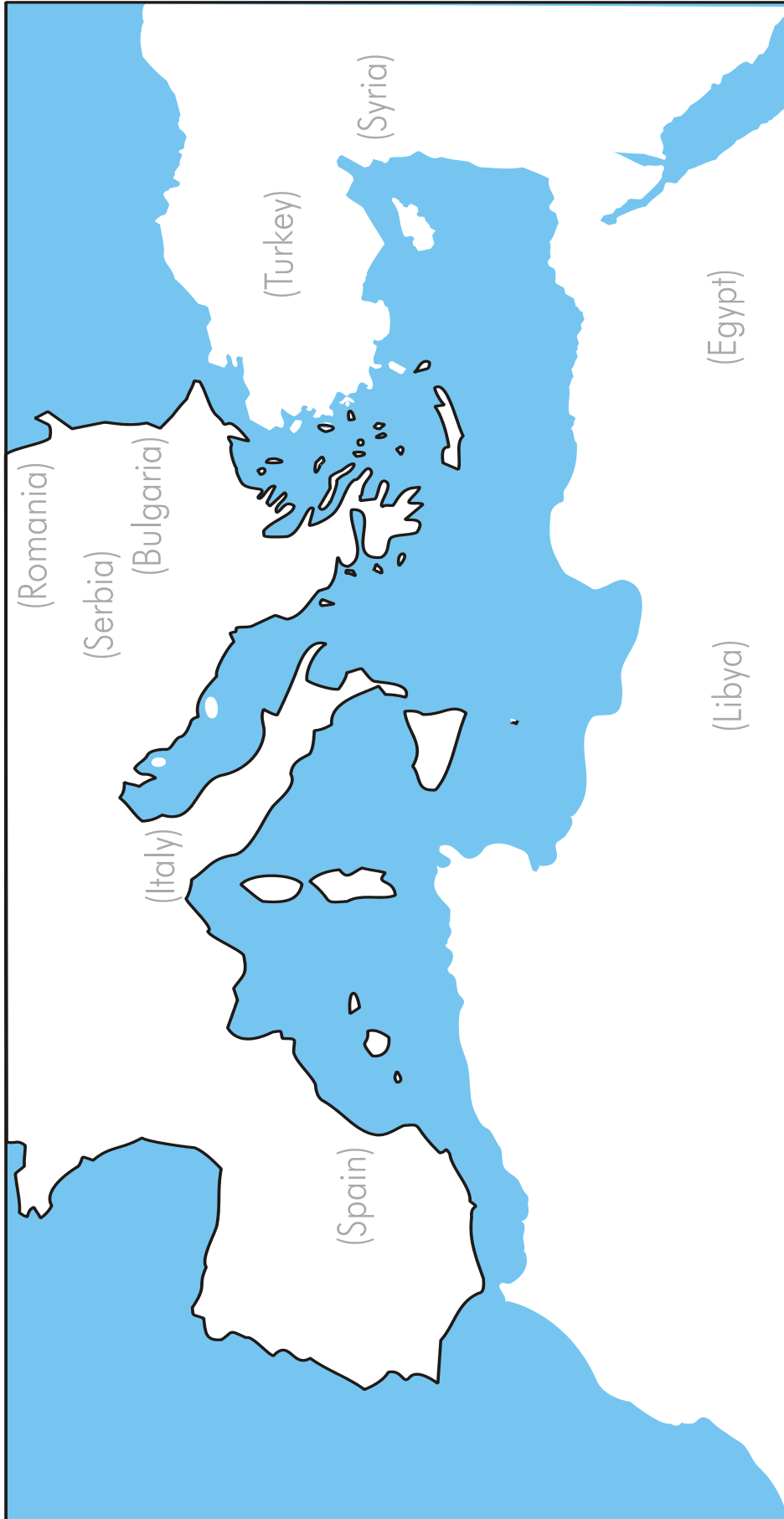
Sidon

Syracuse

Thessalonica

Troas

Tyre





# Walk Through the Gospels

Instructions: For each row, circle the Scripture passage(s) that best describes the event. More than one passage may be circled in one row.

MAJOR EVENTS	MATTHEW	MARK	LUKE	JOHN
John the Baptist preaches and baptizes	3:1	1:2	3:1	1:19
Jesus baptized	3:13	1:9	3:21	1:29
Jesus tempted in desert	4:1	1:12	4:1	
Jesus calls first disc.	4:18	1:16	5:1	1:35
Jesus clears the temple	21:12	11:15	19:45	2:14
The Beatitudes	5:3		6:20	
The Sermon on the Mount	4:24		6:17	
Lord's Prayer	6:7	11:25	11: 1	
Parable of the Sower	13:1	4:1	8:4	
Jesus expels demon from man to pigs	8:28	5:1	8:26	
Feeding of 5,000	14:13	6:32	9:10	6:1
Jesus walks on water	14:22	6:45		6:16
Peter's confession of Jesus	16:13	8:27	9:18	6:67
The transfiguration	17:1	9:2	9:28	
The rich young man	19:16	10:17	18:18	
Triumphal Entry	21:1	11:1	19:28	12:12
The greatest commandment	22:34	12:28	10:25	
Parable of the talents	25:14		19:11	
Jesus & Last Supper	26:26	14:22	22:15	
Peter denies Jesus	26:69	14:66	22:56	18:25
Jesus stands B4 Pilate	27:15	15:6	23:13	18:39
Jesus crucified	27:33	15:22	23:33	19:17
Women discover empty tomb	28:1	16 :1	24:1	20:1

# Bible Study Tools

## 1. English Bible Versions

	Source Text Reliability	Theological Bias-Free	References (notes, maps)	Translation Philosophy
King James	2	10	NA	L
NIV	10	10	NA	D
Amer Stnd	8	10	NA	L
RSV	10	10	NA	L,D
Good News	10	10	NA	D,F
New Amer	10	10	NA	D
New English	10	10	NA	D
NASV	10	10	NA	L
Living Bible	10	10	NA	F
Phillips	10	10	NA	F
NIV Study	10	10	10	D
Ryrie Study	10	7	8	D
Scofield	10	6	8	NA
ESV	10	10	NA	L

### Translation Philosophy:

**Literal:** The attempt to translate by keeping as close as possible to the exact words and phrasing in the original language, yet still make sense in the receptor language. A literal translation will keep the historical distance intact at all points.

**Dynamic Equivalent:** The attempt to translate words, idioms, and grammatical constructions of the original language into precise equivalents in the receptor language. Such a translation keeps historical distance on all historical and most factual matters, but “updates” matters of language, grammar, and style.

**Free:** The attempt to translate the *ideas* from one language to another, with less concern about using the exact words of the original. A free translation, sometimes also called a paraphrase, tries to eliminate as much of the historical distance as possible.

## **2. Concordance**

## **3. Topical Reference**

## **4. Chain Reference**

## **5. Bible Handbook**

## **6. Bible Encyclopedia**

## **7. Bible Dictionary**

## **8. Bible Atlas**

## **9. Commentaries**

# Overview: The Old Testament

## The Pentateuch

The first five books of the Bible tell the origins of the Jewish race and culture., written by Moses.

**Genesis:** The book of beginnings describes creation, the first rebellions against God and God's choosing of Abraham and his offspring.

**Exodus:** God rescued the Israelites from slavery in Egypt and led them to the desert of Sinai. There he gave Moses the laws to govern the new nation.

**Leviticus:** God set up laws for the Israelites, mostly regarding holiness and worship.

**Numbers:** Because of their rebellion and disobedience, the Israelites had to wander in a wilderness for 40 years before entering the promised land.

**Deuteronomy:** Just before his death, Moses made three emotional farewell speeches, recapping history and warning the Israelites against further mistakes.

## History Books

The next 12 books continue the history of the Israelites: They moved into the land of Canaan and established a kingdom that lasted almost 500 years.

**Joshua:** After Moses' death, Joshua commanded the armies that conquered much of the territory in the promised land.

**Judges:** The new nation fell into a series of dismal failures. God raised up leaders called "judges."

**Ruth:** This story of love and loyalty between two widows shines out brightly in an otherwise dark period.

**1 Samuel:** Samuel became a transition leader between the time of the judges and that of the kings. He appointed Israel's first king, Saul. After his own failure, Saul tried violently to prevent God's king-elect, David, from taking the throne.

**2 Samuel:** David, a man after God's own heart, brought the nation together. But after committing adultery and murder, he was haunted by family and national crises.

**1 Kings:** Solomon succeeded David, with mixed success. At his death, a civil war tore apart the nation. Successive kings were mostly bad, and the prophet Elijah had dramatic confrontations with King Ahab.

**2 Kings:** This book continues the record of the rulers of the divided kingdom. None of the northern kings followed God consistently, and so Israel was finally destroyed by an invader. The southern kingdom, Judah, lasted much longer, but finally Babylon conquered Judah and deported its citizens.

**1 Chronicles:** The book opens with the most complete genealogical record in the

Bible, then adds many incidents from the life of David (often the same as those in 2 Samuel).

**2 Chronicles:** Often paralleling the books of Kings, this book records the history of the rulers of Judah, emphasizing the good kings.

**Ezra:** After being held captive in Babylon for decades, the Jews were allowed to return to their homeland. Ezra, a priest, emerged from one of the first waves of refugees.

**Nehemiah:** Nehemiah returned from the Babylonian captivity after the temple had been rebuilt. He concentrated on restoring the protective wall around Jerusalem and joined Ezra in leading a religious revival.

**Esther:** This story is set among captive Jews in Persia. A courageous Jewish queen foiled a plan to exterminate her people.

## Books of Poetry

Almost one-third of the Old Testament was originally written as poetry. These books concentrate on questions about pain, God, life and love.

**Job:** The most godly man of his day suffers the greatest personal tragedy. The entire book deals with the question “Why?”

**Psalms:** These prayers and hymns cover the full range of human emotion; together, they represent a personal journal of how to relate to God. Some were also used in public worship services.

**Proverbs:** The proverbs offer advice on every imaginable area of life. The style of wise living described here leads to a fulfilled life.

**Ecclesiastes:** A life without God, “under the sun,” leads to meaninglessness and despair, says the Teacher in a strikingly modern book.

**Song of Songs:** This beautiful poem celebrates romantic and physical love.

## Books of the Prophets

During the years when kings ruled Israel and Judah, God spoke through prophets. Though some prophets did predict future events, their primary role was to call God’s people back to him.

**Isaiah:** The most eloquent of the prophets, Isaiah analyzed the failures of all the nations around him and pointed to a future Messiah who would bring peace.

**Jeremiah:** Jeremiah led an emotionally tortured life, yet held to his stern message. He spoke to Judah in the last decades before Babylon destroyed the nation.

**Lamentations:** All Jeremiah’s warnings about Jerusalem came true, and Lamentations records five poems of sorrow for the fallen city.

**Ezekiel:** Ezekiel spoke to the Jews who were captive in Babylon. He often used

dramatic stories and enacted parables to make his points.

**Daniel:** A captive in Babylon, Daniel rose to the office of prime minister. Despite intense political pressure, he lived a model life of integrity and left highly symbolic prophecies about the future.

**Hosea:** By marrying a loose-living wife, Hosea lived out his message: that Israel had committed spiritual adultery against God.

**Joel:** Beginning with a recent catastrophe in Judah (a locust plague), Joel foretold God's judgment on Judah.

**Amos:** A country boy, Amos preached to Israel at the height of its prosperity. His grim warnings focused on materialism.

**Obadiah:** Obadiah warned Edom, a nation bordering Judah.

**Jonah:** Jonah reluctantly went to Nineveh and found Israel's enemies responsive to God's message.

**Micah:** Micah exposed corruption in every level of society, but closed with a promise of forgiveness and restoration.

**Nahum:** Long after Jonah had stirred Nineveh to repentance, Nahum foretold the mighty city's total destruction.

**Habakkuk:** Habakkuk addressed his book to God, not people. In a frank dialogue with God, he discussed problems of suffering and injustice.

**Zephaniah:** Zephaniah focused on the coming day of the Lord, which would purge Judah, resulting in a remnant used to bless the entire world.

**Haggai:** After returning from the Babylonian captivity, the Jews began rebuilding the temple of God. But before long they set aside that task to work on their own homes. Haggai reminded them to put God first.

**Zechariah:** Writing around the same time as Haggai, Zechariah also urged the Jews to work on the temple. He used a more uplifting approach, describing how the temple would point to the coming Messiah.

**Malachi:** The last Old Testament prophet, Malachi faced a nation that had grown indifferent. He sought to stir the people from apathy.

# Overview: The New Testament

**Matthew:** Written to a Jewish audience, this Gospel links the Old and New Testaments. It presents Jesus as the Messiah and King promised in the Old Testament. Matthew emphasizes Jesus' authority and power.

**Mark:** Mark probably had pragmatic Roman readers in mind. His Gospel stresses action and gives a straightforward, blow-by-blow account of Jesus' work on earth.

**Luke:** A doctor, Luke was also a fine writer. His Gospel provides many details of human interest, especially in Jesus' treatment of the poor and needy. A joyful tone characterizes Luke's book.

**John:** John has a different, more reflective style than the other Gospels. Its author selected seven signs that pointed to Jesus as the Son of God and wove together everything else to underscore that point.

**Acts:** Acts tells what happened to Jesus' followers after he left them. Peter and Paul soon emerged as leaders of the rapidly spreading church.

**Romans:** Written for a sophisticated audience, Romans sets forth theology in a logical, organized form.

**1 Corinthians:** A very practical book, 1 Corinthians takes up the problems of a tumultuous church in Corinth: marriage, factions, immorality, public worship and lawsuits.

**2 Corinthians:** Paul wrote this follow-up letter to defend himself against a rebellion led by certain false apostles.

**Galatians:** A short version of the message of Romans, this book addresses legalism. It shows how Christ came to bring freedom, not bondage to a set of laws.

**Ephesians:** Although written in jail, this letter is Paul's most optimistic and encouraging. It tells of the advantages a believer has in Christ.

**Philippians:** The church at Philippi ranked among Paul's favorites. This friendly letter stresses that joy can be found in any situation.

**Colossians:** Written to oppose certain cults, Colossians tells how faith in Christ is complete. Nothing needs to be added to what Christ did.

**1 Thessalonians:** Composed early in Paul's ministry, this letter gives a capsule history of one church, as well as Paul's direct advice about specific problems.

**2 Thessalonians:** Stronger in tone than his first letter to the Thessalonians, the sequel goes over the same topics, especially the church's questions about Christ's second coming.

**1 Timothy:** As Paul neared the end of his life, he chose young men such as Timothy to carry on his work. His two letters to Timothy form a leadership manual for a young pastor.

**2 Timothy:** Written just before Paul's death, 2 Timothy offers Paul's final words to



his young assistant.

**Titus:** Titus was left in Crete, a notoriously difficult place to nurture a church. Paul's letter gave practical advice on how to go about it.

**Philemon:** Paul urged Philemon, owner of a runaway slave, Onesimus, to forgive his slave and accept him back as a brother in Christ.

**Hebrews:** No one knows who wrote Hebrews, but it probably first went to Christians in danger of slipping back into their old, rule-bound religion. It interprets the Old Testament, explaining many Jewish practices as symbols that prepared the way for Christ.

**James:** James, a man of action, emphasized the right kind of behavior for a believer. Someone who calls himself or herself a Christian ought to act like it, James believed, and his letter spells out the specifics.

**1 Peter:** Early Christians often met violent opposition, and Peter's letter comforted and encouraged Christians who were being persecuted for their faith.

**2 Peter:** In contrast to Peter's first letter, this one focused on problems that sprang up from the inside. It warns against false teachers.

**1 John:** John could fill simple words, such as *light*, *love* and *life*, with deep meaning, and in this letter he elegantly explains basic truths about the Christian life.

**2 John:** Warning against false teachers, John counseled churches on how to respond to them.

**3 John:** Balancing 2 John, this companion letter mentions the need to be hospitable to true teachers.

**Jude:** Jude gave a brief but fiery exposé of heretics.

**Revelation:** A book of visions and symbols, Revelation is the only New Testament book that concentrates on prophecy. It completes the story, begun in Genesis, of the cosmic battle between good and evil being waged on earth. It ends with a picture of a new heaven and new earth.