



The General Conference  
Sabbath School &  
Personal Ministries



HOW  
TO  
RUN

# CHURCH-BASED BIBLE SCHOOL

SEVENTH-DAY  
ADVENTIST® CHURCH



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# HOW TO RUN A CHURCH-BASED BIBLE SCHOOL

## *What Is a Church-based Bible School?*

A church-based Bible school is a versatile organization operated by a group of members in a local church who have a vision to reach out and provide an opportunity for people to study the Bible. They organize themselves into what has most often been called a “Discover” Bible school, which is a branch of, and works in partnership with, the Voice of Prophecy Headquarters School, and other Bible schools world-wide.

Whatever name is chosen for the Bible school, its aim should be to provide a variety of flexible options and approaches that will reach as many people as possible. It should be designed to include a local church’s entire Bible study outreach to its community and should utilize any available outreach materials that the church decides to use. These may include a variety of Bible study guides, DVDs, and videos from Seventh-day Adventist print, radio, and TV ministries.

## *The Goals Are:*

1. To help make friends in the community.
2. To connect people with Jesus and help them become His disciples.
3. To acquaint people with an in-depth understanding of the Bible and the Seventh-day Adventist message.
4. To show people how the Bible meets their daily needs.
5. To prepare a community for evangelistic reaping meetings.

6. To help people become baptized church members who make witnessing their way of life.

## *What Methods Are Used?*

There are at least five ways local church members can study the Bible with the people in their community:

1. Personal delivery of Bible lessons to individuals.
2. Operating a Bible correspondence school in the local church.
3. Small group Bible studies.
4. DVD or video ministry to individuals or small groups.
5. Operating an Internet Bible school on the local church's computer or on a member's personal computer.

Before expanding on these five methods, here are suggestions for starting any church-based Bible school which may include one or more of the above methods.

## *How to Start a Church-based Bible School*

### **Follow These Steps:**

1. Seek the Lord earnestly in prayer.
2. Study this pamphlet carefully and tentatively list the needed personnel.
3. Prepare a Participation Form that includes the various activities and positions needed to operate the school. (A sample is included at the end of this pamphlet).
4. Preach a dynamic, spirit-filled, Christ-centered sermon on witnessing which includes:
  - a. An introduction to the church-based Bible school concept, utilizing any available promotional video or DVD. (See Resources.)
  - b. Experiences by individuals who have re-

sponded to personal Bible studies or Bible study materials.

- c. An appeal for helpers. Distribute the Participation Form, pray together, go through it together, and collect responses. Collect the forms before dismissal. (It will show what people are most interested in and will provide a list of individuals from whom needed personnel can be selected.)
5. Meet with the church board. (Successful schools have found it critical to have the full support of the pastor and the church board. This support is more sure after the sermon and the congregation's response.)
  - a. Discuss the concept and the congregation's response to the participation form.
  - b. Vote to organize the school as the umbrella organization of the full Bible study outreach of the church.
  - c. Select and vote a name for the Bible school.
  - d. Select a supervisor and an associate supervisor for the school. Each should be a person with a strong desire to do outreach:
    - one with organizational skills, capable of training others,
    - and one who can coordinate well with the pastor and other leaders.
  - e. Decide on a room or other area for the school that provides space for individual lessons to be organized and readily available, a filing cabinet as well as work space, etc.
6. Obtain a Post Office Box for the Bible school name chosen by the church board. (Never use the church street address.)
7. Prepare and get church board approval of the Bible school budget.

8. Order lessons and other needed materials.
9. Register the school and, if possible, local zip codes, with the existing local conference/ mission Bible school so that interest names can receive immediate follow up. (Voice of Prophecy headquarters schools often have on record the postal zip codes which all local schools have agreed to service. They immediately send to the local schools all interests they receive from those areas.)
10. Select and train the team to operate the school. Depending on the size of the church, this would include:
  - The supervisor and associate, mentioned above.
  - A leader for each of the five methods—mentioned above with details to follow—decided upon for this Bible school
  - Prayer ministry coordinator
  - Interest coordinator
  - Visitation coordinator
  - Bible school promotion leader
  - Individuals to assist with grading, record keeping, supplies, etc.
  - Missionary leaders from Sabbath School Action Units (The goal should be to involve as many as possible. In small churches some may care for more than one activity.)
11. Prepare an interest list. Call and obtain names of Bible study and program interests from all Adventist radio and television and publishing organizations including Literature Evangelist paid-out accounts and missionary and health magazine interests. The Interest Coordinator can combine these with the church interest list for the use of the Bible school.



12. Establish a prayer ministry if your local church does not already have one.
13. Involve and train members in how to find people who are willing to study the Bible. (See 15 methods below.)
14. Share appropriate experiences every week in Sabbath School, during the worship service, in newsletters, etc, to inspire others to participate.
15. Set up a Sabbath lesson distribution center with cubicles of lessons in a visible location like the lobby of the church.
16. Provide lessons to the Sabbath School Action Units or classes.
17. Utilize the assistance that is available from your local pastor, conference/mission leadership, and, if possible from the Voice of Prophecy via newsletters, telephone consultation, seminars, rallies, etc.
18. Be sure to operate the Bible school in advance of, during, and after all reaping meetings.
19. Plan on making the church-based Bible school a permanent soul winning means until Jesus comes.

## **Some Tips on the Five Methods of the Bible School**

### ***Method #1: Personal Delivery***

“This house-to-house labor, searching for souls, hunting for the lost sheep, is the most essential work that can be done.”<sup>1</sup>

This method has stood the test of time. And as an experienced church member recently said, “Door to door

work has never been better.” This is where you receive the most interesting experiences and greatest blessings and results. It is also true that you will learn to face rejection. But remember, you are there to find those with whom the Holy Spirit is working. If you spend much of your time with the uninterested it is like picking fruit that is too green to eat.

The best way to do it is to do it. One learns to swim in the water, not by sitting in a classroom.

### **General Visitation Principles:**

1. Dress appropriately.
2. Depend on the Lord. Prepare with prayer, and pray before, during, and after the visit.
3. Make friends. Build bridges, not walls.
4. Always know the objective of the visit. At the first visit to begin Bible studies with a person, the objective would be:
  - a. to be brief,
  - b. begin to establish a friendship,
  - c. get the person to receive and study the lessons,
  - d. gain the right to return,
  - e. not to argue about anything.
5. Know basically what you are going to say
6. There are three things people want to know when one comes to the door:
  - a. Who is it?
  - b. What do they want?
  - c. How long are they going to stay? (You can answer those questions in less than a minute at the door with the following canvass. When you say, “We can’t stay long,” it disarms them and puts them at ease).

Here is a Voice of Prophecy Discover canvass to be used

door-to-door to introduce guide #1, or for following up a Bible study request card and other follow-up, as will be discussed later. This canvass can also be adapted to fit whatever study guides are being used. Note: It is best to call them “study guides” and not “lessons.”

### **Discover Door to Door Canvass:**

When someone responds to friendly 4 or 5 business-like-knocks, smile and say:

“It’s great to find you home today. I am \_\_\_\_ and this is \_\_\_\_\_. We are volunteers associated with *The Voice of Prophecy* radio broadcast. (*Name your best-known media organization.*)

*(Hold the Discover guide before them in one hand and point toward it with the pen in the other hand.)*

“We can’t stay long, but we did want to give you your free copy of the new Discover guide, which answers (*open the cover and scan with the pen*) life’s greatest questions.

*(Begin paging through.)*

“They are put together beautifully and each section is supported by Bible texts (*point*).

“\_\_\_\_\_ and I enjoyed this so much we just wanted to share it with you.

“When you finish reading these few pages there is a sheet to help you review what you’ve read.

“We want to leave this with you today and we will be back in the area about this time next week. “And if you enjoy it, (*this relieves pressure and gives them an out*) we’ll leave you another one.

“Are you usually home about this time? Great!

“Be sure to read it and fill out the answer sheet, and we’ll

leave you another one next week. If you have any questions we can discuss them. We'll look forward to seeing you next week at     (time)    ."

## Types of Visits

Here are very brief suggestions for using the above canvass in various types of visits:

1. **Door To Door:** As noted above, be friendly, brief, and positive but give them an out.
2. **A Bible Study Request Card:** Hold up the card and say, "We came in answer to your request." Try to get a personal study started.
3. **Friends, Family, Work Associates, and Neighbors:** "I enjoyed this, so thought of sharing it with you. I would like your opinion of it."
4. **Media and Publications:** Take the print-out and say, "I see that you requested     (name of material/s sent)    , and we wondered how you enjoyed it/them. Have you taken advantage of the new Discover guides?"
5. **Literature Evangelist Paid-Out Accounts:** Take the print-out and say, "I see that you bought     (name the book/s)    . Have you enjoyed it/them? Many people who buy these books like to study the Bible itself. You paid for that. This is free."
6. **Casual Visits:** "Did you get your free copy of     (name study guide)    ?" or: "In view of     (current tragic event/s)    , we have a gift for you that we found very helpful."
7. **Community Services:** "We wondered how you have been doing. We helped you physically. Now we'd like to help you spiritually."
8. **Missing Members:** Consider why they are missing. Most often they are missing because of hurt feelings.

They need friends and a fresh view of Jesus and His message. It may take several visits to reestablish friendship. Listen, love, care, apologize in behalf of the church, and never argue. Offer study guides when they indicate their interest and need.

### **What to Do on the Return Visit/s:**

Briefly, in all personal delivery, prayer and friendship is the key to success. Try to return weekly for a personal review of the guides. Depending on the degree of interest and the time the student has, this may range from an in-depth study where the teacher asks each question and the student reads his/her answer and most of the points are discussed briefly, to only a brief scanning and marking of the guide, with, “You did a great job. Was it all clear? I’m happy you agreed with the last question (the decision question). God bless you. Here are the next two study guides and I’ll see you next week at     (time)    .” Try to get a decision at each visit.

To expand on that, here are some helpful general principles, followed by details on what to say when teaching the Voice of Prophecy *Discover* guide #1. These could be adapted to fit other study guides as well.

### **General Principles:**

1. Jesus is the center, focus, and essence of every lesson guide. Jesus must also be the center, focus, and essence of your life.
2. Do what the guides do. They lead the student into a living relationship with Jesus. Then they deepen it step-by-step, gently, unobtrusively, introducing His loving will, stressing the blessings and privilege of obeying Him. At an appropriate time, humbly tell of blessings you have received.
3. Prepare to get a total commitment to Jesus as Savior and Lord in guide #6.

4. Don't argue. Once a student has committed himself to Jesus and doctrinal arguments arise, Jesus is the answer to every argument. Encourage the student to study further what God's Word/Jesus says about each issue.
5. To be in sync with the message of each guide, reread or scan it before each study and mark the answers in the text. One can highlight them with a yellow marking pen and write the page and paragraph number by the answer. Take this lesson guide along with you to the visit.
6. Move at the student's pace.
  - a. Constantly listen and watch the eyes and body language.
  - b. Don't be boring. Make it quick and interesting.
  - c. Build instructions and decisions on his/her understanding and comments.
  - d. Stay on the student's level. Say, "Let us see what we can learn together."
7. Ask what they enjoyed most. Ask if the topic is clear to them.
8. Usually a review of the answer sheet can be the basis of the brief discussion. First, glance at the response to the decision question and build your emphasis on it.
9. Try to get a decision in every lesson, but don't press too hard.
  - a. Constantly build friendship.
  - b. Keep the friendship and the study.
10. To improve accuracy and interest, tactfully help the student find the right answers to incorrect ones, offer to change them, then mark the guide "100%."

11. To close the study, compliment the student on doing well, and pray; if appropriate. Introduce the next two guides, and say, "I'll see you at (time)."
12. Depend constantly on the Holy Spirit and prayer.

"While we are to labor earnestly for the salvation of the lost, we must also take time for meditation, for prayer, and for the study of the word of God. Only the work accomplished with much prayer, and sanctified by the merit of Christ, will in the end prove to have been efficient for good."<sup>2</sup>

"The Lord imparts a fitness for the work to every man and woman who will co-operate with divine power. All the requisite talent, courage, perseverance, faith, and tact will come as they put the armor on."<sup>3</sup>
13. Expect success and you will have it.

"If the teachers of His Word are willing, the Lord will lead them into close relation with the people. He will guide them into the homes of those who need and desire the truth, bringing them into the situations best suited to their talents."<sup>4</sup>

"When church members put forth earnest efforts to advance the message, they will live in the joy of the Lord and will meet with success. Triumph always follows decided effort."<sup>5</sup>

Here is a suggestion for visiting and reviewing *Discover* guide #1 that could be adapted to other guides as well. Always consider the conditions and the interest level. (*Discover* has these outlines for all 26 study guides.)

## **The Visit to Review Guide #1:**

***Objective: To be brief; gain the right to return; begin a friendship; and increase faith in God.***

1. “We can’t stay long, but I was wondering how you enjoyed the first Discover guide?”
2. “Was there a particular point that you enjoyed the most?”
  - a. It is better to encourage and let the person express satisfaction with the lesson than to talk yourself.
  - b. If the person hesitates, you may say something like:
  - c. “Isn’t it thrilling to know we didn’t just happen?”
  - d. “I liked the idea that God has a personal relationship with people.”
3. Ask, “Was the answer sheet helpful in reviewing what you read?”
  - a. “Do you have it handy?”
  - b. “Perhaps we can compare our answers?”  
(*Don’t force.*)
4. Review it briefly, saying: “Excellent” or “Great” after the answers.

Note: If you sense that the person is deeply interested, you could suggest that you will read the question and ask the person to share his/her answers and then discuss them briefly. Usually this practice would come later than guide #1.

5. If there is a wrong answer, tactfully help the student find the right answer and correct it, and then you mark it 100%.
  - a. One could say, “My answer seems to be a little different on this one. Let’s see. (*Turn to the marked answer in your own lesson guide.*)



- b. "Did you notice what it says here? Is that clear? Would you like to change that one? Great!"
6. If the "Thought [decision] Question" is answered with, "Yes," say,
  - a. "I'm happy this study guide helped you to \_\_\_\_\_."
  - b. If the thought question is not answered, ask the question again, but don't pressure the student.
7. To close, thank the person for the time,
  - a. Introduce guides #2 and #3 and say,
  - b. "I'm looking forward to seeing you again next week at \_\_\_\_\_ o'clock."
  - c. "Have a great week!"

At times, some, even those who have sent in a request card will want to continue by correspondence or the Internet. We will now discuss the second method of the Bible school, correspondence:

## *Method #2: Correspondence*

Operating a Bible school by mail is a simple procedure once you have personnel, a P. O. Box (never use a street address), a place to work, and materials in hand.

### **Basic Needs:**

#### ***Supplies:***

1. Bible lessons and enrollment cards. (Order many more of the first few lessons.)
2. Window mailing envelopes with the Bible school return address for sending lessons to the students.
3. Return envelopes with the Bible school address for the students to use in returning their answer sheets.
4. Postage stamps.
5. Student record forms or a computer record system.

6. Rubber stamp with your Bible school address on it.
7. Labels on which to put the student's name and address.
8. Labels with the Bible school address on them.  
(Unless you have envelopes and lessons printed, or use the rubber stamp on envelopes and lessons, you will need three of these labels every time you send out a lesson.)

### ***Equipment Needs:***

1. A computer and printer, or a typewriter.
2. A three-ring letter-size notebook with an alphabetical separator to file the student record sheets.
3. A postal scale.
4. Work tables for those correcting answer sheets, and for those filling envelopes and other activities.
5. Access to a duplicating machine.
6. A pigeonhole setup for each of the individual guides and answer sheets.

### **Procedures:**

When a request for Bible lessons is received, enter the name in the record system. (A sample student record form is included in Appendix D.)

Type three labels of the student's name and address: one for answer sheet #1; one for answer sheet #2; and the third one for future use, such as reminder letters and invitations to evangelistic meetings or other events.

Place the following items in a window mailing envelope (with the Bible school return address on it):

1. A welcome letter from the Bible school. (See the sample in Appendix B.)

2. Bible guide #1 and answer sheet #1 with the address of the school on it. Affix the student's name and address label to the answer sheet so that it will show through the window of the envelope.
3. A return envelope with the school address on it for the student to use to return the answer sheet for grading.

Pray for the student before mailing each guide and answer sheet.

Pray daily for the student.

### **What to Do When the Student Does Not Respond:**

After 14 days with no response, automatically mail guide and answer sheet #2 with a reminder letter (see suggested reminder letter in Appendix C) and a return envelope with a postage stamp on it. People don't like wasting a stamp and it is an incentive to mail the answer sheet back.

If there is no response, in another 2 weeks mail another reminder letter, or make a telephone call or a visit as described below. The visit usually works best!

In visiting those who have not responded to Guide #1 that was mailed, there are several considerations. The following can be adapted for use with other lessons and for both correspondence and personal Bible studies.

#### ***Preparation:***

To save much time, especially with large numbers of interests, color code on a map various types of names you plan to visit. For example: You may choose to put missing members in one color, cooking school interests in another color, or age groups in various colors. You may want to separate Bible study, evangelistic meeting, and media interests into separate colors, etc.

Have several copies of guide #1 as you will have occasion to enroll new people.

Pray before, during, and after the visit.

## **Suggested approach to a student who has read the guide but has not done the answer sheet:**

*(Most people just need a little encouragement to get started with something new and unfamiliar).*

“Good (evening). Are you \_\_\_\_? It is good to find you home \_\_\_\_\_. I am \_\_\_\_\_ and this is \_\_\_\_\_. We represent the \_\_\_\_\_ Bible School (*Hold up Guide #1*).

We can’t stay long, but we were wondering if you received the guide you ordered?”

If the answer is “Yes,” say, “Hundreds are thoroughly enjoying this free series. We’ve enjoyed it very much ourselves.

“You certainly made a wise choice in ordering it.

“Were you able to read the first one yet?

*(If read but not filled out, say):* “I understand, it is a busy life, but, you know, I actually found it very easy to do.

“Could you bring your guide and let’s review a few of the answers together?” *(If they don’t have the guide, use a new one.)*

Turn to the answer sheet and say, “Notice the first question asks \_\_\_\_\_. What would you say, after reading the guide, that the answer to that would be?”

When the answer is given, you ask the next one, get a response, and then hand the guide and pen to the student and say, “Now you are on your way. It is really easy isn’t it. Why don’t you answer the others? (or “Would like to finish it?”)

Let the student complete it with very little assistance. This will give him confidence. Discuss it briefly and say,

“I am going to leave you guide #2. I know you can have it done and sent off in a couple days.

“When your answer sheets are received, they will be graded and your questions will be answered.

Your corrected answer sheets along with lessons #3 and #4 will be sent to you.

You’ll be finished before you know it and receive a diploma, but more than that, your Bible knowledge will be greatly increased.”

Pull out an envelope and reach for your stamps and say, “To make it a little easier I’ll put the stamp on the envelope for you.”

### **Suggested approach to a student who has not read the guide:**

When you discover the guide has not been read, say, “I understand. It is a busy life but you know, I actually found the guide very easy to do.

“It is made for busy people like you.

“It will take you only a few minutes to read it, fill out the answers, and mail it.

“I have confidence that it won’t take you long, so I am going to give you guide #2.

“If you prefer, I would be happy to stop by next week about this time and leave you the next two guides.

“If you have any questions, we can discuss them briefly.” *(If they choose by mail, apply a stamp to the envelope.)*

### **Try to start a personal Bible study:**

If the interest is very good and if your schedule allows you to deliver and grade the lessons in the home, say:

“I plan to be in the area next week about this time and would be happy to review guide #2 with you and leave you guide 3 and 4. It was fun studying together today.” Arrange the time.

Offer videos, DVDs, participation in a small group or the internet if the student is not interested in correspondence or personal study in the home.

### **Success Secrets:**

1. Make prayer a vital part of grading.
2. Never give a grade less than “Good.”
3. Forming a relationship is essential.
4. Handwritten notes of encouragement such as: “You are doing a great job,” and/or “Keep up the good work” help the student to feel that his/her instructor is a friend.
5. If a question is asked that will be answered in a future lesson, tell them that, rather than trying to answer it now. This gives them an incentive to continue studying.
6. Be careful not to be too positive in responding to a student’s personal questions about his/her circumstances. You are usually hearing only one side of the story, and there is danger in leaping to conclusions.
7. Let the students know you are praying for them. Ask if they have prayer requests.
8. Record all decisions and responses on the student record sheet (such as the one in Appendix D), and make the pertinent information available to others from the Bible school who may visit the student.
9. Return answer sheets immediately.

10. Watch for indications of conviction and send an appropriate visitor immediately. Immediate follow-up is essential to success.
11. If possible, correspondence students should receive at least three personal visits from the same appropriate visitor: After the appeal to accept Christ; after the Sabbath is presented; and after the study guide makes an appeal for baptism. (Note decision methods below).
12. If possible, enroll the student in personal studies or a small group using the Bible course.
13. Pray over the lessons when they are ready to be mailed and ask the Prayer Ministry Coordinator to have the church members pray for the students.
14. Always invite the student to take another Bible course when they complete the current course.
15. Do faithful follow-up.
16. Conduct regular graduations and other special events for the students at the church. A graduation at the beginning of an evangelistic series is a good way to get students to attend.
17. It is very advisable that a Bible school be conducted during evangelistic meetings, followed by another graduation at the end of the series.
18. Visitation, prayer, and perseverance are essential.

And now we turn to the third method of the church-based Bible school.

### ***Method #3: Small Groups***

A method from "One Who cannot err"<sup>6</sup>

Remember that personal contact is the key to success. With this method students can review Bible guides and or

Bible study videos/DVDs of your choice weekly with others in a warm relationship setting, or move Bible student graduates into a group of 3-12 as a transition to church membership.

### **Basic Elements:**

- Leadership: Leader and assistant who know how to facilitate discussion and see that spiritual, social, and personal needs are met.
- Host/hostess in charge of hospitality.
- Group of 3-12 persons seated in a circle in a distraction-free location.
- 60 minutes:  
    20 for sharing,  
    40 for Bible study and prayer time.

We turn now to the fourth method.

### ***Method #4: Video/DVD Ministry***

In this TV age, many prefer to study by videos or DVDs. Those that match the Bible study guides can be used with personal delivery, correspondence, or small groups.

#### **Personal delivery:**

- Mass mail video/DVD enrollment cards.
- Offer Video/DVD with Bible study guides.
- Loan them to a friend.

#### **Correspondence**

For those who don't like reading or quit studying the guides.

This approach requires a coordinator, record keeper, and visitation teams.

#### **Small groups**

Groups watch a video/DVD week by week and discuss it.

And finally, Bible school method number five:



## ***Method #5: Internet (Local Church-based)***

Instructors are church members who grade lessons, interact with the students and do follow-up. Here are a few details. Contact your local conference for more information.

1. Register with the Voice of Prophecy and they will give you an on-line school address and an identification number.
2. You advertise to obtain students.
3. The Voice of Prophecy will also forward students to your school.

### **Basic Requirements:**

1. Access to internet and an e-mail address
2. At least one qualified instructor with time and commitment
3. Approval of church board or pastor, including one or more signatures. Send the approval letter to the Voice of Prophecy.

## ***15 Ways to Enroll People in a Bible Course***

(You may use only one or a few of these suggestions, and you may think of others.)

### **1. Enroll Friends:**

Enroll friends, family, co-workers, neighbors, and casual daily contacts using lesson #1 or an enrollment card.

### **2. Electronic Media and Publications:**

Enroll media and publication interests by letter, telephone, or personal visitation. (These names are excellent, since they have already developed an interest in spiritual things.)

### **3. The Church Interest List:**

Visit those on the church interest list or send an enrollment card with a letter.

#### **4. Mass Distribution:**

Bulk mail enrollment cards.

#### **5. For a Friend:**

Students enrolling their friends really works. Write, “For one of your friends” on a “Post-it” note, attach it to an enrollment card and include it in the envelope with the student’s answer sheet.

#### **6. Personal Delivery House-to-House:**

Do house-to-house visitation using Bible lesson guide #1 or an enrollment card.

#### **7. Community Survey:**

Conduct a door-to-door survey as a way of getting enrollments.

#### **8. Cooperative Advertising:**

Mail enrollment cards in cooperative advertising envelopes. Companies often solicit advertising from a number of businesses and include them in one envelope for mailing.

#### **9. Cards in Personal Mail:**

Enclose an enrollment card with utility, credit card, and other payments; and with Christmas, birthday, anniversary, and graduation cards; and in other personal mail.

#### **10. Newspaper Inserts:**

Have Bible study enrollment cards or specially designed newspaper inserts blown into the local newspaper.

#### **11. Display Ads:**

Sponsor ads in newspapers, newsletters, or local magazines.

#### **12. Bulletin Board Ads:**

Place ads on bulletin boards in stores, laundromats, and other public places.

### **13. Free Take One Cardholders:**

Place “Free Take One” enrollment card holders in strategic locations in your community and keep them filled.

### **14. TV/Radio Spots:**

Use TV/Radio advertising spots immediately following religious broadcasts or at other times.

### **15. Telephone Survey:**

Call names listed in the telephone book and invite them to enroll.

The ultimate goal for running a Bible school is to bring people to Jesus and into church fellowship.

### ***4 Steps for Getting Decisions:***

1. The information must be clear; and their questions must be answered. Ask often, “Is it clear that \_\_\_\_\_?”
2. They must feel a conviction that it is right and is what God wants them to do.
3. They must have a desire to do it.
4. They must take action and do it.

After the subject has been studied, is clear, and there is evidence of conviction and a desire to decide, then after much prayer, use the following suggested approach for obtaining each of the three major decisions from those with whom you have been studying:

### ***Calling for a Decision to Accept Jesus as Savior and Lord:***

Many people have considered themselves Christians for many years, but after they have studied the guide on salvation (Lesson #6 in *Discover*), it is appropriate to invite them to re-commit their lives to Jesus as both Savior and Lord before the testing truths are studied. If this is the case, the visitor who leads in the prayer should include himself in the re-commitment.

If the student has never accepted Christ, then make a direct personal appeal:

“As you have seen clearly the tremendous love of Jesus for you, what He has done for you and that He offers you the free gift of eternal life, I’m sure you would like to reach out and accept it. Isn’t that right?

“Why don’t we kneel in prayer and you tell God of your decision.

“Let’s review what you would want to say and then you tell God in your own words. If you miss a major point I’ll insert a word or two to remind you and then I will close. OK? *(If the person is too shy he/she can repeat after you)*

“Dear God, I am a sinner who is supposed to die.

I thank you for sending Jesus, who died for me, purchased eternal life for me, and, wants to give me the gift of eternal life.

I want to reach out and accept the gift.

I am sorry for my sins. Please forgive me of all my sins.

I want to turn away from sin completely.

I receive Jesus into my heart as Savior and I want to make Him Lord and Master of my life.

Help me to live for Jesus until He comes.”

Close with a prayer of thanksgiving. Welcome him/her to the family of God, give a copy of *Steps to Christ*, and urge the person to make the commitment daily in an established daily devotional life.

### ***Calling for a Decision to Keep the Sabbath:***

Base the appeal on love for Jesus, the Word of Jesus, and the blessings promised. Ask for a specific, definite action to be carried out without delay.

## **Expressing confidence, ask expectantly:**

“John, you have said that it is clear that Saturday is the Lord’s Day.

“You’ve given your heart to Jesus. I know you love Him more than anything, Isn’t that right?

“Because Jesus says [to you] in John 14:15 (NKJV): ‘If you love Me keep My commandments,’ I’m sure you want to keep all His commandments, including the Sabbath.

“As we have studied in Isaiah 58:13, 14 and elsewhere, He longs to bless you for doing it.

“Therefore, I’m sure you do not want to delay in doing it. David said in Psalms 119:59, 60 (KJV) [read it] ‘I thought on my ways . . . and delayed not to keep thy commandments.’

“So, because you love Jesus, He invites you to keep His Sabbath and receive His special blessing, why don’t you let me pick you up at 9:00 a.m. this Sabbath morning?”

Close with an earnest prayer of thanks and, possibly, ask him if he would like to thank God for helping him to decide.

## ***Calling for a Decision to Be Baptized:***

Make a direct personal appeal.

- Ask, “Have you ever studied the topic of baptism by immersion before?
- “Have you been baptized by immersion?

If the answer is “No,” say,

- “I’m sure the example and desire of Jesus is clear, isn’t it? And you want to follow him in this important matter? Isn’t that right?
- “I’m so happy for your decision.

- “We are planning a baptism on (date) and on (date).  
“Which of those dates would be best for you?”

Close with a prayer of gratitude. Then make plans to stay close to your new family member and, if possible, train him/her to be a soul winner with you.

In summary, whenever it is evident that a person is ready to make a decision, encourage them yourself to make the decision. If you need assistance, ask your pastor or a person experienced in visitation to assist you. If an evangelistic meeting will begin shortly or if the meetings are in progress, simply make a friendly visit and encourage the person to attend the meetings. The evangelist will call for decisions during the meetings.

**God will richly bless your church-based Bible school as you pray, work, persevere, and never give up.**

Information in this leaflet is taken from Dan Guild, Kurt Johnson, Calvin Smith, *Discover Bible School Manual*. (Simi Valley, CA: The Voice of Prophecy, 2003.) Used by permission.

## **Endnotes:**

<sup>1</sup> *Evangelism*, page 110.

<sup>2</sup> *Desire of Ages*, page 362.

<sup>3</sup> *Testimonies*, vol. 6, page 332.

<sup>4</sup> *Welfare Ministry*, page 101.

<sup>5</sup> *Testimonies*, vol. 7, page 30.

<sup>6</sup> *Ibid.*, vol. 7, page 21.

## Discover Bible School Participation Form

**Realizing that enrollment is the key to success, depending on the Lord's help, I am determined to enroll**

**(check one or more):** ☐ My friends ☐ family ☐ work associates or neighbors ☐ by telephone

☐ casual contacts ☐ door to door ☐ others \_\_\_\_\_

**I will use:** ☐ lessons ☐ cards ☐ videos

**With the Lord's help, I would also like to participate in the Discover Bible School in the following way(s):**  
*(Write "1" beside your first choice, "2" beside your second choices.)*

\_\_\_\_ Be the supervisor or assist with supervision

\_\_\_\_ Promote enrollments and the school

\_\_\_\_ Take video tapes to homes  
 \_\_\_\_ Go with someone as a praying partner

\_\_\_\_ Coordinate one of the following:

\_\_\_\_ Train members in door-to-door delivery

☐ Correspondence school

\_\_\_\_ Teach students in their homes

\_\_\_\_ Grade guides

☐ Personal delivery

\_\_\_\_ Visit students in their homes

\_\_\_\_ Telephone students

☐ Small groups

\_\_\_\_ Video outreach decisions

\_\_\_\_ Mail materials and keep records

☐ Internet Bible School

\_\_\_\_ Conduct a small group

☐ Prayer support

\_\_\_\_ Other \_\_\_\_\_

**I would like to plan on spending \_\_\_\_\_ hours a week in this ministry.**

**My Church** \_\_\_\_\_

**My name is:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Work Telephone:** \_\_\_\_\_

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

## Appendix B - Discover Bible School Welcome Letter

*Use this WELCOME LETTER to send with the first study guide. It can be adapted to other courses:*

Dear Friend,

Thank you for your interest in the Discover Bible Guides. You have indicated, like so many others, that you would like answers to many of life's perplexing questions. These Discover Guides will help you find the answers to your questions and bring new meaning and purpose to your life.

Each Guide is absolutely free for you to study in the privacy of your own home. Included with each Guide is an Answer Sheet for you to fill out and mail back to us. It will be returned to you along with your next Discover Guides.

For your convenience, we are offering some alternative ways to review the Guides. Please take a moment to let us know how you would prefer to review your Guides.

Simply indicate your choice and return it to us with your first answer sheet in the envelope provided.

Sincerely,

Your Name, Coordinator

Discover Bible School



- .....
- ☐ I would prefer to review the Discover Guides at my own pace and mail in the Answer Sheets.
  - ☐ I would prefer to review the Discover Guides in a group discussion where I can share my thoughts with others.
  - ☐ I would like to study the Guides with an instructor in the privacy of my home.
  - ☐ Other. Please specify

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

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DOWNLOADABLE PDF FILES OF THESE RESOURCES.**



## **Appendix C - Discover Bible School Reminder Letter**

*Send this REMINDER LETTER when the Bible guides have not been returned. Adapt this letter to your course.*

Dear (student's name),

Recently we mailed or delivered to you Lessons #1 [or #2] of the Discover Bible Guides. We have not yet received your Answer Sheet.

I know how it is when your life gets so busy, it's difficult to find time to read your Discover Guides. Maybe you have misplaced them. If you have misplaced them, return the enclosed enrollment card and we will be happy to replace them. Otherwise, share the enclosed card with a friend. Whatever the reason, we want you to continue to receive the Discover Guides.

As soon as your Answer Sheets are returned, we will send you your next lessons. It is fun to discover what new and exciting things there are to learn in the Bible. We are looking forward to hearing from you. May God richly bless you.

Sincerely,  
Your Name, Coordinator  
Discover Bible School

# Appendix D - Discover Bible School Student Record Sheet

## STUDENT RECORD SHEET

|                                  |         |                        |                 |                                   |                |
|----------------------------------|---------|------------------------|-----------------|-----------------------------------|----------------|
|                                  |         |                        |                 | Mr. Mrs. Miss Ms.<br>(circle one) |                |
| Last Name _____                  |         | First _____            | Initial _____   |                                   |                |
| Address _____                    |         | City _____             | State _____     | Zip _____                         | P.O. Box _____ |
| M _____                          | F _____ | Married _____          | Single _____    | Birthdate _____                   |                |
| Denomination _____               |         |                        | Baptized? _____ | Phone _____                       |                |
| Accepts Christ _____             |         | Return to Christ _____ |                 | Reconsecrate _____                |                |
| Decisions: To keep Sabbath _____ |         |                        |                 |                                   |                |
| To pray about Sabbath _____      |         | To be baptized _____   |                 | To unite with church _____        |                |
| Offering _____                   |         |                        |                 |                                   |                |

Grader:

Grader Phone:

☐ Designated Grader

☐ Personal Grader

Referral:

| <i>Guide Numbers</i>     | <b>Date<br/>Guides Sent</b> | <b>Date<br/>Answered Sheet<br/>Received</b> | <b>Delivery Type</b><br>PO—Post Office<br>PD—Personal Delivery | <b>Notes</b> |
|--------------------------|-----------------------------|---|--|--------------|
| Guide 1 (Mailing 1)      |                             |   |  |              |
| Guide 2 (Mailing 2)      |                             |   |  |              |
| Guide 3-4 (Mailing 3)    |                             |   |  |              |
| Guide 5-6 (Mailing 4)    |                             |   |  |              |
| Guide 7-8 (Mailing 5)    |                             |   |  |              |
| Guide 9-10 (Mailing 6)   |                             |   |  |              |
| Guide 11-12 (Mailing 7)  |                             |   |  |              |
| Guide 13-14 (Mailing 8)  |                             |   |  |              |
| Guide 15-16 (Mailing 9)  |                             |   |  |              |
| Guide 17-18 (Mailing 10) |                             |   |  |              |
| Guide 19-20 (Mailing 11) |                             |   |  |              |
| Guide 21-22 (Mailing 12) |                             |   |  |              |
| Guide 23-24 (Mailing 13) |                             |   |  |              |
| Guide 25-26 (Mailing 14) |                             |   |  |              |

|   |       |            |          |       |
|---|-------|------------|----------|-------|
| Diploma Ordered                               | Date: | Notes:     |          |       |
| Diploma Delivered                             | Date: | Del. Type: | Visitor: |       |
| Peace Above the Storm                         | Date: | Del. Type: | Visitor: |       |
| Booklet on Sabbath                            | Date: | Del. Type: | Visitor: |       |
| Reminder Letters                              | Date: | Date:      | Date:    | Date: |
| Special Visits                                | Date: | Date:      | Date:    | Date: |
| Interest Report after Ans. Sheet 10, 16, & 26 |       | Date:      | Date:    | Date: |

**DISCOVER BIBLE COURSE RECORD SHEET**    White-Master Record Sheet    Ivory-Posting Copy    Watermark-Grader's Copy

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DOWNLOADABLE PDF FILES OF THESE RESOURCES.**

**Student Record Sheet, page 2** (*Copy to back of page 1*)

**1 Understand and Believe God?**

**2 Desire New Life?**

|  |   |
|--|---|
| <b>3-4</b><br>Who rules your life?<br>Do you accept God's guidance?  | <b>5-6</b><br>Ask Christ in your heart?<br>Found new life in Jesus?<br>If not, are you willing to ask now?<br>Desire prayer for new life?   |
| <b>7-8</b><br>Do you desire citizenship in Jesus' Kingdom?<br>How do you feel about Christ's soon return?  | <b>9-10</b><br>Do you wish to ask Christ into your life?<br>Are you ready for Jesus to come?  |
| <b>11-12</b><br>Want to see power of Holy Spirit in life?<br>How do you feel about Jesus?  | <b>13-14</b><br>Have you accepted Jesus and His gift of life?<br>Do you want power of prayer in life?   |
| <b>15-16</b><br>Want God's law written in heart?<br>Heard of Sabbath?<br>Know any Sabbath keepers?<br>Visited Sabbath church?<br>Thought of keeping Sabbath? | <b>17-18</b><br>Desire to share Christ by your life?<br>Need prayer for overcoming habit?   |
| <b>19-20</b><br>Have you been baptized?<br>Do you wish baptism?<br>Are you enjoying fellowship with other Christians?  | <b>21-22</b><br>Follow Jesus all the way?<br>Would like to keep Sabbath?<br>May have problem keeping Sabbath?<br><br><div style="display: flex; justify-content: space-between;"> <span>Inside City</span> <span>Outside City</span> </div> |
| <b>23-24</b><br>Do you want to be saved?<br>Have you received Jesus as your Savior?  | <b>25-26</b><br>Desire to be among God's people in last days?<br>Obey all Commandments including 4 <sup>th</sup> ?  |

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Learn how to start your own church-based Bible school.  
This book provides step-by-step instructions to help you:

- Make friends in the community
- Connect people with Jesus and help them become His disciples
- Acquaint people with the Bible and the Seventh-day Adventist message
- Show people how the Bible meets their daily needs
- Prepare your community for evangelistic meetings
- Help people take the step to become baptized church members who make witnessing their way of life

For lots more Personal Ministries resources visit [www.sabbathschoolpersonalministries.org](http://www.sabbathschoolpersonalministries.org). This website has an extensive library of downloadable articles and activities to enhance the preparation of Personal Ministries leaders.

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## PERSONAL MINISTRIES LEAFLETS

- How to Run a Church-Based Bible School
- The Missionary Program for the Local Church
- Motivating Members to Witness
- Giving Personal Bible Studies
- Small Group Ministry
- Personal Witnessing
- Methods of Door-to-Door Visitation
- Gaining Decisions for Christ and His Truth
- The Work of the Personal Ministries Leader
- Reaching People Where They Are
- Health Evangelism
- Reclaiming the Missing
- Sermon Preparation
- Public Evangelism
- Principles of Church Growth
- Adventist Community Services
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