1

Preface

This *Handbook* is a guide for Personal Ministries personnel worldwide. It is based on policies and procedures established by world advisories, the administrative entities of the world Seventh-day Adventist church, and suggestions and ideas from Personal Ministries personnel around the world. It offers guidelines designed to help organize and run efficient and productive Personal Ministries programs in the local church.

While the *Handbook* contains some policies set by the world Seventh-day Adventist Church which are applicable to all Seventh-day Adventist churches throughout the world, it is not designed to be an inflexible policy book. It contains many ideas and suggestions that may be used in a way that best suits the circumstances of local churches in different areas of the world.

Boxes and sidebars are used to explain which sections of the *Handbook* apply to all churches and which refer to ideas and suggestions.

Contents of the Handbook

This *Handbook* contains statements of the purpose and mission of Personal Ministries, worldwide, Personal Ministries policy, Personal Ministries organization and procedures, job descriptions for Personal Ministries personnel in the local church, outlines and ideas for Personal Ministries programs, and information on how to set up and run a Personal Ministries program in the church.

2

The Mission and Objectives of Personal Ministries

The Mission of Personal Ministries

The mission of Personal Ministries is to provide resources and train church members to unite their efforts with the ministry and church officers in the final proclamation of the gospel of salvation in Christ. The aim of the department is to enlist every member in active soul-winning service for God.

Objectives of Personal Ministries

The Personal Ministries Department was established as a major setting for soul winning activities in the Church. It exists to teach and proclaim the gospel of Jesus Christ in response to the command of Jesus. in the context of the three angels' messages of Revelation 14:6-12. To honor this original purpose, the Personal Ministries Department continues to communicate the good news with the objective to win, hold, and train for Jesus Christ, men, women, youth, boys and girls, in all the world, and to design programs and resources to help those areas of the world where church growth is limited.

Personal Ministries Methods and Activities

The local church Personal Ministries Department has historically specialized in certain soul winning methods, although they are in no way limited to these:

- ∠ Door-to-door evangelism
- ∠ Distribution of literature
- Solution Giving personal Bible studies
- ∠ Lay preaching
- Ørganizing and running the Community Service program of the church, including the Dorcas Society
- Ørganzing and running the annual Ingathering program
- Managing local church Bible Correspondence Schools
- Cooperating with the Sabbath School Department in organizing and running Sabbath School Action Units.
- Cooperating with the local church pastor in the organization and management of small group ministries

"Every true disciple is born into the kingdom of God as a missionary." *The Desire of Ages*, p. 195.

Personal Ministries Handbook, page 3

History of Personal Ministries

Personal Ministries is a facet of the church whose beginning can be traced to a women's group established in 1869 in South Lancaster, Massachusetts called the Vigilant Missionary Society.

The Tract and Missionary Society

The work of the Vigilant Missionary Society gave S. N. Haskell the idea of establishing "Tract and Missionary Societies" in various New England conferences in 1870. These conference "T and M Societies, "either directly or through district or local societies, enlisted lay members to circulate Seventhday Adventist tracts, pamphlets, books, and periodicals through sale or free distribution. They also conducted personal evangelism through visits, correspondence, and helping the needy.

In 1874 the General Conference established the General Tract and Missionary Society, later renamed the International Tract and Missionary Society. When the General Conference Publishing Department was established around 1901, it absorbed the International Tract and Missionary Society. In 1913 the fostering of lay evangelism was assigned to a separate subdivision called the "Home Missionary Branch of the Publishing Department," with Edith M. Graham as secretary. After functioning thus for five years, the Home Missionary Branch was made a separate department in 1918.

The Home Missionary Department

In 1915, the General Conference recommended the appointment of home missionary secretaries in both the General Conference and the North American Division to promote church missionary work. Home Missionary Department leaders, then called "Secretaries," were also appointed in unions and local conferences.

General Conference president A. G. Daniells said, "The Home Missionary Department is not a campaign, it is a religious movement. It is a revival of pure religion in the church, and the going forth to bear it to others. . . . This department is to train men and women all over the world to go out about their homes to win souls to Christ."

Specific Assignments

As time went by, five areas of departmental evangelistic activities developed:

Bible correspondence course enrollments.

∠ Community services involving the work done by Dorcas-Welfare Societies in local churches and Community Services centers and units. Specific programs included emergency provision of food and clothing, interviewing and referral, adult education classes in first aid, home management, summer camps for disadvantaged children, and disaster relief. ✓ Ingathering. This annual appeal has made millions of personal contacts, enrolled thousands in Bible correspondence courses, and raised funds for medical, educational, community service, and evangelistic work around the world.

✓ Lay Bible evangelism, including personal Bible studies and public meetings. Many churches have organized groups specializing in lay preaching, prison evangelism, and specific Community Services projects.

Literature distribution, including systematic house-to-house distribution,

mailing programs, tract racks, and individual or church lending libraries.

The Lay Activities Department

At the 1966 General Conference session the General Conference Home Missionary Department became the Lay Activities Department. It was assigned the tasks of fostering the activities of laity in local missionary service. "Missionary service" meant personal or public evangelism or Community Service, once known as Health and Welfare Service. There were corresponding departments in the divisions, unions, and conferences.

The Church Ministries Department

At the 1985 General Conference session the Lay Activities Department became part of the newly formed Church Ministries Department. Church Ministries was a merger of four former departments of the General Conference: Lay Activities, Sabbath School, Stewardship and Development, Youth, and Home and Family Service. Church Ministries was not intended to change the organization of departments at the local church level. As explained at the 1985 General Conference session, the action to bring these former entities together into one department would apply "only to the General

The Personal Ministries Statement of Purpose

Equipping and Mobilizing the Membership to Accomplish the World Mission of the Church.

Conference and its divisions." Later it could "be implemented at the union and then the local conference levels."

Personal Ministries

Some world divisions felt that Personal Ministries better described the work of the department than "lay activities," and began using this title for the department. The title was officially adopted in 1995.

Sabbath School and Personal Ministries Department

In 1995, the Church Ministries Department was dissolved and Sabbath School and Personal Ministries were combined into one department. This organizational pattern functions at the Conference/Mission, Union, Division and General Conference levels. At the local church level Sabbath School and Personal Ministries continue to function as two separate entities.

Personal Ministries Handbook, page 6

Personal Ministries Organization and Personnel

Personal Ministries Leader

The Role

According to the Seventh-day Adventist Church Manual, "The Personal Ministries leader is elected by the church to lead in training and directing the church in active outreach (missionary) service and is chairperson of the Personal Ministries Council. It is the leader's duty to present to the church, in the monthly Sabbath Personal Ministries service and in the church business meetings, a report on the total outreach (missionary) activities of the church."— p. 94.

An Important Calling

Most of the heroes of the New Testament church were evangelists. The personal ministry of Jesus in saving the lost (the woman at the well, Zacchaeus, etc.) continues to be the primary model; but Peter, Paul, Barnabas, Philip, Steven, Timothy, and John Mark all figure prominently in early church history because they worked tirelessly and effectively to win new converts to Jesus Christ and to make the first century church grow. That pattern has continued through the centuries to our day.

You are called to that noble heritage as you become involved in coordinating the outreach of your local church. You have two thousand years of success on which to build. You have the model of thousands of successful men and women in history.

Line of Authority

The Personal Ministries leader will work closely with the pastor of the church or district and be a member of the church board. Unless your church is quite small, the Personal Ministries leader will chair a committee usually called the Personal Ministries Council.

The following people report to the Personal Ministries leader:

The community services leader, interest coordinator, the leaders responsible for Bible studies, lay evangelism, literature distribution, Ingathering, and missionary magazines. Those in charge of lay witness training, prison ministries and other outreach programs also report to the Personal Ministries leader.

It is the leader's responsibility to help them be successful in their activities and bring these together in a total strategy for church growth.

Sabbath School Action Units

If the church uses Sabbath School Action Units, the Personal Ministries leader should be actively cooperative in working with the Care Coordinators of the Action Units.

Personal Ministries Handbook, page 7

Time Commitment -Two Evenings a Week

This is a major responsibility in the church and requires significant time. A Personal Ministries leader should plan to devote two evenings a week or one evening and a Sabbath afternoon to personal Ministry activities. One time period is probably devoted to planning and meeting with committees, the other to active soul winning activities.

Duties and Responsibilities

The duties and responsibilities of the Personal Ministries leader include:

Working with Volunteers. The personnel for outreach in the local church are volunteers, and much of the

leader's work is the recruiting, training, and overseeing of this volunteer workforce. Supervising volunteers is not the same as working with employees. Volunteers will do what they enjoy or are convicted to do, not necessarily what needs to be done. Pleading with them from the pulpit or trying to make them feel guilty will not succeed.

Personal contacts are more effective than public appeals. Building a support team is essential for long-term success. The leader will be working with a minority of the congregation. Church growth specialists say that 10% of the church should be involved in direct evangelism. That is a worthy objective, but it will take great persuasiveness to achieve even that percentage.

S Planning. The Personal Ministries leader is the key person in helping other leaders of the congregation develop outreach and soul-winning plans. It is the leader's responsibility to get the key people together early to set goals. Get ownership for the goals from the church leadership, and they will help meet them. Remember that too many goals are confusing to the congregation and more difficult to reach. Experience demonstrates that most congregations can only handle one, two, or three outreach goals at a time, and this "time" usually spans two or three years.

Education and Communication. The Personal Ministries leader's first goal is to help every church mem-

> ber become aware that he or she is witnessing in his or her own way. Every believer is a missionary to the family members, work associates, neighbors and others that they touch every day, whether they intend it or not. It is a surprising thought to many of our members who "hate witnessing" that they

witness anyway, whether they realize it or not. The Personal Ministries leader's task is to help church members use the unique opportunities and spiritual gifts that God has given to each to accomplish His will.

You can make use of the time allotted each Sabbath. This time may be called "King's Business" or "personal ministries time" or something else, and

What Today's Volunteers Want

∠ Specific tasks with clearly defined limits.
∠ Short terms in office.
∠ Plenty of people power to use in attaining the goal.
∠ Simple, direct feedback about how they are doing.
∠ Lots of affirmation.

Personal Ministries Handbook, page 8

it is essential that the Personal Ministries leader communicate regularly with the church members regularly about their witness and opportunities for service. This is a "non-negotiable" part of what it means to be an Adventist church. It is equally important to make this time interesting and relevant to the members, and not a time of haranguing, selling books or ritualistic readings.

Program Management. The Personal Ministries leader will be the manager of a number of programs sponsored by the congregation. Some are denomination-wide. international campaigns. Some are local ideas that a small group of members have developed. Each requires careful preparation, adequate supplies and people power, and steady attention to detail. Check lists and work sheets to help manage these projects are published in many different program manuals, handbooks and "how-to" volumes. Every project is a process, not a goal. Remember this, and no one will feel defeated if a project fails. The goal is to save men and women for heaven. If one thing does not work, another will.

Inspired Thoughts on Leadership Qualities

People of Prayer. "Nothing is more needed in our work than the practical results of communion with God. We should show by our daily lives that we have peace and rest in the Saviour. His peace in the heart will shine forth in the countenance. It will give to the voice a persuasive power. Communion with God will ennoble the character and the life. Men will take knowledge of us, as of the first disciples, that we have been with Jesus. This will impart to the worker a power that nothing else can give. Of this power he must not allow himself to be deprived." - *The Ministry of Healing*, p. 512

People of Faith. "God's workers need faith in God. He is not unmindful of their labors. He values their work. Divine agencies are appointed to co-operate with those who are laborers together with God. When we think that God will not do as He has said, and that He has no time to notice His workers, we dishonor our Maker." *Christian Service*, pp. 233, 234

People of Courage. "Hope and courage are essential to perfect service for God. These are the fruit of faith. Despondency is sinful and unreasonable." *Prophets and Kings*, p. 164. "Courage, energy, and perseverance they must possess."- *Gospel Workers*, p. 39

People of Action. "The cause of God demands men who can see quickly and act instantaneously at the right time and with power. If you wait to measure every difficulty and balance every perplexity you meet you will do but little.... It is even more excusable to make a wrong decision sometimes than to be continually in a wavering position, to be hesitating, sometimes inclined in one direction, then in another."-*Testimonies*, vol. 3, p. 497

Personal Ministries Secretary

The Role

The work of the Personal Ministries secretary is behind the scenes, but it is very important. Duties include serving as the business agent by ordering supplies from the Adventist Book Center, conference office and/or other distribution facilities regularly used by the church; caring for the records, supplies and clerical details of church activities such as Sabbath School, community outreach, soul-winning, family life programs, children's and youth ministries, stewardship education, etc.

The Personal Ministries secretary serves as the secretary of the church Personal Ministries Council. Duties include keeping the minutes and, without fail, handling correspondence. He or she may also be a member of the Church board and various other committees.

It is important to see that one or more assistant secretaries are appointed, because it is vital that someone function in this role every Sabbath and at every meeting of the related committees.

In some places, especially if the church membership is small and the church finds it difficult to fill all the offices, it may be better to combine the positions of Sabbath School and Personal Ministries secretaries into a single position. This combination also provides a single contact point for the Sababth School and Personal Ministries Department at the conference/ mission office when sending information and materials to the church.

Line of Authority

The Personal Ministries secretary works under the direction of the church pastor and the Personal Ministries director, and in close cooperation with the Sabbath School leadership team.

Time Commitment -Two hours a week

This can be a time-consuming responsibility. Certain details must be attended to every week.Committee meetings must be attended each month.

Even in the smallest church, a minimum of one hour a week will be needed just to sort the mail, stock supplies, type and copy minutes of meetings, and read and respond to correspondence. If your local church has more than 200 members, it may take up to two hours a week for the paperwork.

If the congregation is a larger one, some duties can be delegated to assistants. Assistants can cover meetings, but some of the sessions will require the regular involvement of the Personal Ministries secretary to know what is planned by the church leaders and provide the support they will need.

Duties and Responsibilities

The Personal Ministries secretary is elected by the church and serves as the representative of the Adventist Book Center for all departments of the church. The secretary works closely with the Personal Ministries leader in developing the outreach (missionary) programs of the church.—*Church Manual*, p. 94

Personal Ministries Handbook, page 10

Specific responsibilities. The specific duties of the Personal Ministries secretary are:

To serve as secretary of the Personal Ministries Council, recording the minutes of Personal Ministries' meetings and taking an active part in implementing departmental plans. The secretary should record reports of outreach (missionary) work done by church members and complete and send all required reports and other information about such activities to the conference/ mission/field Personal Ministries Department promptly each quarter.

To give a report of Personal Ministries activities to the church during the monthly Sabbath Personal Ministries service and during church business meetings.

∠ To be responsible for all local church transactions with the Adventist Book Center or other suppliers. The secretary will maintain careful accounts with the suppliers, using a duplicate order at all times and, in cooperation with the church treasurer, will see that accounts are settled speedily, with clearance of outstanding items on a monthly basis.

 \swarrow To call the attention of the church to resources that are available for use.

✓ To plan periodic offerings to provide Personal Ministries supplies for the members when such are not provided for through the church budget or the conference/mission/field approved offering schedule. A church Personal Ministries offering for this purpose may be received on the first Sabbath of the month. If this offering does not provide sufficient funds, offerings may be taken at the weekly Personal Ministries meeting. The disposition of such Personal Ministries funds shall be made by action of the Personal Ministries Council.

∠ To record details of services and reports of work done by church members, and to be prompt in sending a summary to the Personal Ministries director of the conference/mission/field at the appointed time. *Church Manual*, p. 124.

General responsibilities. The pastor and elders, Sabbath School leaders, coordinators of outreach, soul-winning, youth and children's ministries, family life, stewardship activities, and many other local church leaders, will all depend on the Personal Ministries secretary to routinely care for supplies and detailed information. It is important to plan on certain routine activities as a regular cycle in your responsibilities:

✓ Mail distribution. The mail must be processed each week. It will come to the church and possibly to the Personal Ministries secretary's home. In it will be items that must be handed or sent to the person in the congregation who needs the information. Because many different job titles are used, read carefully to be sure each letter or publication gets into the right hands. Do not hold it until the date on the publication. Get it to them so they will have as much time as possible to prepare and plan ahead.

∠ Distribution of materials. Materials must be distributed each week to the Sabbath School classes and divisions, as well as to church leaders, the literature rack or table in the

Personal Ministries Handbook, page 11

church lobby, etc. Leader's guides, teacher's quarterlies, magazines and other bulletins for leaders must be distributed the very next Sabbath after they arrive.

Supply cabinets. Supply cabinets should be established where you can sort and store materials. These must be organized and labeled so others can find what they need when you are not there. You may want to set up a notebook or clipboard where items can be "signed out" when they are removed, but it is not your place to prohibit other church officers from getting to the materials. Your role is a ministry of service, not one of control and authority.

✗ The weekly Sabbath School offerings. The weekly Sabbath School offerings as well as offerings taken in missionary meetings, special rallies, and small groups must be collected, counted and given to the church treasurer. The church treasurer should provide you with a receipt for the funds you turn in and monthly statements of the accounts you work with.

Standing orders. If your area of the world church uses a system of standing orders, each quarter's standing order blanks for Sabbath School supplies and other materials will arrive automatically. Carefully review these with the leaders in charge of each division and program, and make any changes that are needed in the order. If they are not mailed back promptly, the church will receive the same items and amounts as indicated in the print-out for another quarter.

church members. One of the tasks of the Personal Ministries secretary in local churches is taking orders and purchasing literature and books for individual church members from the Adventist Book Center or local Adventist supply source. Whether the Personal Ministries secretary will carry this responsibility depends on how the purchasing system works in your part of the world. The local conference/mission will decide this and inform local churches.

Personal Ministries Handbook, page 12

5

Motivating Members to Witness

Introduction

The Great Commission to go to all the world with the gospel is beyond our ability to accomplish on our own. How can we fulfill God's challenging mandate?

The New Testament Church

The church grew rapidly during the time of the New Testament. According to Acts 1:15, 120 disciples gathered in the upper room. Acts 2:41,42 tells us there were 3,000 new converts. According to verse 47, God added to that number daily. Acts 4:4 mentions another 5,000 men as new converts. If only half of those men were married and had children, the church membership could have been over 10,000 by that time. And it continued to grow. Acts 21:20 says *many thousands* (the Greek word means *myriads*, multiples of ten thousand) of Jews believed.

Why Did the Church Grow So Fast?

It was because everyone was involved in witnessing. Through the promises of God, the Lord will bring a harvest of souls as lay members become involved. "The work of God in this earth can never be finished until the men and women comprising our church membership rally to the work, and unite their efforts with those of ministers and church officers. . . ." —Gospel Workers, p. 352.

This statement clearly indicates that the work will never be finished

unless all church members work together with ministers and church officers. The army of active lay preachers is growing rapidly, and with it is the need for more effective training and guidance.

Ellen White writes: "There should be no delay in this well-planned effort to educate the church members." —*Testimonies,* Volume 9, p. 119

Why Are People Not Involved?

There are many reasons why people do not participate in soul winning, but six basic reasons stand out:

- ∠ Lack of self-confidence
- Unrecognized potential
- ✓ No training
- ∠ Limited understanding of role
- \varkappa No motivation

EXANEVER been asked. Some pastors prefer to do all of the work themselves and are not used to delegating responsibility to others. There are many people who would be involved if they were asked to participate.

∠ No training. "Many would be willing to work if they were taught how to begin."—*Christian Service*, p. 59 Training is vitally important so people may be equipped to participate in witnessing activities.

Personal Ministries Handbook, page 13

ビビ Limited understanding of roles.

Some members feel that preaching and teaching are the responsibility of the pastor. They feel they only need to come to church and give an offering.

"The dissemination of the truth of God is not confined to a few ordained ministers. The idea that the minister must carry all the burdens and do all the work is a great mistake."—*Christian Service*, p. 68

No motivation. Knowing that lay persons are powerful forces for finishing God's work, it is important that all churches become training centers. Ideas for motivating

church members to do witnessing will be discussed in further detail below.

"Every church should be a training school for Christian workers. Its members should be taught how to give Bible readings, how to conduct and teach Sabbath School classes, how best to help the poor and to care for the sick, how to work for the unconverted. There should not only be teaching but actual work under experienced instructors."—*Christian Service*, p. 59

Organization of Christian Forces Is Essential

"The church is God's appointed agency for the salvation of man. It was organized for service, and its mission is to carry the gospel to the world."— *Acts of the Apostles,* p. 9

"Well-organized work must be done in the church, that its members may understand how to impart the light to others, and thus strengthen their own faith and increase their knowledge. As they impart that which they have received from God, they will be confirmed in the

Unrecognized Potential: The Story of Yate's Pool

A man named Yates was a well-to-do farmer who had a very large field. He tried to plant various plantations, but was unable to grow good crops. He tried again and again, but failed each time. So after trying many times, he finally gave up. He became very poor and had to live on aid from the government. One day someone came to see Yates and said he would like to test his soil. Yates said, "Yes, you can do anything with my field." So the soil was tested and yielded 90,000 barrels of oil in one day! Now, 30 years have passed, and that land is still producing 150,000 barrels of oil per day.

> faith. A working church is a living church. We are built up as living stones, and every stone is to emit light. Every Christian is compared to a precious stone that catches the glory of God and reflects it." —*Christian Service*, pp. 72, 73

> The church is an army. "The church of Christ may be fitly compared to an army. The life of every soldier is one of toil, hardship, and danger. On every hand are vigilant foes, led on by the prince of the powers of darkness, who never slumbers and never deserts his post. Whenever a Christian is off his guard, this powerful adversary makes a sudden and violent attack. Unless the members of the church are active and vigilant, they will be overcome by his devices.

> "What if half of the soldiers in an army were idling or asleep when ordered to be on duty; the result would be defeat, captivity, or death. Should any escape from the hands of the enemy,

Personal Ministries Handbook, page 14

would they be thought worthy of their reward? No; they would speedily receive the sentence of death. And if the church of Christ is careless or unfaithful, far more important consequences are involved. A sleeping army of Christian soldiers-what could be more terrible! What advance could be made against the world, who are under the control of the prince of darkness? Those who stand back indifferently in the day of battle, as though they had no interest and felt no responsibility as to the issue of the contest, might better change their course or leave the ranks at once"-Testimonies, Volume 5, p. 394

Responsibility for providing training. "Those who have the spiritual oversight of the church should devise ways and means by which an opportunity may be given to every member of the church to act some part in God's work. Too often in the past this has not been done. Plans have not been clearly laid and fully carried out, whereby the talents of all might be employed in active service. There are but few who realize how much has been lost because of this.

"In every church the members should be so trained that they will devote time to the winning of souls to Christ. How can it be said of the church, "Ye are the light of the world," unless the members of the church are actually imparting light? Let those who have charge of the flock of Christ awake to their duty, and set many souls to work"—*Christian Service*, p. 61

More speedy advances. "In this country and in foreign countries the cause of present truth is to make more rapid advancement than it has yet made. If our people will go forth in faith, doing whatever they can to make

a beginning, and laboring in Christ's lines, the way will be opened before them. If they will show the energy that is necessary in order to gain success, and the faith that goes forward unquestioningly in obedience to God's command, rich returns will be theirs. They must go as far and as fast as possible, with a determination to do the very things that the Lord has said should be done. They must have push and earnest, unswerving faith. . . . The world must hear the warning message"— *Evangelism*, pp. 18, 29

Greater intensity. "We need greater earnestness in the cause of Christ. The solemn message of truth should be given with an intensity that would impress unbelievers that God is working with our efforts, that the Most High is our living source of strength."— *Evangelism*, p. 697

Choose qualified leaders. "The elders and those who have leading places in the church should give more thought to their plans for conducting their work. They should arrange matters so that every member of the church shall have a part to act, that none may lead an aimless life, but that all may accomplish what they can according to their several ability. . . . It is very essential that such an education should be given to the members of the church that they will become unselfish, devoted, efficient workers for God; and it is only through such a course that the church can be prevented from becoming fruitless and dead. . . . Let every member of the church become an active worker,—a living stone, emitting light in God's temple."—Christian Service, p. 62

Personal Ministries Handbook, page 15

The great need of the hour. "There should be no delay in this wellplanned effort to educate the church members. . . . The people have had too much sermonizing; but have they been taught how to labor for those for whom Christ died? Has a line of labor been devised and placed before them in such a way that each has seen the necessity of taking part in the work? . . . It is by education and practice that persons are to be qualified to meet any emergency which may arise; and wise planning is needed to place each one in his proper sphere, that he may obtain an experience that will fit him to bear responsibility."—*Christian Service*, pp. 58, 59



Small Group Activity

Discussion - Explain why people lack confidence.



I am afraid. The Bible tells us that Moses was also afraid to carry out his leadership responsibilities. Nevertheless, the Lord used Moses and enabled him to do his assigned task.

I am not good enough. It is impossible to become perfect before we begin to witness.

I don't have power to do that. Only Jesus, through the power of the Holy Spirit, can empower us to do His work. We do not have the strength alone.

I am too old (too young). The Lord can use us no matter how old or young we are.

Personal Ministries Handbook, page 16

The Theology of Soul Winning and Involvement

"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, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age" (Matthew 28:19, 20).

The Church Is Mission

The church, as the body of Christ, has the same purpose as Christ. The concern of Christ must be the concern of His church.

Key texts. "For the Son of man came not to be served, but to serve, and to give His life as a ransom for many" (Mark 10:45).

"For the Son of man is come to seek and to save that which was lost" (Luke 19:10).

"For God sent not His Son into the world to condemn the world; but that the world through Him might be saved" (John 3:17).

I am come that they might have life, and that they might have it more abundantly" (John 10:10).

Jesus Established the Church

I will build my church...(Matthew 16:16). The church, God's people, like Christ, are those who pour out their lives in service for others.

"The church is God's appointed agency for the salvation of men. It was organized for service, and its mission is to carry the gospel to the world."— *The Acts of the Apostles*, p. 9

The Great Commission. Christ's Great Commission is given to His church. It continues to be Christ's primary marching orders for His followers: 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, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age (Matthew 28:19, 20).

Primary ministry. The church's task certainly includes ministry *to* the body. But it must always have a *primary* focus to those outside the church.

It is too small a thing for you to be my servant to restore the tribes of Jacob and bring back those of Israel I have kept. I will also make you a light for the Gentiles, that you may bring my salvation to the ends of the earth (Isaiah 49:6).

But you are . . . a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light" (1 Peter 2:9).

Committed to mission. To be God's people is to be involved in and committed to His mission.

"The Saviour's commission to the disciples included all believers in Christ to the end of time." — *The Desire* of Ages, p. 822

The obedience of the local church to this God-given mission affects its subsequent health, strength and growth. God wants to bless His church and see it grow, so that we in turn may be a blessing to others. God's original promise to Abraham was that others would be blessed through him, and then through us. *I will bless you . . . so* that you will be a blessing . . . and by you all the families of the earth will be blessed (Genesis 12:1-3).

Personal Ministries Handbook, page 17

Jesus declares this principle clearly: For whoever would save his life will lose it, and whoever loses his life for my sake will find it (Matthew 16:25).

Ellen White comments, "The very life of the church depends upon her faithfulness in fulfilling the Lord's commission."—*The Desire of Ages*, p. 825

We find true purpose only by pouring out our life in mission and service to the world for which Christ died.

The Role of God's People

God's people need to be those water mission for them. Without this sense of mission, there is little motivation for becoming involved in ministry.

Mistaken identity. The idea that the clergy is spiritually strong, has a spiritual calling and special rewards, while the laity is spiritually weak, with a secular calling and ordinary rewards, lurks on the edge of people's minds. This division is not biblical. It comes from medieval Europe and the attempts by the clergy of the popular church of the time to dominate the populace.

Wrong concepts. Gratian, a priest who died in 1160, wrote, "There are two kinds of Christians, clergy and laity." Stephen of Tournai, another writer of the times (d.1203), wrote, "[there are] two kinds of people; one lower and one higher," referring to clergy and laity.

In contemporary societies with a hierarchical organization, i.e. someone is in charge and the rest follow the leader, it is easy for church goers to assume that the "clergy" is the leader and the "laity" is the follower.

Protestant protest. During the Protestant reformation, Martin Luther and other reformers took a different position, a view called the "priesthood of all believers." God wants to accomplish His work through the laity and does not have different kinds of people.

"Every true disciple is born into the kingdom of God as a missionary. He who drinks of the living water becomes a fountain of life. The receiver becomes a giver. The grace of Christ in the soul is like a spring in the desert, welling up to refresh all, and making those who are ready to perish eager to drink of the water of life."— *Christian Service, p. 9*

Only one kind of believer. The "oneness" of church membership is seen throughout Scripture. All of the Bible passages are addressed to the church as a whole, not to a selected few leaders in the church. There is one body and one Spirit—just as you were called to one hope when you were called—one Lord, one faith, one baptism; one God and Father of all . . . but to each of us grace has been given as Christ apportioned it (Ephesians 4:4-7).

For there is no distinction between Jew and Greek; the same Lord is Lord of all and bestows his riches upon all who call upon Him (Romans 1:12-13).

The *laos*. The English word "laity" comes from the Greek word *laos*, which simply means "people" and refers to the people of God in general, not to a group distinct from the clergy. *"They shall be my people* [laos]"(2 Corinthians 6:16). *"But you are . . . God's own people* [laos]" (1 Peter 2:9,10).

In the biblical meaning of laity *laos* does specify special people, all of God's

Personal Ministries Handbook, page 18

own people. In the Old Testament, the Hebrew equivalent pointed to Israel, or God's remnant. In the New Testament, it is used to indicate those who believe in Christ and accept Him as their Lord and Saviour.

Kleros, the inheritance. The origin of the word *clergy* refers to those who share in the inheritance of God's redemption, not a group in the church distinct from the laity.

That they may turn from darkness to light . . . and . . . receive . . . a place (kleros) among those who are sanctified by faith in me (Acts 26:18).

May you be strengthened with all power . . . giving thanks to the Father, who has qualified us to share in the inheritance (kleros) of the saints in light (Colossians 1:11, 12).

Everyone is a disciple. The responsibility for the church's mission is given to God's people as a whole.

When Jesus said to his disciples, You shall be my witnesses to the ends of the earth" (Acts 1:8), the original language word you meant you the group, not you the individual.

You are the salt of the earth **You** are the light of the world (Matthew 5:13, 14).

But you are . . . God's own people, that you may declare the wonderful deeds of him who called you out of darkness into his marvelous light (1 Peter 2:10).

For you are all one in Christ (Galatians 3:28).

An important concept. The implications of this scriptural concept of the laity are important: Laity who feel inferior to the clergy will not feel responsible for the church's mission. As laity receive their proper biblical status in the church, they become ready to assume responsibility as disciples.

The Role of Spiritual Gifts

Believers have differing functions and gifts. Every Christian is gifted for some ministry; therefore, all believers are ministers (1 Corinthians 12:7-8).

There are different kinds of gifts, but the same Spirit. There are different kinds of service [ministries], but the same Lord (1 Corinthians 12:4-5).

For as the body is one and has many members, but all the members of that body, being many, are one body, so also is Christ (1 Corinthians 12:12).

To each is given the manifestation of the Spirit for the common good . . . now you are the body of Christ and individually members of it . . . since you are eager for the manifestation of the Spirit, strive to excel in building up the church (1 Corinthians 14:12).

The Role of Pastors and Teachers

The role of pastors and teachers is spelled out in the New Testament. And His gifts were that some should be . . . pastors and teachers for the equipment of the saints for the work of ministry for building up the body of Christ(Ephesians 4:11, 12).

The first task of ministers is to equip, teach, and strengthen the laity to carry on its ministry in the world.

The Role of the Laity

The primary ministry of church members is in the work for the proclamation of the gospel and service to humanity.

"The minister should not feel that it is his duty to duty to do all the talking

Personal Ministries Handbook, page 19

and all the laboring and all the praying; he should educate helpers in every church."—*Christian Service*, p. 69

The necessary gifts. The local church has the necessary gifts for effective ministry and growth. The fact that every Christian has a gift and, therefore, a responsibility, that no Christian is passed by and left without endowment, is fundamental to the New Testament doctrine of the church. It should also transform the lives of Christians and churches.

Cooperative Efforts

Pastors and members need to work together. "Let ministers and lay members go forth into the ripening fields."— *Christian Service*, p. 67

"Every soul whom Christ has rescued is called to work in His name for the saving of the lost"—*Christian Service*, p. 10

"To every one work has been allotted, and no one can be a substitute for another."—*Christian Service*, p. 10 **The greatest help**. Not preaching, but teaching how to do soul winning.

"Let the minister devote more of his time to educating than to preaching. Let him teach the people how to give to others the knowledge they have received." — *Testimonies*, Volume 7, p. 20

"The greatest help that can be given our people is to teach them to work for God, and to depend on Him, not on the ministers."—*Testimonies*, Volume 7, p. 19

Too much sermonizing. "The people have had too much sermonizing; but have they been taught how to labor for those for whom Christ died? —*Testimonies*, Volume 6, p. 431

Supervision and help. Layworkers need supervision and help once they begin their work. This help will be given by the pastors and by experienced lay persons.

Problems of Inactivity

Inactivity breeds church problems, criticism, and a variety of other prob-

"This fact, that every Christian has a gift and therefore a responsibility, and that no Christian is passed by and left without an endowment, is fundamental to the New Testament doctrine of the church. It should also transform the life of Christians and churches. Many church leaders complain that the congregation lacks gifted lay leadership, and this is the standard excuse for attempting little. But Scripture addresses each local church with the same word which Paul used to the Corinthians: 'You are the body of Christ.' Thus, Scripture and assumptions in the church are often at variance with each other; appearances indicating that the congregation is destitute of gifts, while Scripture says, 'It is not so! You are the body of Christ.' If we take God at His word, then we are committed to believe that He has endowed, or at least is willing to endow, each local church with all the gifts it needs for life, health, growth, and ministry."— John Stott lems." Those who do not take up this work, those who act with the indifference that some have manifested, will soon lose their first love, and will begin to censure, criticize, and condemn their own brethren."—*Christian Service,* p. 115

If leaders don't enjoy keeping members busy, Satan does.

"When the churches are left to inactivity Satan sees to it that they are employed. He occupies the field, and engages the members in lines of work that absorb their energies, destroy spirituality, and cause them to fall as dead weights upon the church."—*Testimonies, Volume* 6, p. 425

Motivating Factors For Witnessing

"No sooner is one converted than there is born within him a desire to make known to others what a precious friend he has found in Jesus. The saving and sanctifying truth cannot be shut up in his heart."—*The Desire of Ages*, p. 141

There are many factors that may motivate church members to witness. Some of the primary ones are:

Factor 1: Witnessing is a biblical command.

Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost, teaching them to observe all things whatsoever I have commanded you, and Io, I am with you alway, even unto the end of the world (Matthew 28:19, 20). Arise, shine, for your light has come, and the glory of the Lord rises upon you (Isaiah 60:1).

For this is what the Lord has commanded us: 'I have made you a light for the Gentiles that you may bring salvation to the ends of the earth' (Acts 13:47).

But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth (Acts 1:8).

Return to your house and describe what great things the Lord has done for you (Mark 5:19).

Factor 2: The Lord calls each of His followers to be:

• Witnesses (Acts 1:8)

• Ambassadors (2 Corinthians 5:20)

• Participants in the ministry of reconciliation (2 Corinthians 5:17-19)

• Co-laborers with God (1 Corinthians 3:9)

• The light and the salt of the earth (Matthew 5:13, 14)

Factor 3. Witnessing is the heart's response to love.

The love of Christ constrains us (2 Corinthians 5:15).

It is by this that we know what love is: that Christ laid down His life for us. And we in our turn are bound to lay down our lives for our brothers. But if a man has enough to live on, and yet when he sees his brother in need shuts up his heart against him, how can it be said that the divine love dwells in him? My children, love must not be a matter of words or talk; it must be genu-

Personal Ministries Handbook, page 21

ine, and show itself in action (1 John 3:16-18).

"No sooner is one converted than there is born within him a desire to make known to others what a precious friend he has found in Jesus. The saving and sanctifying truth cannot be shut up in his heart."—*The Desire of Ages*, p. 141

"Christ came to the earth and stood before the children of men with the hoarded love of eternity, and this is the treasure that, through our connection with Him, we are to receive, to reveal, and to impart." — *The Ministry of Healing*, p. 37

Factor 4: Witnessing brings joy to the heart of God.

The well-known parables in Luke 15 about the lost sheep, the lost coin and the lost son tell us that whenever the lost is found there is joy in heaven.

"I tell you that in the same way there will be more rejoicing in heaven over one sinner who repents than over ninety-nine righteous persons who do not need to repent" (Luke 15:7).

"In the same way, I tell you, there is rejoicing in the presence of the angels of God over one sinner who repents" (Luke 15:10).

"But we had to celebrate and be glad because this brother of yours was dead and is alive again. He was lost and is found" (Luke 15:32).

If there is joy in heaven when the lost is found, we will experience this same joy in doing our work for souls. What we do also gives joy to God's heart and demonstrates that the sacrifice of Jesus was not in vain. **Factor 5: Witnessing contributes to spiritual life.** There is a relationship between witnessing and character development.

"God could have reached His object in saving sinners without our aid; but in order for us to develop a character like Christ's, we must share in His work. In order to enter into His joy, the joy of seeing souls redeemed by His sacrifice, we must participate in His labors for their redemption."—*The Desire of Ages*, p. 142

The Lord could plan a special program or send a special dream so everyone would know about the second coming of Christ within one night. He doesn't do that for two important reasons:



The Lord wants us to develop a character like Christ's.



He wants us to experience the joy of seeing souls redeemed by His sacrifice.

A Christlike character is the only thing that we will bring to heaven. And it is possible to be developed if we are working together with Him. Those who are involved will have stronger power to resist evil. It is important to involve as many people as possible in witnessing activities.

"Strength to resist evil is best gained by aggressive service."—The Acts of the Apostles, p. 105

Personal Ministries Handbook, page 22

Factor 6: The church is the body of Christ. The human body consists of systems such as the respiratory system, the digestive system, the cardiovascular system, the muscular-skeletal system.

Illustration. For instance, what parts of the body are included in the respiratory system? The nose, the throat, the lungs, etc. What is one very small body part in the respiratory system that is very important? A very tiny thing called the cilia.

Without the cilia, it is very easy for one to have a problem with emphysema or lung cancer. Therefore, although a certain part of the body is small, it is still important.

Everyone using spiritual gifts. The same thing is true with church members. Everyone has a special work to do. There is no one in the church who is not important.

As each one has received a special gift, employ it in serving one another, as good stewards of the manifold grace of God (1 Peter 4:10).

Factor 7: Witnessing is related to Jesus' second advent. And this gospel of the kingdom shall be preached in the whole world as a testimony to all nations, and then the end will come (Matthew 24:14).

All true believers would like to go to heaven as soon as possible to be relieved of this sinful world, and it is very clear that the preaching of the gospel is related to the time of Christ's second coming.

"Time is short, and our forces must be organized to do a larger work."— *Testimonies,* Volume 9, p. 27

"We are now living in the closing

scenes of this world's history. Let men tremble with the sense of the responsibility of knowing the truth. The ends of the world are come. Proper consideration of these things will lead all to make an entire consecration of all that they have and are to their God."—*Review and Herald*, July 23, 1895

The latter rain cannot come until the "largest portion of the church are . . . laborers together with God."—*Review and Herald*, July 21, 1896

Factor 8: The glory of God. "We are to encourage souls, to attract them, and thus win them to the Saviour. If this is not our interest, if we withhold from God the service of heart and life, we are robbing Him of influence, of time, of money and effort. In failing to benefit our fellow men, we rob God of the glory that should flow to Him through the conversion of souls."—*Testimonies*, Volume 6, p. 427

Factor 9: Recognition and credit to lay members. Since lay members offer such great help, they deserve to be given credit and thanks in publications and special meetings. It is also pertinent to offer incentives such as certificates, books, and outreach related equipment, etc. to help in their soul winning projects. Recognition that is given to our lay members can motivate them to do more witnessing activities because they feel that they have achieved something for the Lord.

Personal Ministries Handbook, page 23

Small Group Activity



Discussion 1 - "The Church Is Mission"

1. What does the statement "The Church Is Mission" mean?

2. Why is it important? Discuss its implications for individual members and the congregation as a whole.

Discussion 2 - Laos and kleros

1. What is the meaning of *laos* and *kleros*? What difference does it make to understand these two words?

2. Discuss the role of the pastor and the church members in the light of these two words and explain how they seem to be applied in your local church.

Discussion 3 - Nine motivating factors

1. How can you employ the nine motivating factors for witnessing in your church?

6

The Process of Witnessing

Introduction

It is important to learn from the methods of Jesus and others in the Bible how they were successful in witnessing activities.

Jesus used five steps in witnessing

- He mingled with people as one who desired their good.
- *General* He showed sympathy.
- General He ministerd to their needs.
- *General* He won their confidence.
- General He bade people "follow me."

"Mingling" means doing things together. This may be visiting, working, playing, or just sitting and talking together. By mingling we discover people's needs.

"Sympathy" means an attitude of personal concern. Sympathy does not wait until the person asks for help. It is always expressed by some kind of action that communicates an honest, unselfish concern for someone who has a need.

"Ministered to their needs" means meeting the needs of people, whether physical, mental, or spiritual. This is done by serving, waiting on, or attending someone in real need, although real needs are not always easily recognized. *"Won their confidence.*" This is the result of meeting people's needs.

"Follow me" is the appeal to follow Christ and become a member of the Kingdom of God, the real answer to human needs. The appeal came after Jesus met the needs of the people and had won their confidence.

"From Christ's method of labor we may learn valuable lessons. He did not follow only one method; in various ways He sought to gain the attention of the multitude, that He might proclaim to them the truths of the gospel"—Welfare Ministry, p. 59

Jesus identified and worked with felt needs

Experience	Felt Need
Wedding feast	Felt need is to avoid social embarrassment.
Nicodemus	Felt need is for genuine spirituality.
Woman at the well	Felt need is for emotional security.
Man at the pool	Felt need is for divine healing.
Hungry multitude	Felt need is for physical food.

Personal Ministries Handbook, page 25

Examples of Personal Evangelism Principles

Jesus and the Samaritan Woman

K Contact others socially.

🗷 Establish common ground.

🗷 Arouse interest.

Cet the ball rolling.

🗷 Don't go too far.

🗷 Don't condemn.

∕ Stay with the main issue.

K Confront the person directly.

When Talking With People

 ${\ensuremath{\measuredangle}} Start$ the conversation on a point of interest.

Share some of yourself first, then ask a suitable question.

∠ Positively affirm what people say.

∠ Share a part of your spiritual self.

If You Feel Led By the Spirit

 \swarrow Ask them about their spiritual standing.

 \swarrow Wait for their reaction.

∠ If they answer with an enthusiastic yes:

• Continue a friendly conversation.

• Give them a gospel leaflet.

• Arrange to meet again.

If They Are Not Interested

🖉 Drop it.

 \swarrow God will not give up on them, but this is not the right moment.

If The Opportunity to Share Your Faith Arises

E Begin by speaking about world conditions.

Some of those interested may require further visitation.

Small Group Activity



Discussion 1 - Describe and discuss the five things Jesus did when he witnessed to people.

Discussion 2 - What are the five things you should do when you initiate a conversation in witnessing?

Discussion 3 -If people are not interested, what are the two things you should do?

Discussion 4 - If you feel led by the Spirit to witness, discuss the six things you should do.

Personal Ministries Handbook, page 26

The Laws of the Human Mind

Key Laws of Witnessing

"In order to lead souls to Jesus, there must be a knowledge of human nature."—*Testimonies*, vol. 4, p. 67

The Law of Human Compassion

The work of Adventists is to "first meet the temporal needs," and "then find an open avenue to the heart" where they can "plant good seeds of virtue and religion."—*Testimonies*, vol. 4, p. 227

Jesus showed sympathy and ministerd to people's needs.

• To the scribe he said "You are not far from the kingdom of God."



To the Canaanite woman he said, "Great is thy faith."
Of the Roman soldiers

he said, "Forgive them."

Some Key Statements

"Any human being who needs our sympathy and our kind offers is our neighbor. The suffering and destitute of all classes are our neighbor; and when their wants are brought to our knowledge, it is our duty to relieve them as far as possible."—*Testimonies*, vol. 4 p. 266

"Christ's followers have been redeemed for service. Our Lord teaches that the true objective of life is ministry."— Christ's Object Lessons, p. 326

Community Service

Community Service is a great way to put this principle into practice.

- Feed the hungry Matt. 14:16
- Clothe the naked Luke 3:11
- Welcome strangers Matt. 25:35
- Visit the sick Matt. 25:36
- Visit the prisoners Matt. 25:35
- Visit the widows James 1:27
- Visit the orphans James 1:27
- Refresh the thirsty Matt. 25:35
- Comfort those in trouble
- or bereaved 2 Cor. 1:4

The Principle of Receptivity

As the Holy Spirit works with people, they become receptive at different times. These times can be identified and used as a bridge to present the gospel.

- Family dilema
- Emotional crisis
- Financial crisis
- Health problem
- Political, economic or religious trauma
- Personal crisis

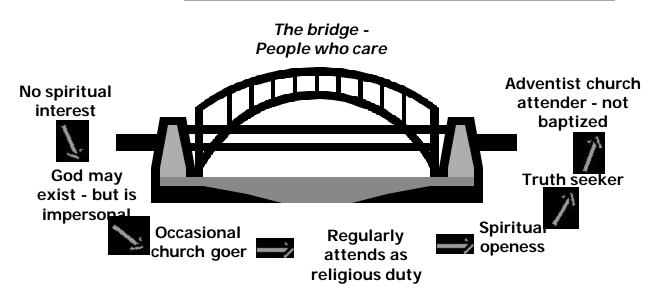
Emotional and Physical Needs

The urgency of meeting various needs, whether emotional, physical, social, or spiritual.

Emotional—If the individual is experiencing grief or divorce, there is grief recovery and divorce recovery.

Physical—Some people are heavy smokers. They need to enroll in Breathe Free classes.

The Spiritual Interest Line



The Law of Divine Providence

The Lord will help us to meet people who need the Savior. *My Father is always at His work to this very day, and I, too, am working* (John 5:1).

God the Father, Jesus, and the Holy Spirit are working with us, and because they are working, the Lord will cause us to meet people who need the Saviour so that we can share the gospel with them.

Examples. The conversions of Paul, Cornelius and the Ethiopian.

Small Group Activity



Discussion 1 - Laws of the mind.

Review with the group the three laws of the mind studied in this section.

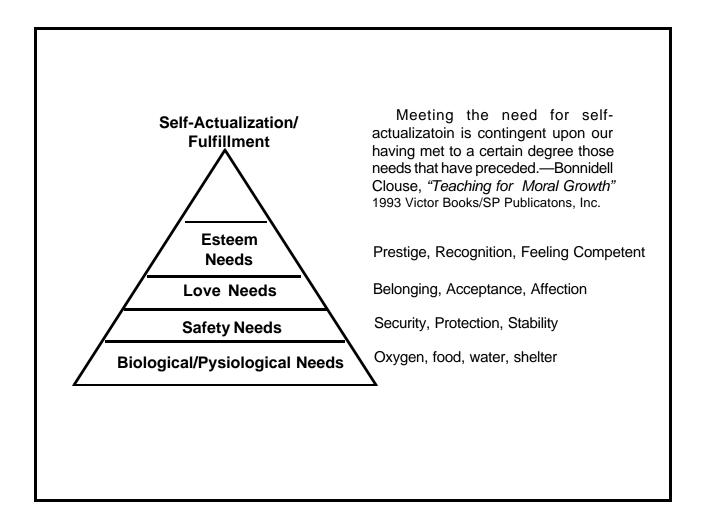
Discussion 2 - Using the laws.

What would your local church have to do to organize itself so it can develop ministries that utilize these laws of the mind?

Discussion 3 - Ministries in your church.

What kinds of ministries would you need in your church to meet the needs of people who are at various stages of the spiritual interest line?

Personal Ministries Handbook, page 28



Ways and Means of Presenting the Gospel

The FORT Principle

A simple way of witnessing is to use the **FORT** principle.

Family

Occupation

Religion

Testimony

How FORT Works

Talk about family first because



people are usually interested in talking about their family.



Then ask about their occupation or work.



Then ask what church they presently attend.



Finally share a personal testimony.

A Christian can be an effective witness for Christ if he or she has a forceful personal testimony to share.The three basic elements of a testimony are:

- My life before accepting Christ
- How I became a Christian

• My life since I became a Christian.

A consistent life as a Christian is a tremendous witness.

The Example of Paul in Acts 26

Some Christians find it difficult to give their personal testimony. The example of the apostle Paul may be helpful.

In Acts 26, we have the account of Paul appearing before King Agrippa.

In verses 4–11, Paul gives us the picture of his early training as a Pharisee and what he did to the early Christian church.

In verses 12–15 he tells of his personal encounter with Jesus.

Verses 16–23 reveal the directions God gave to Paul.

In verse 28, the response from King Agrippa was "Almost thou persuadest me to be a Christian." In answer to Agrippa's response, Paul replied, "Short time or long—I pray God that not only you but all who are listening to me today may become what I am, except for these chains" (NIV).

Paul extended an invitation to every person in the king's party to accept Jesus as their Lord and Saviour.

Emphasize the Positive

Be sure you know personally that by faith Jesus Christ is your Saviour. You can use biblical examples such as Paul's and outline them as testimonies using the following pattern:

1. What I was before I became a Christian.

2. How I became a Christian.

3. What Jesus Christ has meant in my life.

If you feel frightened or inadequate. Write out your testimony using the three points suggested above.

Make your testimony brief. Three to five minutes is sufficient.

Personal Ministries Handbook, page 30

Introduce the Simplicity of the vation, because all are totally incapable Gospel

Present God First

God is the beginning of everything: Of creation (Genesis 1:1) and of salvation (Psalm 3:8; 68:20).

God loves you. This is a positive, effective way to begin your presentation. God has a special plan for your life. This is a message people need to hear.

Human Beings

This brings us to the sin problem.

Sin brings separation and death (Isaiah 59:2: Romans 6:23).

Since all have sinned (Romans 3:23), all are separated from God.

All men need Christ and his sal-

of reaching God and the abundant life through their own efforts.

Jesus

Jesus is God's answer to man's problem of sin and separation.

Christ came to be the solution to the sin problem.

Christ came to us, lived with us, died for us. ascended for us and intercedes for us (Hebrews 7:25).

Jesus says, "I am the way."

Accepting God's Solution

To simply know about the problem of separation because of sin, and that Christ is God's answer to man's problem is not enough. We must receive Christ as our salvation. There has to be an act of will on our part. We choose to receive Christ.

Ellen White on the Simplicity of the Gospel

"Present the gospel in its simplicity. Follow Christ's example, and you will have the reward of seeing your students won to Him."—*Counsels to Teachers*, p. 255

"Thousands of hearts can be reached in the most simple way. The most intellectual, those who are looked upon and praised as the world's great and gifted men and women, are often refreshed by the most humble, simple words spoken by one who loves God, who can speak of that love as naturally as worldlings can speak of those things which their minds contemplate and feed upon. Words, even if well prepared and studied, have little influence, but the true, honest work of a son or a daughter of God in words, or in a service of little things, done in natural simplicity, will unbolt the door, which has long been locked, to many souls."—Evangelism, p. 443

"Even the great men are more easily drawn by the simplicity of the gospel than by any effort made in human power."—*Evangelism*, p. 443

"What you need is a living experience in the things of God and simplicity in presenting the love of Christ to the lost."—Sons and Daughters of God, p. 266

How To Find Interests

With the principles previously examined, the next step is to find interests with whom to study.

Interests come from many sources: People who visit the church, friends and families of church members, media program students, etc.

The Oikos Principle

The most productive source of interests and ultimate conversions to the church are those that are generated by what is called the *oikos* method.

What's an *oikos*? The Greek word *oikos* means house, but in the Bible it is often used in the broader sense of the household, or extended family.

It is the principle recom-

mended by Jesus and used throughout the New Testament. This networking principle is the most effective soul-winning method.

According to some studies, 75-90% of people have joined the church because of friends or relatives. This indicates that the *oikos* system is still valid now.

The Example of Matthew

As he walked along, he saw Levi son of Alphaeus sitting at the tax collector's booth. 'Follow me,' Jesus told him, and Levi got up and followed him.

While Jesus was having dinner at Levi's house, many tax collectors and sinners were eating with him and his disciples, for there were many who followed him (Mark 2:14,15). The phrase *"was having dinner at Levi's house, many tax collectors and 'sinners'"* represents Matthew's *oikos, his social network of friends and work aquaintances.*

Fishing of People

"Come, follow me," Jesus said, "and I will make you fishers of men." At once

Ellen White on the Oikos Principle

"This was the way the Christian church was established. Christ first selected a few persons and bade them follow Him. They then went in search of their relatives and acquaintances, and brought them to Christ. This is the way we are to labor. A few souls brought out and fully established on the truth will, like the first disciples, be laborers for others"—*Welfare Ministry*, p. 60.

> they left their nets and followed him. (Mark 4:19, 20)

> If you fish with a hook, you catch one fish at a time. If you fish with a net, you get many fish at the same time. The *oikos* principle is fishing with a net.

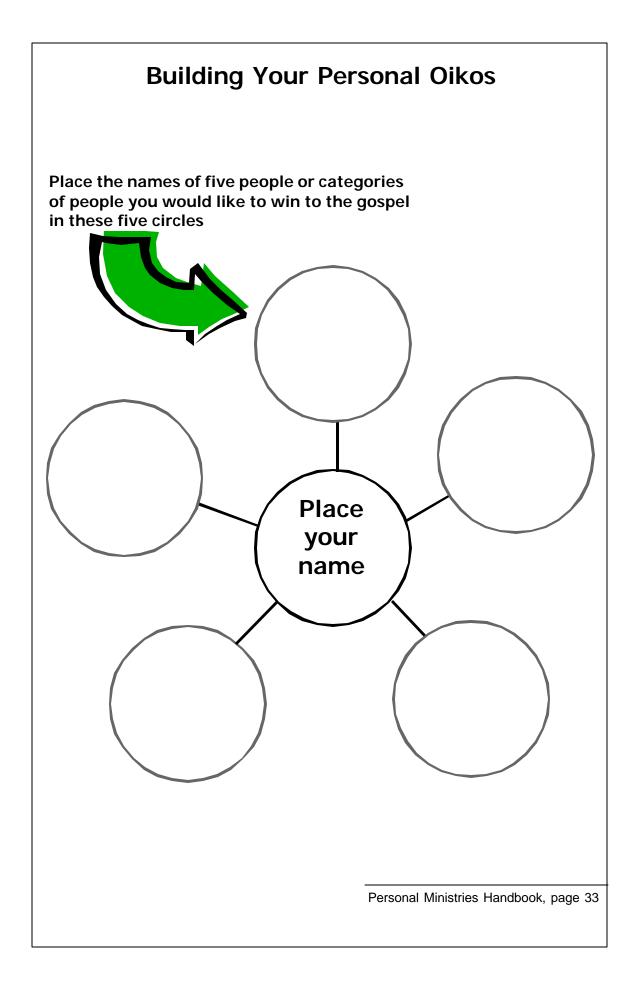
How to DevelopYour Personal Oikos

Step 1 - **Identify your personal** *oikos.* Use the diagram on the following page.

Step 2 - Develop a personality profile of the each member of your *oikos.*

Write a short paragraph describing each member of your oikos. You probably already know them well, but it helps to write the description. Include elements such as the following, and any others that are pertinent.

Personal Ministries Handbook, page 32



More ways to find interests

There are many ways to find and follow up on interests.

• People who visit the church or participate in some activity are receptive and should be visited or contacted regularly.

• Visitors who attend Sabbath school.

• Individuals who have completed a Bible correspondence course.

• Parents of children who attend Vacation Bible School.

• Friends from the Ingathering program.

• Non-SDA students studying in Adventist schools and their parents.

• Regular customers of literature evangelists.

• Those who attended evangelistic meetings and have not yet made their decision for Jesus.

The Power of a Prospect List

A prospect list is a key to finding interests. Find someone in the church who has gifts of administration and enjoys working with lists and keeping up contacts.

• Record the names of people who have any kind of contact with the church.

• Send out a printed newsletter, or an E-mail newsletter, or develop a web site for the church.

• List all the activities of the church, its ministries, etc.

• Send the information to everyone on the prospect list on a regular basis.

Notes

• How much he or she knows about the Bible

- Interests
- Personal concerns
- Level of receptivity

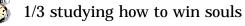
• Level of openness to spiritual matters

Step 3 - Develop a discipleship plan designed to win the members of your *oikos*.

The discipleship plan should include how much time you will spend with your *oikos* each week. Divide the time into three parts

1/3

1/3 praying for the members





1/3 contact with oikos members

Step 4 -Learn to use understandable language

Adventists use terms that other people do not understand. Do not use terms like "the pen of inspiration," etc. When people decide to take Bible studies, or join baptismal classes there will be opportunity to teach them this vocabulary.

Gospel Presentation

Learn to give a gospel presentation. See the information above or use this simple gospel presentation.

• All have sinned and deserve death.

• God loves us and sent His Son to die for us.

• If we accept Jesus, we become children of God and find salvation.

• We can know that we have salvation now.

Small Group Activity

Discussion 1 - Oikos member profile.

Develop a personality profile for one of the people on your oikos list and share it with the members of the group.



Discussion 2 - Gospel presentation.

In the group practice giving a simple gospel presentation.

Discussion 3 - Adventist expressions.

Make a list of typical Adventist expressions that should be avoided during initial contacts with people and practice talking about the gospel without using these expressions.

Personal Ministries Handbook, page 34

Personal Ministries Handbook, page 36

7

How To Give Bible Studies

Introduction

Giving Bible studies to individuals or to small groups has always been, and continues to be, a key soul winning strategy.

Along with the concept of

small groups, the Bible study method is said to be of divine origin.

"The plan of holding Bible readings was a heavenborn idea. There are many,

both men and women, who can engage in this branch of missionary labor."—*Gospel Workers*, p. 192

"By this means the Word of God has been given to thousands; and the workers are brought into personal contact with people of all nations and tongues. The Bible is brought into families, and its sacred truths come home to the conscience. Men are entreated to read, examine, and judge for themselves, and they must abide the responsibility of receiving or rejecting the divine enlightenment. God will not permit this precious work for Him to go unrewarded. He will crown with success every humble effort made in His name."— *Gospel Workers*, p. 192

Simple Methods

Simple methods of Bible study have proven very successful around the world.

• Anyone can quickly master the methods.

• Students learn better and faster.

• Students are rapidly trained and equipped with complete guides for Bible study.

"Our work has been marked out for us by our heavenly Father. We are to take our Bibles and go forth to warn the world."—*Testimonies*, vol. 9, p.150

"Hundreds and thousands were seen visiting families and opening before them the word of God. Hearts were convicted by the power of the Holy Spirit, and a spirit of genuine conversion was manifest. On every side doors were thrown open to the proclamation of the truth. The world seemed to be lightened with the heavenly influence."—*Testimonies*, vol. 9, p. 126

Preparation Needed

Before every major event in His ministry, Jesus prayed for guidance and help (Mark 1:35; Luke 9:18, 28, 29).

• Pray for wisdom (James 1:5; Hebrews 4:16).

• Pray for the guidance of the Holy Spirit (John 16:13).

Heart Preparation

My son, give me your heart and let your eyes keep to my ways (Proverbs 23:26).

But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth (Acts 1:8)

Submit yourselves, then, to God. Resist the devil, and he will flee from you.

Personal Ministries Handbook, page 37

Come near to God and he will come near to you (James 4:7, 8).

"The soul that is yielded to Christ becomes His own fortress, which He holds in a revolted world, and He intends that no authority shall be known in it but His own. A soul thus kept in possession by heavenly agencies is impregnable to the assaults of Satan. But unless we do yield ourselves to the control of Christ, we shall be dominated by the wicked one."—*The Desire of Ages*, p. 324

Preparation of Materials

Certain basic tools are need to effectively give Bible studies:

• A Bible, preferably including a concordance

- Bible Study guides
- Visual aids of some type

Mental Preparation

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. (2 Timothy 2:15)

Building Interests for Bible Studies

The New Testament method of creating and building interest is through making friends with people.

Friendship Evangelism

Jesus loved people and never failed to help them (Mark 1:41; 6: 34).

Jesus was friendly to all kinds of people (Matthew 9:10; Mark 2:15).

He showed interest in every one he met and tried to give them spiritual help (John 3:1, 2, John 4:7).

If you want to win people to Jesus, you must be friendly to them (Proverbs 18:24).

Make Use of Opportunities

There are many opportunities to offer help and friendship:

- Sickness
- Death in a family
- New neighbors
- People in prison
- Widows
- Elderly people
- Home visitation

"How can the great work of the third angel's message be accomplished? It must largely be accomplished by persevering, individual effort, by visiting the people in their homes."—*Welfare Ministry*, p. 97

"There are families who will never be reached by the truth of God's word unless His servants enter their home."—*Evangelism*, pp. 435, 436

"Our Savior went from house to house, healing the sick, comforting the mourners, soothing the afflicted, speaking peace to the disconsolate."—*Christian Service*, p. 114

The New Testament Church

"The more closely the New Testament plan is followed in missionary labor, the more successful will be the efforts put forth."—*Testimonies*, vol. 3, p. 210

Day after day, in the temple courts and from house to house, they never stopped teaching and proclaiming the good news that Jesus is the Christ (Acts 5:42).

• They grew (Acts 2:47)

• The whole city was evangelized (Acts 17:6)

- More baptisms (Acts 2:41, 4:4)
- Penetrating Unentered Areas (Acts
- 8:4)

Personal Ministries Handbook, page 38

• Paul "taught publicly and from house to house" (Acts 20:20)

Prospects for Finding Bible Studies

Prospects for Bible studies can be found in many ways:

• Distribute a single tracts or a series of tracts.

• Place Bible study enrollment cards in doors.

• Mass mail enrollment cards to postal areas.

• Encourage church members to carry enrollment cards with them.

- Give or lend books.
- Share a video or audiocassette.
- Use a Religious Interest Survey.

• Use a Community Service survey— Community Service recipients and other people helped by the church.

• Literature Evangelists' paid-out accounts.

- Media and journal interests
- Former church members
- Neighborhood study groups

Notes

The Contents and Process of a Bible Study

A typical Bible study should be about 30-40 minutes long and should be based on an outline that contains:

- Introduction
- Body
- Appeal or Conclusion

The Introduction



The purpose of the introduction is to awaken the interest of the hearers.

Let your introduction statement make a lasting impression. It cold be

∠ Important world events

 \swarrow An arresting text that introduces the topic

An appetizer that will make people crave the main dish



The Body of the Study

The body of the Bible study contains the following elements:

The body should satisfy the interest created by the introduction.

 \swarrow It must be solid and in logical sequence from beginning to end.

 \swarrow Be brief and to the point. 10 to 15 texts are sufficient.

 \measuredangle End your study before the interest fades.

The Conclusion

The conclusion and ap-

peal of the Bible study contain the following elements:

∠ A summary of the study

🗷 An appeal.

∠ Preview of the next topic

General Principles of Conducting a Bible Study

The following general principles will help make a Bible study successful:

∉ Begin the study with prayer.

E Be punctual. If you are consistently late, the students will also arrive late, and soon the study group will dissolve.

A The ideal number of persons for a Bible Study is six to ten. This number allows everyone to participate.

✗ Take time to establish a friendly spirit before Bible study begins. Make sure everyone is introduced and is comfortable.

 \swarrow It is best to sit in a circle. This gives everyone opportunity to feel comfortable and participate.

 \swarrow Be understanding and tolerant of the people attending the study.

E Be careful and use good judgment in expressing yourself.

Teaching Methods

For a successful study, use the following teaching methods:



∠ The best teaching method is questions and answers. The best questions include words such

The second secon

as how, when, where, what, who and why.

Speak slowly and clearly, but don't preach. A Bible study is not a sermon, it is a teaching event. Encourage discussion.

Review the high points of the topic. Read Bible texts clearly. If students do not read them clearly, repeat the text, emphasizing the most important words.

E Do not hurry through a Bible study; make each point clear before you move to another topic.

Encourage students to participate in the study by having them read Bible texts and ask questions.

Always compliment good answers, even if they are not quite accurate. Give the student credit for trying.

After students give their answers, you might say, "Does anyone have a different answer?" This opens the door for clarifying questions people may have.

Always listen and ask further questions rather than just giving direct answers. This is the inductive method and helps people toward understanding.

∠ Try to make sure everyone understands the topic under consideration. People learn at different rates of speed and in different ways, so be patient.

A Make brief and relevant comments as you go along.

∠ Never introduce ideas for which the Bible student does not have sufficient background.

Use of Illustrations

Use illustrations as part of the study.

Illustrations are like windows that bring in fresh air.

Illustrations emphasize the point being studied. They create deeper and more lasting impressions in the heart and mind

Illustrations should be short and to the point.

Humorous illustrations are acceptable if they truly illustrate a point, but avoid comical illustrations and jokes that don't teach anything.

What Not To Do

Don't preach. Don't preach, lecture, shout at the students, or get angry. If some students do any of these things, find a way to calm them down and continue with the study. If you find yourself in a really difficult situation, it is better to say something like, "We don't seem very inclined to study right now, so why don't we just have prayer, let the Spirit speak to us, and we will continue next week."

Stick to the subject. Don't get sidetracked into studying something other than the topic at hand. Questions almost always arise that deal with future topics. When this happens, simply say, "We will study that topic in the future, so why don't we wait until then and we can find a full answer to the question."

"I don't know." Don't be embarrassed about questions you cannot answer. Tell the students you will study the issue and bring back an answer.

Too much. Don't give too much information in a single Bible study. The human mind can only absorb one or two principle points at a time, and these need to be presented three or four times until they are well understood.

Never argue. If a controversial point

comes up, say, "That is a good point to consider, even though we may not agree on an answer right now. Maybe after we study some more we will find some points of agreement."

Positive approach. Don't criticize or speak disrespectfully about other people and other religions. The purpose of a Bible study is to teach what the Bible says and let people draw their own conclusions.

Quit! After Bible study, stay just long enough to greet people and wish them well. There is a time for social visitation, but it is better to leave right after a study is concluded. Staying too long upsets the routine of the household and makes people feel obliged to serve food. This can cause problems and should be avoided. If the study is in a public place, stop on time so people can go home. If the study is too long and people get home late, they will stop attending.

Theological discussions. Don't get into theological discussions after the study. Unless you adhere to systematic presentation of the topics, people will begin to share personal opinions instead of searching for Bible truth. This can lead to misunderstandings, bits and pieces of information with no conclusions, and other difficulties.

Sequence of Topics

Most Bible study orders of topics use a logical arrangement, usually starting with a study about the Bible itself and progressing through the plan of salvation and the doctrines of the church.

Psychological Arrangement

Dr. K.S. Wiggins, an Adventist psychologist and evangelist, offers the following advise regarding the order of topics, for Bible studies and for public evangelism presentations:

"It has long been the practice of Seventh-day Adventist evangelists to arrange their topics in logical order. The only thing wrong with this is that the human mind does not work logically. Much better results are obtained if the topics are arranged in a psychological order."—*Soul Winning Made Easy*, p. 37

The psychological order helps in two important ways:

1. It keeps interest high throughout the series.

2. It makes decisions easier.

The idea is to include some especially interesting studies at certain points in the series to keep interest high. The suggestion is that the subjects be arranged in three major blocks:

1. Salvation through Christ alone

2. What Christ wants us to believe and do 3. Decisions to enter Christ's last-day

3. Decisions to enter Christ's last-day church.

The Role of the Plan of Salvation

Whether you follow a logical or psychological order of topics, always present the plan of salvation as the basis of Christianity. In areas where people must move from another religion to Christianity, you may have to begin with studies dealing with the role of religion in life, or some other introduction to Christianity itself. In areas where people worship many gods, you may have to include some studies on monotheism and the reasons for worshiping only one God.

Present doctrinal topics after the student has made a commitment to Jesus as Lord and Savior.

Present the distinctive teachings of Seventh-day Adventists after people have

Personal Ministries Handbook, page 42

Sequence of Topics

accepted Jesus and made a commitment to follow him.

The following sequences of topics are suggestions and should be adapted to use with the various target audiences to whom the studies are given. Choose a sequence of topics that meets the needs of the students.

A Typical Sequence

The following sequence is a typical order that can be used in many venues. Notice that in this order the plan of salvation comes far down on the list. That is done intetionally as part of the decision making process.

- 1. The Word of God
- 2. Daniel 2
- 3. The second coming of Jesus
- 4. Signs of the second coming of Jesus
- 5. The millennium
- 6. The destiny of the wicked
- 7. The home of the redeemed
- 8. The prophecies of Daniel
- 9. Christ our high priest
- 10. The investigative judgment
- 11. The law and the gospel
- 12. The Sabbath
- 13. The Sabbath in the New Testament
- 14. Origins of Sunday observance
- 15. The origin of evil angels
- 16. The work of good angels
- 17. The state of the dead
- 18. Spiritism
- 19. The great controversy between Christ and Satan
- 20. The seal of God and the mark of the beast
- 21. Jesus saves those who are lost
- 22. Faith

- 23. Precious promises
- 24. The ordinances of the church
- 25. Christian standards and duties
- 26. The human body as a temple
- 27. Prayer
- 28. The work of the Holy Spirit

Another Sequence of Topics

This sequence begins with the origins of sin and the plan of salvation and then presents biblical doctrines, with decision studies mixed in.

- 1. The Holy Trinity
- 2. The Creator and the creation
- 3. The origin of evil
- 4. The mystery of redemption revealed
- 5. The Holy Scriptures
- 6. Jesus saves sinners
- 7. Faith
- 8. The human body as the temple of God
- 9. Prayer
- 10. The work of the Holy Spirit
- 11. The coming kingdom of Christ
- 12. Signs of the Christ's coming
- 13. The millennium
- 14. The destiny of the wicked
- 15. The home of the saved
- 16. Christ our high priest
- 17. The investigative judgment
- 18. The law and the gospel
- 19. The Sabbath
- 20. The Sabbath in the New Testament
- 21. The origins of Sunday observance
- 22. The work of God's angels
- 23. The nature of human beings and the state of the dead
- 24. Spiritism
- 25. Christian standards and duties
- 26. Precious promises

27. Church ordinances and the rite of baptism

Discover Bible Lessons

The Discover Bible Lessons, international edition, is a primary resource. It is produced by the Voice of Prophecy Discover Bible School and has been adopted by the International Bible Correspondence School Association and the Sabbath School/Personal Ministries department of the General Conference.

The series is available in printed form, on CD and on the Internet at VOP.com. The series can be used in printed form for giving personal Bible studies, as study material in small group ministries, or studied directly on the Internet. The sequence of lessons is as follows:

1. We can believe in God.

- 2. We can believe the Bible.
- 3. Does my life really matter to God?
- 4. A plan for your life (Plan of salvation).
 - 5. Bridge to a satisfying life (The cross).
 - 6. A second chance at life (How to be saved).
 - 7. About your future (Daniel 2).
 - 8. When Jesus comes for you
- 9. Your home in heaven (How soon will Jesus return?)

10. How Soon Will Jesus Return?

11 Mysterious power in my life (The Holy Spirit).

12. An ever-present Saviour.

13. From guilty sinner to forgiven saint (The 70 week prophecy)

- 14. The secret of answered prayer.
- 15. The secret of happiness (The commandments)
- 16. The secret of heavenly rest (The Sabbath)
- 17. The secret of growth through sharinging (Tithe)
- 18. The secret of a healthy lifestyle.
- 19 Entering the Christian life (Baptism)
- 20. The secret of growth through fellow-

ship (Church membership)

21 Can the majority be wrong? (Change of the Sabbath)

- 22. Is God fair? (The millennium)
- 23. What and where is hell?
- 24. When a person dies . . . what then?
- 25. Can I find God's church today?
- 26. Does God have a special message for today? (Three angels' messages).

Sequence Built Around the Three Angels' Messages

The sequence of presentations that follows is built around leading people to confidence in God and an understanding of the plan of salvation within the context of the three angels' messages, all leading to church membership.

It represents fourteen progressive steps, each employing whatever number of studies may be necessary to lead to a decision regarding the particular emphasis of the step.

This is a logical arrangement of topics based on a progressive presentation of both the plan of salvation and the doctrines of the Seventh-day Adventist church. It was originally designed specifically for working with Roman Catholics, but is useful in other venues as well.

1. Why you can trust the Bible.

2. The origin of evil

3. How to obtain Christ's free gift of salvation

4. What will heaven be like?

5. How to have a happy, holy marriage

6. The biblical relationship of law and grace

7. God's test of loyalty

8. The glorious second coming of Christ

9. The meaning and method of baptism

Personal Ministries Handbook, page 44

10. A step-by-step study on the mystery of death

11. The biblical description of hell

12. What happens during the millennium?

13. Bible facts about diet and heatlh

14. How God's law bridges freedom.

The Faith of Jesus Sequence

One of the most used series of Bible studies in the world is one employed in the Spanish speaking divisions called *The Faith of Jesus.* It is not currently available in English, but the order of topics is worth considering.

1. What the Bible teaches about God

2. The Holy Bible

3. What the Bible teaches about prayer and faith

4. What the Bible teaches about the second coming of Jesus

5. What the Bible teaches about the signs of the second coming of Jesus

6. What the Bible teaches about the ori gin of sin

7. What the Bible teaches about salva tion from sin

8. What the Bible teaches about the for giveness of sins

9. What the Bible teaches about the judgment

 $10. \, \rm What \, the \, Bible \, teaches \, about \, the \, law \, of \, God$

11. What the Bible teaches about the day of rest

12. What the Bible teaches about how to keep the Sabbath

13. What the Bible teaches about death

14. What the Bible teaches about the church

15. What the Bible teaches about the gift of prophecy

16. What the Bible teaches about Christian standards

17. What the Bible teaches about baptism

18. What the Bible teaches about God's plan of church finance

19. What the Bible teaches about the Christian life

20. God's call to each of us

The Faith of Jesus series includes advanced lessons that cover the following topics:

1. The future revealed (Daniel 2)

2. The most extraordinary prophecy (2300 years)

- 3. The millennium
- 4. The new earth
- 5. The Holy Spirit
- 6. The Christian home

7. Christian life problems and difficul-

ties

8. Privileges and duties of church membership

9. Ambassadors of Christ

10. Ten secrets of victory

The Search for Certainty Sequence

This sequence is from the It is Written Search for Certainty lessons.

1. How to understand the Bible

2. Our day in the light of Bible proph-

- ecy
- 3. A world in turmoil
- 4. The manner of Christ's coming
- 5. How to find personal peace
- 6. The secret of a new life
- 7. Good God! Bad world! Why?
- 8. Revelation's most thrilling message

9. The Bible's longest and most amazing prophecy

Personal Ministries Handbook, page 45

10. A date with destiny: the judgment

11. What's behind rising crime, violence, and immorality?

12. Christ's special sign

13. Tampering with Heaven's constitution

14. Modern cults identified five ways

15. Our greatest need—New lifestyle

16. The real truth about death

17. God's love in the fires of hell

17 How to successfully bury the past

19. A financial secret

20. Growing as a Chrsitian

21. God's church identified

22. Prophets and prophecy/visions and dreams

23. The mystery of spiritual Babylon revealed

24. Holy Spirit and unpardonable sin

25. From disappointment to triumph

26. The mark of the beast and the myster of number 666

27. The Untied States in prophecy

28. Armageddon and the seven last plagues

29. Revelation predicts 1,000-year world blackout

30. Revlation's glorious climax

Small Group Activity



Discussion 1 - Review the three parts of a Bible study.

Discussion 2 - Using the following topic, organize a Bible study using the three part system: "The Sabbath from creation to eternity."

Discussion 3 - Using role playing or some other way of participation, practice some of the general principles of giving a Bible study, both things you should do and things you should not do.

Discussion 4 - Review and practice the teaching methods studied.

8

How To Get Decisions

Introduction

The purpose of giving Bible studies, preaching sermons and teaching baptism classes is to lead people to make decisions for Christ and church membership.

What The Bible Says About Decisions

In the Bible, salvation is in the present tense. It is a free gift from God, but it is also something a person decides he or she wants. That means each of us makes a choice and a decision.

Today if ye will hear His voice harden not your hearts (Hebrews 3:15).

Behold now is the accepted time; behold, now is the day of salvation (2 Corinthians 6:2).

You do not have, because you do not ask God (James 4:2).

Paul: I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel, that I may share in its blessings. ... For I am not seeking my own good but the good of many, so that they may be saved (1 Corinthians 9: 23, 33).

Jesus to Paul: I have appeared to you to appoint you as a servant and as a witness of what you have seen of me and what I will show you. I will rescue you from your own people and from the Gentiles. I am sending you to them to open their eyes and turn them from darkness to light, and from the power of Satan to God, so that they may receive forgiveness of sins and a place among those who are sanctified by faith in me (Acts 26: 16-18).

Jesus to His disciples: You did not choose me, but I chose you and appointed you to go and bear fruit—fruit that will last. Then the Father will give you whatever you ask in my name (John 15:16).

What Ellen White Says About Decisions

"Many are convicted of sin, and feel their need of a sin-pardoning Saviour. . . . If words are not spoken at the right moment, calling for decision from the weight of evidence presented, the convicted one passes on without identifying themselves with Christ, golden opportunity passes, and they have not yielded, and they go farther away from the truth."—*Evangelism*, page 283

"Bring them to the point to decide. Show them the importance of the truth; it is life or death. With becoming zeal pull souls out of the fire."—*Testimonies,* vol. 1, p. 151

"Many will be lost while hoping and desiring to be Christians. They do not come to the point of yielding to the will of God. They do not now choose to be Christians." —Steps to Christ, p. 48

"The study of the workers now should be to learn the trade of gathering souls into

Personal Ministries Handbook, page 47

the gospel net."—*Review and Herald*, Dec. 8, 1885

"Your success will not depend so much upon your knowledge and accomplishments, as upon your ability to find your way to the heart."—*Gospel Workers*, p. 193

"When persons who are under conviction are not brought to make a decision at the earliest period possible, there is danger that the conviction will gradually wear away."—*Evangelism*, p. 229

"What you need to understand is the true force of the will. This is the governing power in the nature of man, the power of decision, or of choice. Everything depends on the right action of the will"— *Steps to Christ*, p. 47

Erroneos Ideas About Decisions

Some people have mistaken ideas about the need for decisions. These ideas are erroneous and do not produce converts or lead people toward decisions: ∠ "My business is to present the truth, and then let the hearers take it or leave it."

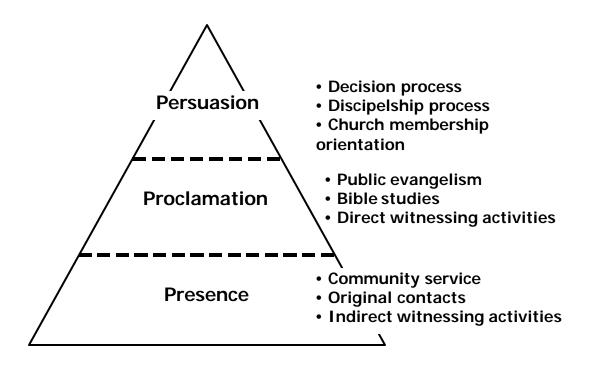
✓ "My business is to sound the warning, and then shake the dust off my feet as a testimony against them!"

 \swarrow "The matter of decisions is largely a matter of chance, and there is little we can do about it."

∠ "The number who will be won is fixed by how many are honest and receptive when they first come to hear the truth. They will make decisions anyway, so why try to persuade them?"

The Three "Ps" of Soul Winning

There are three "P's" that should govern all soul winning efforts. All three are important and should be included for soul winning to be truly effective.



Personal Ministries Handbook, page 48

Decisions Can Be Expected

"When we give ourselves wholly to God, and in our work follow His directions, He makes Himself responsible for its accomplishment"—*Christ's Object Lessons*, p. 363.

"He (Jesus) reached the hearts of the people by going among them as one who desired their good. He sought them in the public streets, in private homes, on the boats, in the synagogue, by the shores of the lake, and at the marriage feast. He met them at their daily vocations, and manifested, interest in the secular affairs His strong personal sympathy helped to win hearts"—*The Desire of Ages*, p. 151

Not Easy!

Helping people decide to accept the truths they have been studying and do something about them is often the most difficult part of soul winning. Leading people to decide something that may be unpopular, out of step with society, or threatening to their financial well-being is not easy. It is a science, and a vital part of soul winning.

Prerequisites For Successful Decisions

There are certain prerequisites for obtaining decisions that have to do with the spiritual quality of the person calling for the decision. They must

• know Christ in order to introduce him to others (Acts 3:6; Psalm 51:10-13)

• live a Christlike life

• read the Bible to gain strength (John 5:39)

• commune with God in prayer (1 Thess. 5:17) — *Pray without ceasing*

• obey His will (1 John 3:21, 22). David said, *I made haste . . . to keep thy commandments* (Psalm 119:60).

General principles for gaining decisions

The Bible often uses the agricultural sequence as a model for soul winning:

1. Prepare the soil.

2. Add fertilizer and seed.

3. Cultivate the soil

4. God will then send the sunshine and the rain of the Holy Spirit.

5. Then the harvest will follow when the ripe fruit can be picked.

Principles of Decision

The following principles apply to all effprts to bring people to decision.

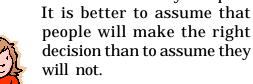
- 🖉 Be agreeable
- 🙇 🛛 Be alert
- 🖉 Be direct
- 🖉 Be kind and courteous
- ∠ Never argue

∠ Meet objections with Scripture "Objections can each be met with a "Thus saith the Lord."—Ellen White, *Letter 95*,1896

 \swarrow Bible stories are a wonderful basis for an appeal to the heart.

Expect a Favorable Decision

A positive attitude is always helpful.



Section 2015 Determine the specific obstacles to decision.

Clear away the

obstacles.

Personal Ministries Handbook, page 49

Ø

Ask the right questions at the right time. This takes practice and perception, but the Holy Spirit will let you know when the time is right to make a gospel presentation or to call for a decision.

Ask for a decision directly.

Time Sequence For Decisions

Decisions to follow the Lord and accept the teachings of Scripture are not made all at one time. The best way is to call for small decisions in a regular sequence. It will then be easier for the person to make the larger decisions.

Ask for a decision on the material presented at the end of every study.

Encourage the student to put into practice each new duty as it unfolds.

Solution Do not ask for a major decision until the student has sufficient information to enable him or her to make an intelligent decision.

Recognize Signs of Conviction

Sensitivity to signs of conviction is necessary to know when to ask for a decision. Learn to recognize decision signals such as the following:



Would I have to stop doing ...?

What if my husband wouldn't let me tithe?

What if I can't get Sabbaths off?

What will my neighbors or family say?

"When persons who are under conviction are not brought to make a decision at the earliest period possible, there is danger that the conviction will gradually wear away."—*Evangelism*, p. 298

"If words are not spoken at the right moment, calling for decision from the weight of evidence already presented, the convicted ones pass on without identifying themselves with Christ, the golden opportunity passes, and they have not yielded, and they go farther and farther away from the truth, farther away from Jesus and never take their stand on the Lord's side."—*Evangelism*, p. 283

Positive Alternatives

Ask for a decision on the basis of a choice between two alternatives, both of which are positive and possible, for example: "We are planning a baptism on the 15th and one on the 29th. Which would be better for you?"

Present Jesus

Present Jesus as the One who is calling for their decision.

"Talk to souls in peril and get them to behold Jesus upon the cross dying to make it possible for Him to pardon us."—*Testimonies*, vol., p.67

The acceptance of Jesus as a personal saviour is essential to all other major decisions. Avoid presenting the church or yourself as calling for decision.

Use Scripture To Make Appeals

Scripture appeals carry tremendous force. Employ Scripture as a basis for appeals:

"One sentence of Scripture is of more

Personal Ministries Handbook, page 50

value than ten thousand of man's ideas or arguments."—*Testimonies,* vol. 7, p.71

"Be very careful how you handle the Word, because that Word is to make the decision with the people. Let the Word cut and not your words.—*Evangelism,* p. 300

Use Bible Illustrations

The Bible contains many illustrations, incidents and narratives which can be made the basis for powerful direct appeals to interested people whose cases or situations are parallel to the experiences set forth in the Bible.

• Israelites crossing the Jordan (Joshua 3). Use in relation to the person who is willing to begin to keep the Sabbath if God will open the way in their home or work.

• The two builders (Luke 6:46-49). Use in relation to those who admit keeping the Sabbath is right but make no move to keep it.

• The prodigal (Luke 15). Use in relation to the backslider who feel they have gone too far for the Lord to receive them back.

Use Prayer As a Means of Calling For Decision

Prayer is a powerful help in obtaining decisions. It may be employed in three ways:

• Pray for the person to have the courage to make a decision.

• Pray with the person.

• If it is appropriate, ask the person to pray.

Understand the Role of the Will in Making Decisions

The will is the master key of decision. Because God has given human beings free will, it must be awakened and used in order for them to make a decision.

"What you need to understand is the true force of the will. This is the governing power in the nature of man, the power of decision, or of choice. Everything depends upon the right action of the will."— *Steps to Christ,* p. 47

"Through the right exercise of the will, an entire change may be made in the life. By yielding up the will to Christ, we ally ourselves with divine power. A pure and noble life, a life of victory over appetite and lust, is possible to everyone who will unite his weak, wavering human will to the omnipotent, unwavering will of God."—*Ministry of Healing*, p. 176

- Show that this is a life and death matter.
- \swarrow Picture the love of God.
- \swarrow Show the danger of delay.
- Emphasize the individual's decision to assure salvation.
- Stress their influence on loved ones and friends.
- Point out that there will be only two classes of people at the end.
- Emphasize that Christ is our example.
- Assure them of God's care and in terest.
- Emphasize the need for Christ's approval.
- Relate your own experiences.
- ✓ Vividly portray the triumph of truth.
- 🖉 Stress that it takes courage to be

Personal Ministries Handbook, page 51

a Christian

Inquire, "Where are you planning to spend eternity?

How The Mind Makes Decisions

Every gospel worker needs to understand clearly how the human mind works in making a favorable decision. Decisions arise out of the interplay in a person's mind of knowledge (information), conviction and desire. Both science and Scripture show this to be true. When a person's knowledge, conviction and desire about a subject reach a certain level of intensity, the mind moves toward decision and action.

Since knowledge, conviction and desire lead to decision, sermons, Bible studies and personal talks should be an artful inter-weaving of these factors. This

is necessary to bring about the vital interplay of knowledge, conviction and desire that leads to acceptance, decision and action.

Knowledge

Knowledge deals with the accumulation of facts relating to the decision to be made. Adequate information is necessary as a basis upon which a person can make a decision.

Do not present three or four new truths back to back at the same time. Present testing truths gradually.

Spend the necessary time with people immediately after the presentation of testing truths to clear up any major questions.

 \swarrow Make regular systematic appeals for small decisions as the studies progress.

Use Scripture Texts

Paul prepared the way for making personal appeals by effective use of the Word. His appeal was based on the teaching of the Scriptures.

But I have had God's help to this very day, and so I stand here and testify to small and great alike. I am saying nothing beyond what the prophets and Moses said would happen (Acts 26:22).

Use those texts that are best designed for securing the desired results. Some Bible texts are especially useful for communicating knowledge, some bring conviction, and others produce desire. Sometimes the same text contains all three elements.

Decisions arise out of the interplay in a person's mind of knowledge, conviction and desire.

Make It Clear

Focus on the texts that will implant conviction and arouse desire for accepting and following God's great principles. Make sure the information is clear and well understood. This can be done by asking questions such as:

• Do you understand this topic?

• Is the meaning of this text clear in your mind?

• Do you have any further questions?

Personal Ministries Handbook, page 52

Make Direct Appeals

"The secret of our success and power as a people advocating advanced truth will be found in making direct, personal appeals to those who are interested, having unwavering reliance upon the Most High."—*Review and Herald*, Aug. 10, 1892

For example, before King Agrippa, Paul used his personal testimony about how he found Christ and what Jesus meant to him. What was the reaction to Paul's testimony?

"The whole company had listened spellbound to Paul's account of his wonderful experiences. The apostle was dwelling upon his favorite theme. None who heard him could doubt his sincerity."—*The Acts of the Apostles*, p. 437

• Paul directed his appeal to Agrippa's convictions in the form of a question: *King Agrippa, do you believe the prophets?* (Acts 26:27, first part).

• He designed to bring home to Agrippa a realization of his personal responsibility—an appeal at an opportune moment.

• The appeal assumes that Agrippa will respond positively; *"I know you do"* (Acts 26:27, last part).

• Was Agrippa moved? "A little more, and your arguments would make a Christian of me" (Jerusalem Bible).

• "Deeply affected, Agrippa for the moment lost sight of his surroundings and the dignity of his position. Conscious only of the truths which he had heard, seeing only the humble prisoner standing before him as God's ambassador, he answered involuntarily, 'Almost thou persuaded me to be a Christian.'"—*The Acts of the Apostles*, p. 438

General Principles of Appeals

The following general principles apply to making appeals:

A Help the student to make a decision in every lesson. Conviction may completely disappear if one is not brought to decision at the earliest moment possible.

 \swarrow Show the benefits of the right action.

Always stress that the requirements of God are accompanied by the blessings of God, and that the blessings of God also involve meeting His requirements.

 \swarrow Show the consequences of wrong action.

 \swarrow Show the expectations of the God who loves us.

 \swarrow Lead students to a relationship with God.

✓ Truth is most clear when it is fresh in the memory because Satan is working to lead the thoughts away.

Difficulties

Difficulties may arise in obtaining decisions:

 \swarrow A decision may be turned in another direction or toward another church.

 \swarrow Relatives or members of other churches may confuse the issues or the truth in the student's mind.

 \swarrow Circumstances may place the student beyond your reach in a very short time.

Four Major Decisions

There are four major decisions a person needs to make. These are the crisis points in the study series:

General Jesus. The decision to accept Christ as a personal Savior.

The sabbath. The decision to keep all of God's commandments.

C Lifestyle reforms. The decision in favor of health principles, Christian standards, etc.

Church membership. The decision to unite with the remnant church.

The Decision to Accept Jesus

Use a statement like the following and the accompanying texts in obtaining this decision.

"Notice what Jesus says in Revelation 3:20 - Here I am! I stand at the door and knock. If anyone hears my voice and opens the door, I will come in and eat with him, and he with me.

"Jesus wants to come into your heart and make your life what it ought to be. You want Him to do this, don't you? You are ready now to open the door and let Him in, aren't you?"

Use these texts. Isa 1:18; Matt 11:28; Heb. 7:25; Ps. 34:8; Rom. 5:1: John 1:12; 2 Cor. 5:21, Acts 16:30, 31; John 3:16; Isa. 53:6; Matt. 16:26; John 8:24; Acts 4:12.

The Decision to Keep the Sabbath

The following is an example of how to obtain the decision to keep the seventh day Sabbath.

Ask the question: "Is it your decision to keep the Sabbath?

Then focus what you present from the Bible, with the help of the Holy Spirit, to implant the conviction that the seventh day should be kept holy, and at the same time, arouse desire for doing so.

Use these texts. Ex. 20:8-11; James 2:10; Luke 6:46; Mal. 15:9; John 15:14; Rev. 22:14; Isa. 48:18; 58:13,1 4; Isa. 56:1-6;Eze. 20:12; Ps. 40:8.

Ask questions such as:

• "When you think of how Jesus gave Himself for you on the cross, you can't help loving Him, and I know that you love Jesus."

• "In John 14:15, Jesus says to you, *If you love Me, keep My commandments.* Now that you see that one of his commandments is to keep the seventh day of the week, or Saturday, you are going to start keeping it because you love Him, aren't you?"

• "Do you know which two qualities the Lord is looking for in you and me? Notice what He says in Isaiah1:19, *If ye be willing and obedient, ye shall eat the good of the land.* You want to be willing and obedient, don't you?

• "Since the Lord has made it plain to you that the seventh day is the only day He ever sanctified for you to keep, you are willing to begin to keep it, aren't you?"

• The student may say, "You folks have certainly got the Bible on your side for keeping the seventh day." This is your opportunity to reply, "I am glad you see the truth about the right day to keep. It is wonderful to know the real truth. Do you know what is the next thing the Lord wants you to do?"

Turn to Luke 11:28. But he said, Yes rather, blessed are they that hear the Word

Personal Ministries Handbook, page 54

of God, and keep it.

Then say, "Notice that Jesus pronounces His blessing on those who hear His word and obey it. Now that you see that the seventh day is Christ's day, the next thing is to keep it for Jesus."

Decision for Lifestyle Reform

Lifestyle reforms represent a very difficult step for many people, because they have to overcome lifelong habits of smoking, drinking, wrong diets, and many other things.

The key text for all thee reforms is 1 Corinthians 3:16, 17. Don't you know that you yourselves are God's temple and that God's Spirit lives in you? If anyone destroys God's temple, God will destroy him; for God's temple is sacred, and you are that temple.

Help students to enroll in Breath Free classes to stop smoking, etc.

Decision for Church Membership

A fourth major decision is to unite with the remnant church

Ask: "The Bible foretells that in the last days the Lord will gather out a special people to keep His commandments. In Isaiah 27:12, God says He will gather them one by one. Don't you want to be one of those whom the Lord is gathering for His Kingdom?"

Texts to use. Revelation 18:4; John 10:26, 27; 2 Corinthians 8:12; Luke 14:33.

The following points and texts will help people decide for church membership:

• In 1 Corinthians 1:2,10. Paul writes to church congregations and always appeals for unity. This shows that the church as a group is very important.

• 1 Corinthians 11:18 speaks about coming together as a church.

• Acts 12:1-5. The ministry of the church represents strength in being together as a united group, even in the face of persecution. This is a real advantage for Christians.

• Ephesians 1:22, 23; Colosians 1:18. Christ is the head of the Church, therefore it is an advantage for us to be members.

• 1 Corinthians 12:12. The church is one body made up of many parts. The parts only function when they come together.

• 1 Corinthians 12:18. God has arranged the parts in the body, every one of them, just as He wanted them to be.

• Mark 16:16. Church membership is essential. *He said to them, Whoever believes and is baptized will be saved, but whoever does not believe will be condemned.*

• Matthew 18:17,18. The church is reponsible for doing God's work on earth, and it is essential to be part of the body of Christ. *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.*

• Revelation 22:16. Jesus speaks to the churches, not just to individuals, showing that it is important to be a member of a congregation.

• God has a specific purpose in organizing the church on earth and asking us to be part of it.

• Hebrews 12:22, 23. It is the general assembly of God, the church of the first born. You have come to thousands upon thousands of angels in joyful assembly, to the church of the firstborn, whose names are written in heaven.

• 1 Timothy 3:15.... God's household, which is the church of the living God, the pillar and foundation of the truth.

Personal Ministries Handbook, page 55

Answers to Objections

Objections must be answered, but a person must not be left offended or unapproachable. We must remember that we are only instruments, the Holy Spirit leads people to make decisions, and every effort should be made to answer objections with biblical information.

Indifferent

Q What if a person is indifferent and seems to have no convictions?

• Make Scriptural calls for a decision.

• If you are unable to get a response, leave it in the Lord's hands.

Self-righteous

Q What if the person feels self-righteous and says they treat their neighbors well, therefore they must already be a good Christian?

• Romans 3:10; 5:19. Show the person that just doing good is not enough. We must be born again and follow all of the Lord's teachings. Use mainly Scriptural appeals, waiting for their response before you proceed.

• Romans 14:7. Stress the influence of a decision on loved ones and friends.

• Matthew 7:13,14. Impress the thought that there will be only two classes at the end of the world, the saved and the unsaved.

Delaying a decision

Q What if a person just will not make a decision and puts it off?

• Matthew 25:10; 2 Corinthians 6:2. Show the danger of delay and losing the opportunity to be saved. • Matthew 6:33. Seek ye first the Kingdom of God.

• Mark 8:36. What good is it for a man to gain the whole world, yet forfeit his soul?

• Psalm 37:3. Trust in the Lord and do good; dwell in the land and enjoy safe pasture.

I Might Lose My Job!

Q What if I can't get the Sabbath free and am in danger of losing my job? How will I take care of my family?

• Psalm 37:25. The righteous will not be begging for bread.

• Philippians 4:19. God shall supply all your needs.

• Deuteronomy 28:1-6. God will bless your livelihood.

• Deuteronomy 8:18. God gives you power to gain wealth.

• Isaiah 58:13, 14. The Lord shall feed them.

My Family Doesn't Agree

Q What if my family is against my joining the church?

• Luke 6:22. Blessed are you when men hate you, when they exclude you and insult you and reject your name as evil, because of the Son of Man.

• Matthew 10:34-38. Sometimes the enemy is in a person's own house.

• Psalm 27:10 *Though my father and mother forsake me, the Lord will receive me.*

My Family Won't Join the Church

Q What if my family won't join me in following the Lord?

• Ezekiel 14:20. Salvation is an individual decision. Parents cannot save their children.

• Philippians 2:12. Work out your own salvation.

Personal Ministries Handbook, page 56

• Matthew 10:37. Anyone who loves his father or mother more than me is not worthy of me; anyone who loves his son or daughter more than me is not worthy of me.

I Don't Want To Leave My Church

Q What if the person doesn't want to leave their church and join a different one?

• Hebrews 11:26. Moses regarded disgrace for the sake of Christ as of greater value than the treasures of Egypt, because he was looking ahead to his reward.

• John 15:19. I have chosen you out of the world. That is why the world hates you.

• Matthew 24:1, 2. Jesus left his Jewish temple.

• Matthew 16:18. Jesus built a new Church.

• Revelation 18:4. *Come out of her my people,*

• John 10:16, 26, 27 Jesus calls his sheep out from other folds.

• Acts 2:47. God added to the Church all who should be saved.

• Micah 2:10. *Get up, go away! For this is not your resting place.*

I Might Not Be Faithful

Q I have so many things in my life that I might fall back and not really be faithful.

• John 1:12. Jesus will give you power.

• 1 Peter 5:10. And the God of all grace, who called you to his eternal glory in Christ, after you have suffered a little while, will himself restore you and make you strong, firm and steadfast.

• Philippians 1:6. He who began a good work in you will carry it on to completion until the day of Christ Jesus.

• Matthews 15:5. Without me you can

do nothing.

• Philippians 4:13. *I can do all things through Christ.*

I Like the Pleasures of the World

Q What if I can't give up my old habits?

• Matthew 7:13, 14. Narrow is the way to eternal life.

• 1 Corinthians 3:16-17. Your body is a temple of God.

• James 5:5. You have lived on earth in luxury and self-indulgence. You have fattened yourselves in the day of slaughter.

• 1 John 2:15, 16. Love not the world.

• 2 Corinthians 6:17. Therefore come out from them and be separate, says the Lord. Touch no unclean thing, and I will receive you.

I Will Have to Give Up a Lot

Q If I join the church, won't I have to give up a lot of things?

• Luke 14:33. In the same way, any of you who does not give up everything he has cannot be my disciple.

• 1 Corinthians 6:12, 13. Food for the stomach and the stomach for food—but God will destroy them both.

• 1 Corinthians 10: 31. Do all to the glory of God.

• Philippians 3:13, 14, 17. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal.

• Matthew 6:24. No man can serve two masters

• Ecclesiastes 2:1. *Pleasure is vanity*

• Ecclesiastes 11:9. *Rejoice in your youth but remember God will bring you to judgment.*

Psalm 16:11. There is pleasure in God.

There Are Many Hypocrites in the Church

Q The church is filled with hypocrites. Why should I join them?

• Matthew 13:24-30 (Parable of the wheat and tares). God's true Church is not composed of perfect people.

• Matthew 25:1-13 (The ten virgins). The church is composed of truly connected and not truly connected Christians.

• Isaiah 45:22. Look to Jesus for salvation

• Hebrews 12:2 Looking unto Jesus the finisher of our faith

• Matthew 7:1-5. 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?

I Am Too Great a Sinner

Q I am such a great sinner that I cannot be forgiven. Why should I try?

• Romans 3:23. All have sinned.

• Isaiah 44:22. I have swept away your offenses like a cloud, your sins like the morning mist.

• Proverbs 28:13. *He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy.*

• Isaiah 1:16, 18, 20. *Come let us reason together.*

• 1 John 1:9. Jesus will forgive all confessed sins.

• Hebrews 7:25. Jesus is able to save us.

John 8:3, 10, 11. Jesus forgave Mary Magdalene, *Go and sin no more.*

What's a Few Little Sins?

Q If God is love I'm sure He will overlook a few little sins now and then. Why make such a big deal of them?

• Proverbs 14:12. There is a way

which seems right but the end is death.

• Matthew 7:21,22. Not all who call upon Jesus will be saved.

• Matthew 15:8, 9. In vain they do worship me.

• Revelation 1:7-11. *Worship Him that made heaven and earth.*

• Acts 5:29. We ought to obey God rather than man.

• James 4:17. It is sin to continue doing wrong after knowing the truth.

• 2 Peter 2:20, 21. It had been better for them not to know the truth than to know and turn away. The latter end is worse than the first.

Why Should I Be Baptized?

Q Is baptism really so important?

• Acts 2:38. Repent and be baptized everyone of you.

• Acts 22:16. And now what are you waiting for? Get up, be baptized and wash your sins away, calling on his name.

• Acts 8:38. Philips baptized the Eunuch along the way to Gaza.

• John 15:16. You have not chosen me, but I have chosen you.

• Deuteronomy 30:19. *I set before you life and death therefore choose life.*

• Joshua 24:15. *As for me and my house we will serve the Lord.*

• Mark 16:15, 16. He that believes and is baptized shall be saved.

This Church Is Too Small

Q This church is small. Why should I join a small (and often minority) church?

• Luke 12:32. Fear not little flock.

• Matthew 22:14. *Many are called but few are chosen.*

• Matthew 7:13,14. Only a few will enter through the gate of eternal life.

• Isaiah 41:10. *Fear thou not for I am with you.*

Personal Ministries Handbook, page 58

• Matthew 28:19, 20. *I am with you always even unto the end of the world.*

• Matthew 10:32, 33. Whosoever shall confess God publicity will also be confessed before God in heaven.

• 1 Corinthians 1:27. *God has chosen the weak to confound the wise.*

The Commandments

Q Why should I keep the commandments of God? I thought they were done away with at the cross.

• Genesis 26:5. Abraham obeyed God's commandments.

• Genesis 5:24. Enoch walked with God.

• Genesis 5:29. Noah was found righteous in his generation.

• 2 John 6. To walk with God is to walk in his commandments.

• Daniel 6:4, 5, 10, 11. They found no fault in Daniel.

• Matthew 19:17. If you want to enter life, obey the commandments.

• 1 John 3:4. Sin is the transgression of the law.

• Revelation 21:8. Transgressors of the law will be cast into the lake of fire.

• Psalm 119:60. I will hasten to keep your commandments.

• 1 John 5:3. His commandments are not grievious.

• John 14:15. If you love me keep my commandments.

• James 2:10. To break one law is to break all.

Sabbathkeeping

Q Why should I keep the seventh day Sabbath?

• Isaiah 56:2. Blessed are those that keep the Sabbath.

• Isaiah 58:13, 14. There is a promised blessing in Sabbath keeping.

• Hebrew 5:9. Christ is the author of our salvation to them that obey Him.

• Isaiah 56:5, 6. God will give an everlasting name to those who keep the Sabbath.

• Revelation 14:12. The saints are law keepers.

• 2 Peter 2:20, 21. It would have been better for them not to know the truth.

• James 4 :17. Not to do right is sin.

• Ezekiel 46:3. The people shall worship on the Sabbath day.

Application of the Principles of Decision



Where we want them to be

"This calls for patient endurance on the part of the saints who obey God's commandments and remain faithful to Jesus." Rev. 14:12

Psychological moment of decision Secure agreement step by step Answer objections with Bible texts "There are great laws that govern the world of nature, and spiritual things are controlled by Win the confidence of the people principles equally certain. The means for an end must be employed. if the desired Personal work with individuals results are to be attained." Testimonies. Vol. 9, p. 221 Appeals to human needs

Method of Jesus: Attention, interest, desire, conviction, intensified desire and conviction, decision, action

Effectual prayer

Work of the Holy Spirit



Where people begin

As for you, you were dead in your transgressions and sins, in which you used to live when you followed the ways of this world and of the ruler of the kingdom of the air, the spirit who is now at work in those who are disobedient. Eph. 1: 1, 2.

Small Group Activity



Discussion 1 - What the Bible says about decisions

1. Share in the group some of the things the Bible says about the necessity of calling for decisions.

2. What are some of the mistaken ideas people may have about the need for getting decisions? How can you show from the Bible that these ideas are mistaken?

3. What are the three "Ps" of soul winning and what is involved in each level? Why is soul winning incomplete if any one of the three is left out?

Discussion 2 - General principles of decision.

1. Review with the group the general principles of decision and the ways to gain a favorable decision. Review principles such as how to clear obstacles, how to recognize signs of conviction, the time sequence for decisions, and the use of biblical illustrations.

2. Review with the group the principles of how the mind works in making decisions.

3. What are the four major decisions people have to make and how can they best be achieved?

Discussion 3 - Answers to objections

1. In the group work out a system of role playing and practice answering some of the objections that may arise in obtaining decisions.

Personal Ministries Handbook, page 62

9

How To Organize and Run a Public Evangelism Campaign

"We recommend that our responsible committees endeavour to follow the counsel of the Spirit of Prophecy, which clearly declares that 'capable people who can present the third angels's message in a manner so forceful that it will strike home to the heart be urged to devote their lives to the ministry of the Word in public evangelism."—General Conference Action, *Review and Herald*, June 10, 1954

General Considerations

Attitudes toward public evangelism vary around the world. In some areas it is possible to attract large crowds rather easily on very limited budgets. In other places public evangelism is difficult in spite of significant advertising done in newspapers and on radio and television. In highly secularized areas of the world, public evangelism is often not very productive.

In spite of these problems, it is important to learn various ways and means of evangelization that will continue to win people to the gospel and the three angels' messages, and large group meetings remain a potent soul winning strategy.

Four Issues

This section will study four issues:

How to organize a revival.

Generative How to prepare the membership for outreach activity.

How to prepare for an evangelistic campaign.

How to disciple and consolidate new members.

The Value of Revival

All churches need periodic revival. In the Old Testament, the word we translate as revival

What Ellen White Says About Revival

"... Strength to resist evil is best gained by aggressive service ..."—*The Acts of the Apostles*, p. 105 "Time is short, and our forces must be organized to do a larger work."—*Testimonies*, vol. 9, p. 27 "The work of God in this earth can never be finished until the men and women comprising our church membership rally to the work, and unite their efforts with those of ministers and church of-

means, "to bring to life again." All congregations and individual members need periodic activities that will recharge their spiritual batteries and refocus their attention on the deep issues of spirituality and the meaning of true discipleship.

Unless the church experiences a revival, members will not involve themselves in outreach activities. As a result, the members' lack of participation in evangelism will have a strong psychological effect on other members. It is important to revive church members spiritually because lukewarm members are a negative influence to the acceptance of the gospel. On the other hand, divine counsel tells us, *"The strongest argument in favor of the gospel is a loving and lovable Christian."*—Counsels on Sabbath School Work, p.100

Organizing Revivals

There are many ways to organize revivals:

A mini-evangelistic meeting. In this case, it may also be called a "reaping meeting,"in the sense that those who attend attend are usually the friends, relatives, work associates, etc. of church members. Such revivals are usually a week or two long and the messages focus on both church doctrines and getting de-

cisions. This

A m so

type of revival is of benthe church members selves as well as to the general public.

All night prayer meetings. Revivals sometimes take the form of, or include, all

night prayer meetings, usually 12 hours long. These meetings are an opportunity for many people to participate and have a powerful impact on a church congregation.

Weekend spiritual emphasis. In this case, meetings are usually held Friday night, all day Sabbath, and Sunday night and may include an all night prayer service.

One week revival. Meetings begin on Sabbath and end the following Sabbath. The revival itself consists of a series of deeply devotional messages and related prayer and testimony activities. It may also include an all night prayer meeting.

Small group meetings in homes. Rather than meet in one place, the revival may consist of a series of small group meetings in

Personal Ministries Handbook, page 64

homes with one or two combined services in the church.

What To Preach?

Revival messages should focus mostly on deeply devotional messages, often taken from the life of Jesus, or specific biblical stories that focus on the power of God, his divine providence, miracles, people's reactions to the call of the Spirit, and the work of the Holy Spirit. If the purpose of the revival is primarily to prepare and recruit people for a large evangelistic campaign, messages such as the following might be used:

• Total surrender to Christ is the only remedy to the problem of sin.

• Appeals to recognize personal sins and to repent and fully submit to the Lord.

• How to know, understand and claim God's promises.

• The mighty power of God in winning converts to the gospel.

• The promise of the baptism of the Holy Spirit and how it works.

Possible Sermon Series

The following topics could be used for a revival series:

• Evangelism is God's plan for the church

The role of members in evangelism

- The power of the Holy Spirit
- The power of prayer
 - The worth of a soul
- Christ our righteousness
- Last day events
- The second coming of Jesus
- Facing sin honestly
- Repentance

Revival Through Visitation

Home visitation is a vital part of revival. Revival itself may be effectively implemented by visiting church members in their homes.

It is not the purpose of this type of home visitation to "point out sin," and "set things right" through stern "counseling." This may be necessary at some time, but the primary purpose of a revival visit is to pray with the family, read some verses of Scripture, explain the real meaning of discipleship, the general need we all have of revival in our lives and our duty to spread the word to others.

Visitation Strategies

The pastor should not do all of the visitation. Organize and train visitation teams and organize the church member list for effective visitation.

• Visits should be short, usually about 15 minutes, depending on the social context and visitation protocols in a particular part of the world.

• Make the calls very spiritual; don't let them be just social visits.

• Go directly to the purpose—helping the members come closer to God.

• Ask questions to discover particular needs. If serious issues arise during the visit, take as much time as necessary to help the family.

• Use the Bible to find answers to issues that may arise.

• Try to determine the level of discipleship and missionary fervor.

• Try to discover whether they have any contacts or are working with their neighbors, friends, or former members who no longer attend church, or have names they would like to add to the list of persons who could be invited to meetings.

Visitation Teams

Organize the church into neighborhood prayer cells. Families who live close to each other can meet together at specific times. This way the entire membership is involved in intercessory prayer. When the meetings begin, organize a prayer chain that will be praying continually for those making decisions.

Revival Through Prayer

Encourage members to make prayer lists

For private devotions

For their own spiritual condition

• For souls who may be reached with the gospel

• For the baptism of the Holy Spirit

• For specific people by name

• For the pastors and the evangelistic team

Revival Through Membership Education

Members need to be instructed and motivated to engage in Christian witnessing. The most effective way is through teaching and preaching the gospel of Jesus.

As members experience revival and are surrounded by the presence of the Holy Spirit, they will desire to evangelize. Then they will be willing to be involved in the process of evangelization.

Planning for public evangelistic meetings

Public evangelistic meetings need to be well organized to be successful. Planning typically begins six months ahead of time. If you are holding a smaller campaign in a village or town, or in the church building itself, the campaign must be well organized early enough to have everything in place.

The chart below shows the overall organization timeline and the details are given on the following pages.

How To Organize a Small Evangelistic Campaign

Using the basics of the timeline a small lay evangelistic campaign can be organized with a less complicated arrangement. Use the following steps:

Organization Steps

1. Find and secure the place where the meetings will be held. A local church can find a number of such places; school auditoriums, tents, converted houses, hotel conference rooms, even in the open air.

2. Choose the lay preachers.

3. Decide on the days of week when meetings will be held. Sabbath and Sunday are

Timeline	Activities	
Six months before campaign	Organize evangelism committee, recruit action teams, assign territory, choose materials and launch preparation phase.	
Five months before campaign	Set up record keeping system. It is a good idea at this stage to use Bible Correspodence School lessons and set up a Bible Correspodence School in the local church or district.	
Four months before campaign	Begin Bible studies and organize the committees that will serve during the campaign: Program committee, music, etc.	
Three months before campaign	Plan graduation for Bible Corresondence School graduates.	
Two months before campaign	Begin small group meetings that result from Bible studies and Bible Correspondence courses.	
One month before campaign	Make sure everything is in place, the meeting place is ready, the advertising is organized and in place, etc. Organize handbill distribution if this advertising is used. Organize baptismal class teachers and materials.	

usually good times. Wednesdays and Fridays also seem to work well. This will change according to the area of the world.

4. Put together the evangelistic team. You need people to do advertising, to serve as greeters, and to work as Bible instructors, giving Bible studies and doing visitation.

5. Once the School is in place you will need people to distribute and pick up lessons, lesson graders, and some general helpers.

6. Advertising. If a budget is available you can use handbills as well as newspaper, radio, and television advertising. With smaller budgets some advertising posters could be placed in store windows, on buses, etc.

7. The most effective advertising, which costs nothing, is the *oikos* system discussed previously where church members invite their friends, neighbors, work associates, etc. to the meetings.

A Simple Program Outline

Use just two people on the platform, the speaker and one other who will serve as master or mistress of ceremonies.

That person will give the announcements, help with the music, the prayer program, etc.

Make sure this person has some training in how to make announcements, how to speak well in public and how to act on the platform. It doesn't help to make announcements if they are so badly done that no one knows what is happening.

Sometimes it is necessary to practice beforehand until this skill is well developed.

Order of Service

A simple program might be as follows: Welcome

Opening song

Prayer

Special number — musical group, instrumental number, poem, etc., according to the cultural environment where the meetings are being held.

Sermon

Offering Final announcements Closing song Closing prayer

What and How to Preach

The sermons used during an evangelistic series usually follow the same general sequence of topics as outlined in the chapter on Bible studies.

The following materials are being made available for Divions/Unions:

New Beginnings Evangelistic Series

A culturally sensitive series adapted to varied world language groups, consisting of sermons in DVD or PC format.

A New Beginnings Sermon Binder New Beginnings evangelistic advertising material New Beginnings decision cards New Beginnings health talks

The New Beginnings series is avalabile in the following languages and formats:

NAD English - NTSC International English - NTSC Spanish - Spanish Romanian - PAL Asian English - PAL International African English - NTSC Blaack African English - PAL Traditional Mandarin - NTSC

The DVD series will soon be available in: Back African French - PAL Russian - PAL Portuguese - NTSC Simplified Mandarin - PAL Korean - PAL Kiswahili - PAL Indonesian - PAL

Evangelistic Series " Grace and Truth"

Based on the the theme, "God So Loved the World" with Dr. Peter Prime, Associate Ministerial Secretary of the General Conference.

A new series of Christo-Centric doctrinal sermons centered around the "Grace and Truth" theme is being prepared by Dr. Prime. A "How to Evangelize" manual will accompany this set of sermons.

Evangelistic Series "Living Life to the Fullest"

A series of four-color lessons focusing on the physical, mental, and spiritual dimensions of life, with accompanying lifestyle videos and booklets is being developed which will present the quality of the Adventist lifestyle to a more secular audience. The series of 13 lessons introduces the general concept of the quality of Adventist life and holistic lifestyle with a Biblical basis, doctrinal topics such as integrity of Scripture, salvation through Christ, prayer, and Christian living, as well as the second coming and the Sabbath, represented in the overall quality of life context.

The Importance of the Sermon Something worth thinking about. It is said

that a farmer once attended a church convention. "I see," he said to one of the pastors, "that you discuss the subject of how to get people to attend church. I have never heard a single address at farmers' conventions about how to get cattle to come to the barn. We spend our time in discussing the best kind of feed to give them, and they come to the barn on their own."

Transition points. One difference between a campaign and a Bible study is that a series of sermons in an evangelistic campaign may use some introductory topics about social issues such as the home and family and then make a transition to doctrinal topics. The transition point is important because if it is not made carefully, many people who have been attending may stop coming if the transition is too abrupt.

Making a Transition

For instance, one series presents three sermons on family-oriented themes:

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?? The secrets of a happy home
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?? How to resolve life's problems. This sermon presents three spiritual solutions: God, faith and prayer.

This is the first transition point in a spiritually oriented approach to following sermons.

1. God is love. This sermon presents the character of God and shows that our attitude toward God makes a difference in our lives.

Transition to How God Communicates

The next three sermons deal with how God communicates with humanity and what effect understanding that communication can have in our personal lives.

- 1. A sure guide for living (the Bible)
- 2. The marvelous power of faith
- 3. The marvelous power of prayer

Transition to Spiritual Solutions

With these three sermons a transition has been made from analyzing human problems to recognizing the power of spiritual solutions.

Transition to Doctrinal Themes

From this point on, the sermons begin to deal with prophecies as they apply to the history of the world (Daniel 2) and the second coming.

How To Present Doctrines

Let the Bible speak for itself. The closer an evangelist adheres to an exposition of what the Bible says, the easier it is to convince the audience.

Do not attack other religions directly. If the audience comes primarily from one religious background, it is usually possible to present Bible teachings in a way that allows them to understand the contrast without openly atthey

Personal Ministries Handbook, page 68

Opening Night

The best program must be presented on the opening night. Here are some suggestions:

 \swarrow The preacher and the message are the heart of the program.

E Do away with many speeches.

Rehearse the program and make it short, yet colorful and impressive.

Start on time and end on time.

🖉 Don't allow dead gaps.

A well-prepared, powerful message must be presented for no more than 40 minutes.

 \swarrow The nightly meeting should not be longer than two hours

Source Don't go beyond 9:00 P.M. if the meetings are held in the evening.

Free Gift Offers

After the sermon on the opening night, offer two things:

• Gift books for the first three people who invite more people.

• A book that will be given to everyone who has perfect attendance for one week.

Small Tests or Quizzes

The second week, give daily quizzes. Use true/ false questions based on the previous night's topic.

Offer a missionary magazines to those who have a perfect score on the quiz.

The audience will be more attentive to the sermon in pursuit of that perfect score.

The quiz also provides a way of reviewing the previous topic; the message will stay in the

minds of people and will keep the audience alert.

Names and Addresses

Devise a way of getting the names and address of the people attending the meeting.

Gift Bibles and Bible Marking

Many evangelists have successfully used the Bible marking plan. If you have funds to provide Bibles, this plan is excellent.

• Each person receives a Bible.

• The Bible is identified so the person gets the same Bible at each meeting. They are also provided with a marking pen or pencil.

• The sermons are built in a way that allows listeners to mark individual texts in

Using Gift Bibles

If you use the Bible marking plan, take into account the finances. Many Bibles may be marked only once or twice and the people no longer attend. These Bibles may be used again by others if you have a standard way of marking them, but many cannot be used again.

> their Bibles, either by highlighting or underlining.

> If the person attends a certain number of meetings they may keep the Bible. Each evangelistic team can decide the attendance figure.

After the Campaign

Activities should be planned for follow-up and involvement.

It is often assumed that a new convert will automatically fit into the church and become involved in church life. *This is not true*. The church must have a deliberate plan for caring for new members or they will very likely stop attending. It would be a good idea to establish a New Members Committee responsible for the integration of new members.

Important Follow-up Activities

Follow-up meetings. Make provision for follow-up meetings or Bible classes. Interests who are not yet baptized will be harvested by other denominations or return to their previous lifestyles if no one follows through with them.

What kind of classes? New converts need two kinds of training:

🖉 Doctrinal understanding

How to practice an Adventist

lifestyle.

Doctrinal understanding. They need to understand the teachings of the church. One idea is to go through the book *Seventh-day Adventists Believe* . . . and have them mark the book as the lessons are studied.

Other classes should study the books of Daniel and Revelation, and the distinctive doctrines of the Seventh-day Adventist church.

The two most complicated doctrines for people to understand are conditional immortality (the "state of the dead") and the sanctuary. All new believers need to fully understand these doctrines and how they apply to everyday life.

Some other vital subjects for study. The seventh-day Sabbath, tithing, the Spirit of Prophecy, the latter rain and final events, the change from Sabbath to Sunday.

• How to practice an Adventist lifestyle

- How to keep the Sabbath
- How to develop a personal relationship with Jesus

• The meaning of true devotion and dedication to the Lord

• The meaning and practice of spiritual disciplines such as regular Bible study and prayer

Why People Drop Out

New members need to make at least six new friends within six months of joining the church or they will probably drop out.

New members need to be involved in at least one church activity, preferably a small group, within three months of joining or they will probably drop out.

If a member is absent for three Sabbaths in a row, something is wrong. If they are not contacted immediately, they will probably drop out.

All members should have the assurance that someone in the church is praying systematically for them at least once a month. They also need to be praying for someone.

The value of Christian education.

• The identification and use of spiritual gifts.

Nurture

• Assign spiritual guardians to newly baptized members.

• Make sure newly baptized members have a Bible, a Sabbath School Bible Study Guide and a song book.

• Train them to have regular personal devotions and evening family worship.

• Introduce new members to Adventist literature and encourage them to buy and read earnestly the Spirit of Prophecy books.

New Member Involvement

Integrate the new members into Sabbath

School Action Units or Sabbath

School classes and other small roup ministries.

Pair new members with someone who is experienced in outreach activities



Involve the new members in all activities of the church.

Teach them how to participate in church services and in outreach.

Show them how to identify their personal *oikos* and help them develop a plan to win those people.

Notes

A Lay Evangelistic Campaign Planning Sheet

This is a sample of a form that might be adapted for use with appropriate modifications according to local needs and environment

- 1. What is the name of the lay preacher?
- 2. What is his or her address?
- 3. What is the name of the church that has approved the campaign?
- 4. Who will be on the evangelistic team?

Names	Addresses
6. Where will the evangelistic campaign be held?	
7. What kind of a facility will be used? & Open air & House & Church buildir	ng KAuditorium KTent
≪Other facility?	
8. How many people will the facility hold?	
9. How many people are expected to attend?	
10. What kind of advertising will be used?	

\mathscr{K} Handbills or mailings \mathscr{K} Personal invitations \mathscr{K} Newspaper advertising
& Posters & Radio announcements
必Television announcements 必Other
How many sermons will be presented? On a separate sheet, list the sequence of sermon topics.
What is the date of the first meeting?
How much money will be needed for this campaign? List the expenses.
How much is the total budget for the campaign?
Who will pay the expenses?
The evangelist
The church
Expected offerings.
What is today's date?
Signature

Small Group Activity



Discussion 1 - Church revivals

 Describe how you could set up a system of revivals in your church. Outline a revival plan including:
 The type of revival

3. A list of possible topics.

4. How you might use the various revival ideas outlined in this chapter

Discussion 2 - How to organize the campaign.

1. Describe how you might go about organizing a lay-led evangelistic campaign.

2. Review the organizational steps.

3. Decide on the general approach you will take regarding the sequence of sermon topics.

4. Carefully plan and share with the group how you will make the transitions between the various sections of the sequence of sermons, depending on how you have planned the sequence.

Discussion 3 - Evangelistic methodology

Describe some of the methods you might use for supporting attendance, getting names and addresses for visitation, etc.

Discussion 4 - After the campaign

This is one of the most neglected aspects of public evangelism. Describe how you might organize and run a follow-up system in your church.

- 1. What new concerts need to know about doctrines
- 2. What new converts need to know about the Adventist lifestyle
- 3. What new converts need to know about how to witness.



What It Is and How It Works

Go One Million is an initative of the Seventh-day Adventist Church to recruit, mobilize, train, place into action, and track the results of one million lay members for active front line soul winning activities.

Church entities around the world will organize *Go One Million* according to their local environments and ways of working.

Go One Million is a mutual initiative of church entities, cooperative ministries such as ASI, Bibleinfo.com, The Quiet Hour, and others, and Adventist media entities such as Adventist World Radio, International Association of Bible Correspondence Schools, the Voice of Prophecy, Adventist World Television, It Is Written, and many others.

Go One Million is an initiative designed to provide the necessary training and materials so that those involved can accomplish real, measureable achievements in winning new members and consolidating them into active, motivated Seventh-day Adventist church entities

Go One Million Communication System

The primary *Go One Million* communication system is through the Division *Go One Million* coordinators who are the key persons responsible for organizing the initiative, the flow of information, finances, materials and training.

Go One Million Kits

Go One Million Kits are the key to participation in the initiative.

World divisions are responsible for designing kits that are most appropriate for their division.

What Goes Into a Kit?

A set of Bible studies that are contextualized to the population with whom you may be working.

A report form. The *Go One Million* initiative requires careful evaluation and concrete results.

Audiovisual materials. Some Kits will contain various types of audiovisual materials such as picture rolls, DVDs, CDs, videos, PowerPoint presentations, audio cassettes and other types of materials.

Instructions for establishing and running new groups, companies, and churches.

Go One Million Kit Ideas

ASI-NAD has developed a DVD kit that is being translated into 40 languages. It has beautifully illustrated lessons that can be used in various envrionments.

Personal Ministries Handbook, page 75

The Voice of Prophecy, in conjunction with the International Association of Bible Correspondence Schools, has develeped an international set of *Discover Bible Lessons* that have been used successfully in some parts of the world. The kit includes a Bible paged to the DVD lessons, interactive answer sheets, training video, and a CD that allows people to take courses on the Internet.

The Quiet Hour is developing a set of picture rolls to be used in many environments, accompanied by sermon outlines.

Go One Million Reporting System

A special quarterly report will be introduced based on two points:

Number of members newly trained during the quarter

Solution Number of members actively involved in evangelism.

The report will be sent quarterly from local Conferences/Missions to the Union. The Union will post it to the *Go One Million* web site so it will be available to everyone.

If divisions wish further reports, they can make arrangements within their territory.

How is *Go One Million* Financed?

Guidelines governing financing of *Go One Million* initiative:

General Conference Funding

Funding from the General Conference for *Go One Million* will be limted to development of kits specifically targeted to soul winning projects that fall within the guidelines of the *Go One Millio*n initiative. General Conference *Go One Million* funding will be based on proposals submitted by Divsions to the *Go One Million* coordinating committee.

There will be a cap on the amount available for those divisions receiving General Conference *Go One Millio*n funding.

Division Funding

Divisions will be responsible for developing kits for use within the Division territory.

Each world Division will develop its own system of financial participation by the Divsion, Unions, Conferences/Missions, churches and church members. The Division formula will be included in proposals requesting General Conference funding.

Divisons will develop their individual kit approval system and include an explanaiton of the approval process for proposals submitted to the General Conference.

How is Go One Million Organized?

General Conference

The General Conference has named a *Go One Million* coordinating committee to have general oversite of the initiative.

Operational Coordinaton

The General conference has asked the Sabbath School and Personal Ministries Department to serve as general coordinator of the *Go One Million* initiative.

World Divisions

In most world divisions the *Go One Million* coordinator is the Division Sabbath School and Personal Ministries director. It is strongly suggested that wherever possible administrators at all levels be actively involved in *Go One Million* projects, participating in training

events and communcating a *Go One Million* vision throughout their jurisdicton.

Each division is required to set a goal for itself according to its perceived capacity to mobilize a significant number of lay persons for the *Go One Million* initiative.

Unions and Local Conferences/Missions

In most of these entities the Sabbath School and Personal Ministries director will be the coordinator of the *Go One Million* initative.

The Local Church

The local church is the key factor in the *Go One Million* initiative. The overall objective of *Go One Million* is particiation by every local Seventh-day Adventist church in the world. Church members with *Go One Million* kits in hand are Mr. and Mrs./Miss *Go One Million*. Whether called a Global Mission Pioneer, an "active lay member," a "lay evangelist," etc., these are the persons who will be trained, equipped, launched, and helped to do the job.