

# X-ceptional Sharing

How to Establish a Bible Study Ministry  
In Your Church

Discover  
Bible School

# Meet the Discover Bible School Staff

## *at the Headquarters School*

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**ESTELITA ATIGA**, Voice of Prophecy Bible School secretary, or **GLORIA MAGUIRE**, Bible School receptionist, will be happy to receive your orders for the *Discover Bible School* materials. They can be reached Monday through Thursday from 9:00 am to 5:00 pm Pacific Time, Estelita at (805) 955-7652 and Gloria at (805) 955-7659 or call toll free (877) 955-2525. Fax (805) 522-1760. E-mail [estelita@vop.com](mailto:estelita@vop.com).

**KURT JOHNSON**, Director of the Voice Prophecy Bible School and the Discover Bible Schools, is an experienced pastor/evangelist and administrator. He has written several books and Bible courses, and has wide experience training pastors and lay persons in soul winning. Telephone: (360) 687-4658. Fax (360) 687-4893. Cell Phone (805) 501-0542. E-mail [kurtjohnson@vop.com](mailto:kurtjohnson@vop.com).

**MARIEL SWENSON**, Associate Director of the Voice of Prophecy Bible School and the Discover Bible Schools, has had experience in management. She has the heart of a soul winner. She can be reached at (805) 955-7656. Fax (805) 522-1760. E-mail [marielswenson@vop.com](mailto:marielswenson@vop.com).

**JIM ZACKRISON**, Special Assistant of the Voice of Prophecy Bible School, is a Field Representative for the Discover Bible Schools. He will come to your conference or church and help inspire your members to become a part of this missionary outreach. His extensive background in training laypeople will be invaluable in helping you and your church. He can be reached at (301) 890-1532. E-mail [zackgeo@hotmail.com](mailto:zackgeo@hotmail.com).

**LAY-CHENG TAN**, the Internet Bible School Coordinator, will assist you with any questions you may have regarding organizing and operating an Internet Bible School on your own personal computer. You become the instructor. Lay-Cheng can be reached by calling (805) 955-7687. Fax (805) 522-1760. E-mail [discoverschool@vop.com](mailto:discoverschool@vop.com).

**JESSICA TRINH**, is the coordinator for Bibleinfo.com Ministry and will assist you with any questions you may have regarding becoming a volunteer answering Bible Questions. She can be reached between 9:00 am and 5:00 pm Pacific Time, Monday through Thursday at (805) 955-7627. E-mail [jessica@bibleinfo.com](mailto:jessica@bibleinfo.com).

### WHERE TO GET INFORMATION

#### Discover

Voice of Prophecy  
PO Box 2525  
Newbury Park, CA 91319

**Receptionist:** (805) 955-7659

**Orders:** Toll Free 1-877-955-2525 or  
(805) 955-7652 or (805) 955-7659

**Fax:** (805) 522-1760

#### Discover Bible School Information Website:

[info.bibleschools.com](http://info.bibleschools.com)  
(username: vop; password: vop)

#### Bible Studies Online:

- [www.biblestudies.com](http://www.biblestudies.com)
- [www.discoveronline.org](http://www.discoveronline.org)
- [www.kidzvop.com](http://www.kidzvop.com)
- [www.bibleschools.com](http://www.bibleschools.com)
- [www.vop.com](http://www.vop.com)

#### Bibleinfo.com Ministry:

- [www.bibleinfo.com](http://www.bibleinfo.com)
- [www.kidsbibleinfo.com](http://www.kidsbibleinfo.com)

# FAST FACTS

## What Is a Discover Bible School?

A Discover Bible School is a Bible study outreach ministry based in the local church. Church members seek people in their community who desire to study the Bible. The members then give the Bible lessons using one of five choices.




### THE CHURCH MEMBER'S FIVE CHOICES INCLUDE:

1. One-to-one
2. Small groups
3. Video/DVD
4. Correspondence
5. The Internet.

### WHAT BIBLE STUDY MATERIALS ARE USED?

Along with the Bible lessons and other Bible study materials from the Voice of Prophecy, the church member may use other Bible lessons/and materials of their choice. It is a team effort.

A Discover Bible School is flexible and adaptable to your local church's personality and mission. The Voice of Prophecy calls it **CCS**.

-  Choose your name.
-  Choose your methods of giving Bible studies.
-  Skill Training.

In other words, blend the Discover Bible School into the regular evangelistic thrust of your church. Use the name Discover Bible School or Discover, or choose a name you like as a spin-off of Discover. In addition, let the local members give Bible studies using the methods with which they are most comfortable. VOP will provide assistance in making it all work effectively!

### WHAT RESOURCES ARE AVAILABLE?

- Bible lessons, Bible study/evangelistic videos/DVD's and personal witnessing supplies.
- Mass mailing services.
- Telephone consultation to answer your questions.
- A trainer/consultant to come to your church or conference.
- An Internet information site.
- A resource catalog of additional available materials.

## **How-to Resources to Get You Started**

### **Free services and materials**

- Discover Bible School Manual.
- Product Catalog.
- Telephone consultation to answer your questions.
- Discover Bible School Information website.
- Sample materials: Bible lessons, enrollment cards, flyers, print and audio advertisement.

### **The following cost money (but are an excellent value)**

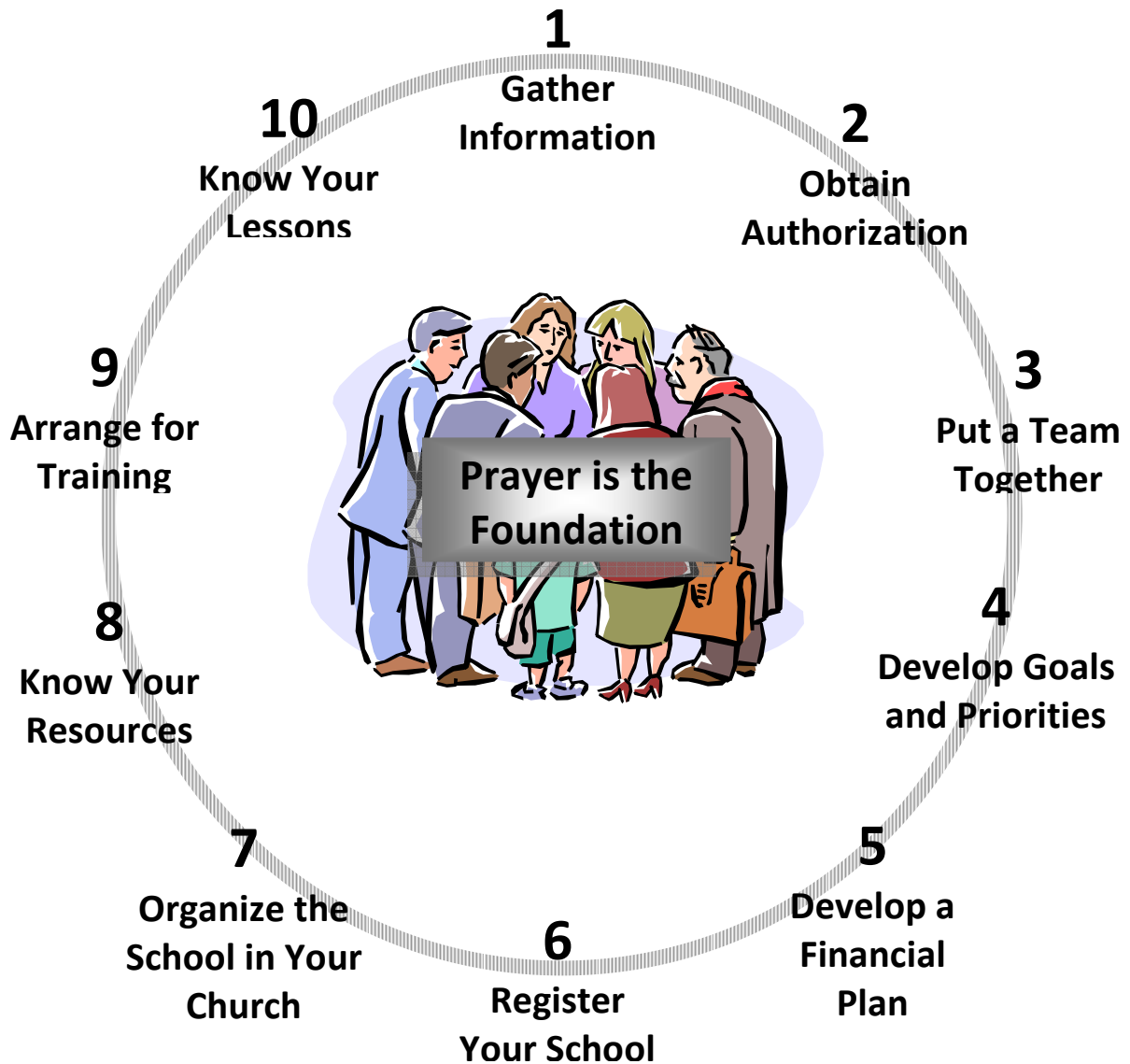
- Training DVD: How to make visits and obtain decisions in Bible study.
- A trainer/consultant to come to your church or conference.
- Other materials such as advertising and Bible Study Guides which we will discuss later.

**Discover Bible School Information Website:** The items above are posted on this website. You can read and/or download them. Go to: [info.bibleschools.com](http://info.bibleschools.com) (username: vop; password: vop).

### ***The Discover Bible School Manual***

The *Discover Bible School Manual* outlines the details of how to organize and operate a Discover Bible School. The manual is the result of years of experience with input from thousands of Discover Bible Schools across North America. In addition there is a Reference Guide online that provides additional information not in the manual.

# Ten Easy Steps to Begin a Discover Bible School



## **Foundation Step - Pray about establishing a local church Discover Bible School. You need an on-going prayer ministry.**

**Step 1 – Gather Information:** Contact the Voice of Prophecy and order a “Hearts are Lighting Up” video and a Discover Bible School Information Packet (contains a “how to” Discover Bible School *Manual*, sample materials and registration information). (Free).

**Step 2 – Obtain Authorization:** Review the material (Manual, video and samples). Have your Church Board discuss the matter and obtain a vote for the establishment of a Discover Bible School.

**Step 3 – Put Together a Team:** Select your Discover Bible School team: Discover Bible School Coordinator and an Assistant Coordinator as part of your church leader’s selection process and others as needed.

- The Bible School Coordinator position is an elected church officer position. (See *Church Manual*, pg.153).

**Bible School Coordinator**---The Bible School coordinator is elected to organize and coordinate the church’s Bible School outreach ministry to the local community. The Bible School coordinator should work in close cooperation with the pastor, the Church Interest coordinator, and the Personal Ministries leader. (See Notes, #5, pg. 135.) *Church Manual*, pg.103.

- The Bible School Coordinator is also a member of the Personal Ministries Council. (See *Church Manual*, pg.102)

**Bible School Coordinator**—(See p. 103) Duties of the coordinator include recruiting volunteers, providing training on how to give Bible studies and make visits, ordering Bible correspondence lessons and other supplies and establishing a plan for enrolling students and promoting the school. Bible School lessons are provided through various media including printed Bible studies, small group materials, video and DVD, and the Internet. *Church Manual*, pg. 135.

**Step 4 – Develop Goals and Priorities:** Your resource material includes the general goals and priorities of Discover Bible Schools. You should adapt these to your own situation and add whatever else seems appropriate.

**Step 5 – Develop a Financial Plan and Order Supplies:** Your Bible Schools needs to a solid financial plan. Work with your church pastor and treasurer to put together a budget. Order your DBS supplies and Bible study guides. Plan your advertising methods.

- If you have a *Signs Newsbox* or are using Bible lessons or videos/DVD’s from another Adventist ministry such as *Amazing Facts*, *It Is Written*, etc., you will need to order at least a *Discover Valu-Pak* to service students requesting Discover lessons.

**Step 6 – Register Your School:** Register as a Discover Bible School with the VOP Bible School. You will list your zip/postal codes. A registration form is included in the Discover Bible School Manual.

## **Step 7 – Organize the School:**

- Obtain a Post Office Box for the Bible School. You can use an already existing church Post Office Box if you list it in the following manner. Do not use your church name:  
DISCOVER  
P.O. Box 000  
Anywhere, USA/Canada/Your Country

**Step 8 – Know Your Resources:** Read the Discover Bible School *Manual*, review the Resource Catalog. Chapters in the Manual include.

Chapter One: What is a Discover Bible School?  
Chapter Two: How to Start a Discover Bible School?  
Chapter Three: Easy Ways to Enroll People in a Bible Course  
Chapter Four: Personal Delivery of Bible Lessons  
Chapter Five: Operating a Bible Correspondence School  
Chapter Six: Small Group Home Bible Studies  
Chapter Seven: DVD/Video Ministry  
Chapter Eight: An Internet Discover Bible School  
Chapter Nine: Following Up Interests Created Through A Discover Bible School  
Chapter Ten: Combining Evangelistic Reaping Meetings with Your Discover Bible School  
Chapter Eleven: Bible School Graduations and Diplomas  
Chapter Twelve: Financing A Discover Bible School  
Chapter Thirteen: Success Essentials—the Bottom Line  
Chapter Fourteen: Resources and Answer Keys

**Step 9 – Arrange for Training/telephone consultation:** The Voice of Prophecy Headquarters School team can assist with consultation and answer your questions when you start your school.

**Step 10 – Know Your Lessons:** It is very important that those who work with the Discover Bible School know the content of the lessons well.

## **Personnel Needed**

1. Bible School Coordinator
2. Assistant Bible School Coordinator
3. Prayer Ministry Coordinator

Include other members in leadership positions as needed. The size of your church and the response from the community will determine how much help is needed. These optional positions could include:

- Visitation Coordinator
- Bible School Promotion Leader

- People in charge of each of the five methods of delivering the Bible lessons: personal delivery of lessons, correspondence, small group, video/DVD, and the Internet.
- Individuals to assist with record keeping, supplies, and participants in the five methods of delivering the lessons.

## **Job Descriptions**

These positions are given in case they are needed in your school. Smaller schools will not need all of them. Adapt as needed. It is essential to have a coordinator, a prayer ministry, a visitation coordinator, and a Bible School promotion leader. In smaller churches one person can, if necessary, fill all the roles. However, enlist others to help; everyone needs a partner for prayer support and encouragement.

# Resources and Materials

## Discover Bible School materials

- *Discover Bible School Manual*.
- *Hearts Are Lighting Up* (video)
- *Sharing Jesus with Others Through Bible Studies* (DVD).
- Discover Bible School Registration Form.
- Information Website: [info.bibleschools.com](http://info.bibleschools.com) (username: vop, password: vop).

## Booklets

1. *How to Give a Bible Study*, Kurt Johnson
2. *Small Groups for the End Time*, Kurt Johnson
3. *What the Bible Says About...*, Lonnie Melashenko (Bible marking system for giving Bible studies.)
4. *Quick Bible Answers*, Ken Cox
5. *Studying Together*, Mark Finley
6. *Sabbath School Action Units*, Calvin Smith

## Bible lessons and materials

- *Discover Guides*: 26 guides introducing Jesus and outlining biblical doctrines. Available in English and Spanish.
- *Focus on Prophecy*: (21 guides). Chapter by chapter study of Daniel & Revelation.
- *Native New Day*: (31 guides). Contextualized Bible lessons that introduce Jesus and biblical doctrines to Native Americans.
- *KidZone*: (14 guides). For 8-12 year olds. Introduces Jesus and Doctrines.
- *Shema Israel*: Designed for those of Jewish background with an interest in Christianity.
- *Discover Answer Sheets*. Answer sheets to use in small group studies or personal Bible studies. Parallel the *Discover Guides* and paged to a NKJV Bible.
- Mailing envelopes for use with Discover, Focus on Prophecy and KidZone study guides.

## Small Group Bible lessons

- *Peace is an Inside Job*: (6 guides). Focus on stress, worry, fear, guilt, forgiveness.
- *Face to Face with Jesus*: 13 lessons on the life of Jesus in booklet format.
- *Lifeline*: (2 booklets, 13 lessons each). Doctrinal studies.
- *PrayerWorks*: (booklet) 13 lessons on prayer.

## Bible study materials for the vision impaired

*Discover Bible Guides* are available in Braille and Large Print.

## Older Bible courses still available

- *Start into Life*: (14 lessons). Designed for youth.

- *Digging Up the Past*: (Archaeology).
- *Good News for Today*: (24 lessons). Illustrated workbook designed for 7-9 yr olds.

### **Videos/DVD Bible studies**

- *Discover Videos*: (26 lessons, 30 minutes each). Lonnie Melashenko is the presenter.
- *The Voice of Prophecy Speaks*: (26 evangelistic meeting presentations). Lonnie Melashenko, presenter.

### **Bibles**

- New King James Version with HMS Richards study helps, hard cover. Paged to the *Discover Discussion Answer Sheets*.
- King James Version with HMS Richards study helps, leather binding.

### **Sharing Booklets**

- *When Heaven Pauses*, Kurt Johnson (God is present to meet our every day needs).
- *Steps to Peace in Life* (pamphlet to lead someone to a decision for Jesus).

### **Advertising materials**

- Enrollment Cards (Discover—English, Spanish; Focus on Prophecy; KidZone, and Native New Day).
- *Free Take One* enrollment card holders.
- *Nick's Discovery* (12 page booklet). An inspirational story to encourage someone to accept Jesus. Bible study enrollment card in the back of the booklet.
- *Prospectus*. A special type of enrollment card brochure.
- Radio and Television Spots.

### **How to be an Internet Instructor**

- Interact with students online and operate your own Internet Discover Bible School.
- Advertise online, in the newspaper, use enrollment cards and business cards.
- [www.biblestudies.com](http://www.biblestudies.com) or [www.discoveronline.org](http://www.discoveronline.org).
- CD Rom.

### **Cell Phone**

- [www.biblestudies.com/cell](http://www.biblestudies.com/cell)

### **Websites**

- Bible School Websites: 47 languages. ([www.biblestudies.com](http://www.biblestudies.com) or [www.discoveronline.org](http://www.discoveronline.org)).
- [Info.bibleschools.com](http://Info.bibleschools.com) (Bible School information website). (username: vop; p.word: vop)
- [www.kidsvop.com](http://www.kidsvop.com).
- [www.vop.com](http://www.vop.com) (The Voice of Prophecy home website).

### **Bibleinfo.com Ministry**

- [www.bibleinfo.com](http://www.bibleinfo.com)
- [www.kidsbibleinfo.com](http://www.kidsbibleinfo.com)

# Easy Ways to Enroll Students

## **ENROLLMENT CARDS: The #1 Way to Recruit Bible Study Students**

**Place directly in people's hands:** Enroll friends, family, co-workers, neighbors, and casual daily contacts using lesson #1 or an enrollment card. Carry enrollment cards and Guide #1 with you any time and all the time. Dedicate a place in your car, home, pocket, or purse and keep a supply of enrollment cards and/or Guide #1 handy at all times. Offer to mail the enrollment card for them. Have Sabbath School members take and hand out cards weekly.

**Mass Distribution of Enrollment Cards:** Enroll people in the *Discover Bible Guides*, or another Bible course by a mass distribution of enrollment cards. This can be done either by bulk mailing or by door-to-door distribution. Call the Voice of Prophecy (Toll Free: 1-877-955-2525) and ask for the number to call to arrange for bulk mailing services. The filled-in cards come directly to your church or to a central address at the VOP and are distributed back to your school on a daily basis.

**Media and Publications:** Enroll interests from media programs (It Is Written, Voice of Prophecy, Faith For Today, Breath of Life, La Voz de la Esperanza, etc.) and interests from cards placed in publications by letter, telephone, or personal visitation. These names are excellent because they have already developed an interest in spiritual things.

**The Church Interest List:** Visit those on the church interest list or send an enrollment card with a letter.

**Free Take One Cardholders:** Place "Free Take One" enrollment card holders in strategic locations in your community and keep them filled. Possible locations are numerous: professional offices, waiting areas, hospitals, laundromats, convenience stores, restaurants—use your imagination. (Available from the Voice of Prophecy.)

**For a Friend:** After the Bible School is in operation, one of the most effective methods of increasing enrollments is by current students enrolling their friends in the course. A rubber stamp, which says "For a Friend," should be ordered and stamped on the front of the cards that are inserted when returning the student's Answer Sheet. A handwritten "Post-it" note attached to the card, reading, "For one of your friends" has proven even more effective. Some schools put an enrollment card in every mailing with the "Post-it" note attached.

**Cards in Personal Mail:** Enclose an enrollment card with utility, credit card, and other payments; and with Christmas, birthday, anniversary, and graduation cards, etc.

**Signs Newsbox:** Place a Newsbox at grocery stores and places of business. Every *Signs* magazine includes a printed ad for the Bible lessons along with an inserted enrollment card.

## **Other Successfully Proven Ways**

**Sharing Booklets:** These are small handout booklets printed by the Pacific Press and the Review

and Herald and have inserted ads for free VOP Bible lessons. Other community mailing projects, such as, Project Steps to Christ have ads for Voice of Prophecy Bible lessons.

**Newspaper Inserts:** Have Bible study enrollment cards or specially designed newspaper inserts blown into the local newspaper. The VOP can provide you with excellent 8 1/2 X 11-inch inserts.

## **Don't Forget These Excellent Ways**

**Radio Spots:** Use radio advertising spots immediately following the Voice of Prophecy broadcast or at other times during the day. The VOP can sometimes arrange for a free 60 to 90 second spot at the close of each broadcast. Call the VOP station coordinator at (805) 955-7633, Monday-Thursday, 9 a.m.- 5 p.m. Call the Bible School at (805) 955-7659 for a CD containing the Spots.

**Television Spots:** Advertise the Bible Course on local Adventist telecasts or cable stations. Call the Bible School to obtain copies of the ads.

**Newspaper Ads:** Sponsor ads in newspapers, newsletters, and local magazines. Advertising slicks and classified ads are available from the Voice of Prophecy. Also, an ad in the personal section of the newspaper is effective.

**Bulletin Board Ads:** Place ads on bulletin boards in stores, laundromats, and other public places.

**Nick's Discovery Pocket Book:** Use the *Nick's Discovery* booklet which has an enrollment form on the last page. (Available from the Voice of Prophecy.)

**Personal Delivery House-to-House:** House-to-house visitation using Discover Guide #1 or an enrollment card.

**Advertising Packets:** Mail enrollment cards in cooperative advertising envelopes. Several companies solicit advertising from a number of businesses and include them in one envelope for mailing.

**Prospectus:** Place the *Discover Prospectus* in waiting rooms, or distribute them door to door. The *Prospectus* gives a description of the Bible course and the benefits a person will receive from it. At the back of the *Prospectus*, place an enrollment card and/or a Lesson #1 and Answer Sheet #1, along with a return envelope to send in the filled-in Answer Sheet.

**Community Survey:** Conduct a door-to-door or telephone survey.

# Personal Delivery of Bible Lessons

## Visiting Those Who Have Requested a Bible Course

1. Dress appropriately.
2. Depend on the Lord. Prepare with prayer and pray before, during, and after the visit.
3. Your objective is to be brief and to get the person to receive and study the lessons, gain the right to return, and make friends. Do not argue about anything. Your goal is to build bridges, not walls.
4. Know basically what you are going to say.
5. When you knock on the door: Smile and be cheerful! When you knock on someone's door, the person on the other side wants to know basically three things: (1) Who is it? (2) What do they want? (3) How long are they going to stay? You can answer those questions in the first few words at the door by saying, "I am \_\_\_\_ and this is \_\_\_\_\_. We are associated with \_\_\_\_\_. We can't stay long, but we did want to . . ."

## Suggested Approach

- Take the enrollment card the person returned in the mail and a copy of Guide #1. Show them the card and say, "Hi! I am (your name) with the Discover Bible School. We received this card requesting the Bible Guides. (Adapt this statement according to the method by which the person requested the course.)"
- "I have stopped by to bring you the first Bible Guide to get you started. What I normally do is leave the Bible Guide #1. I come back in a week with the next Bible Guide and we discuss any questions you might have. How does that sound to you?"
- If they say, "I thought the lessons would come in the mail," respond by saying, "I usually stop by to explain the system/process. However, I can send the lesson in the mail or I can come by each week. Which do you prefer?"
- If the person shows some resistance to having you come to their home, arrange to have them return the Answer Sheet to the Bible School by mail. Give the person a return envelope with the Discover Bible School address on it. Then tell them that future guides will be sent to them by mail.
- If they ask what denomination is sponsoring the lessons, say, "The lessons are from the Voice of Prophecy Radio Program sponsored by the Seventh-day Adventist Church."
- If they say, "I am a (religion or denomination), so no thank you," respond by saying, "These lessons are designed for people of all faiths and are based only on the Bible. Why not try the first couple of lessons. If you don't like them, you can always stop."
- If it seems appropriate, before leaving ask the person if you can have a brief prayer with them to ask God to bless them as they study the guides.
- "Dear Lord, Thank you for Mrs. \_\_\_\_\_ who has a desire to study the Bible."

Help her as she opens Your Word to understand more fully Your plan for the future and her own life. Please bless and guide her. In the name of Jesus. Amen.”

### **Very Important**

The first 6 Discover Guides are very basic. The topics are:

1. We Can Believe in God
2. We Can Believe the Bible
3. Does My Life Really Matter to God? (Origin of Sin)
4. A Plan for Your Life (Jesus Is God)
5. Bridge to a Satisfying Life (Facts About Jesus)
6. A Second Chance at Life (Salvation)

Some Bible students who are very familiar with these basic topics will stop studying the lessons because they “already know the material.” “The lessons are too basic.” If this is the situation, move the student to lesson #7 entitled “About Your Future,” this lesson is on prophecy, including Daniel 2.

# Running a Bible Correspondence School

**Operating a Discover Bible School by mail is a simple procedure. Follow These Easy Steps:**

## Setting Up Your Bible School

### 1. Rent a Post Office Box

Don't use a street address or your church name for the address of your Discover Bible School. The address should be similar to this:

Discover Bible School  
P.O. Box 000  
Town, State/Province/Country

### 2. Order the Supplies Needed:

- Bible lessons. (This section is based on using the *Discover Guides*; however, you may use any Bible lessons you wish. The principles outlined can be used for any set of Bible lessons designed for correspondence.)
- Window mailing envelopes for the Bible School to send lessons to the students. (Available for purchase from VOP)
- Return envelopes for the students to use to return their Answer Sheets.
- Postage stamps.
- Student Record forms or a computer record system.
- Rubber stamp with your Discover Bible School address on it.
- Rubber stamp, or labels, which say, "For a Friend."
- Labels on which to put the student's name and address.
- Labels on which to put your Discover Bible School address.

### 3. Obtain the Equipment Needed:

- A computer and printer, or a typewriter.
- Computer data base/record sheets, or a three-ring letter-size notebook with an alphabetical separator to file the Student Record sheets.
- A postal scale.
- Tables for those correcting Answer Sheets, and for those filling envelopes and other

activities.

- Access to a duplicating machine.
- A pigeonhole setup for the Guides and Answer Sheets. Most office supply stores have these.

## Procedures

- When you receive a request for Bible lessons from someone, enter the name in your record system.
- Type or print 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 (reminders, invitations, etc.).
- Place in a window mailing envelope with your Discover Bible School return address on it (either have it printed on the envelope, or use a printed label, or use your rubber stamp) along with the following items:
  - A welcome letter from your Bible School
  - Discover Guide #1 and Answer Sheet #1 with the address of your school on it. Affix the student's name and address on it so that it will show through the window of the envelope.
  - A return envelope with your Discover Bible School address printed on it.
  - Pray for the student before you mail each Discover Guide and Answer Sheet.
  - Mail the lessons to the student.
  - Pray daily for the student.

## How to Keep Correspondence Students Studying the Lessons

1. Send a welcome letter with the first lesson you mail to the student.
2. Wait 7-10 days and send out lesson #2 even if you have not received a response from the student. Send a letter with the lesson letting the student know you are excited they requested the lessons and you are looking forward to receiving their Answer Sheets.
  - Some instructors do not send lesson #2 until they receive Answer Sheet #1. Instead they send a reminder letter regarding lesson #1.
  - Enclosing a stamped, addressed envelope is sometimes helpful in motivating the student.
3. If you mail out lesson #2 and receive no response regarding lesson #1 and 2 then visit or telephone the student.
4. Include an Enrollment Card stamped *For a Friend* with each lesson that you send. Many Bible Schools receive new students by following this procedure.
5. Visit the students and deliver a booklet at these times:
  - Mailing #8: After lesson #12: *Peace Above the Storm* (Steps to Christ)

- Mailing #11: After lesson #18: Booklet on the Sabbath.
6. Some Discover Bible Schools set up a mail/delivery system when they deliver the booklets. They deliver the corrected answer sheet, the next lessons, along with a self-addressed envelope. When the student has completed the lessons, they mail them to the school and the next lessons are delivered.
  7. Grading. Friendship and relationship are key. Use the words “perfect,” “excellent,” “very good,” and “good,” rather than letter grades.
  8. Write by hand on the corrected Answer Sheets brief and encouraging notes: “You are doing a great job!” “Keep up the good work!” The student needs to know their instructor is their friend.
  9. Return the Answer Sheets immediately to the student. If you wait too long they will lose interest.
  10. Let the students know that you are praying for them. Ask them for prayer requests.
  11. Have the church members pray for the students. Pray over the lessons when they are ready to be mailed.
  12. Always invite the student to take another set of Bible lessons when they are completed with their current Bible course. Personal studies or a home Bible study small group is the best next step.
  13. Establishing a friendship, prayer, visitation, and perseverance are essential.

## **Diplomas and Graduations**

- The Voice of Prophecy will issue a diploma to those who complete the Bible course. Request diplomas by calling (805) 955-7652 or (805) 955-7659.
- Some of the students who complete the course will attend a graduation service at the church if one is scheduled and you invite them to attend. *For information on obtaining diplomas and on how to conduct a graduation, see the Discover Manual.*

## **Following Up the Graduates**

- It is extremely important to enroll the graduate in another Bible course.
- Enroll the student in another correspondence course; one-to-one studies; in a small group home Bible study; in video/DVD presentations; or internet. Personal Bible studies are best, especially as follow-up.
- A plan that works well with graduates of the Discover Bible Guides is to make videos/DVD’s available to the graduate. If you have not used the Discover Videos with the Discover Guides, offer them to the students. These videos follow the same subjects as the Discover Guides, but they present new material on the subject. Otherwise use any set of videos/DVD’s of your choice.
- The videos/DVD’s may be left with the student, or played while you are present, or used

in a small group setting to which the student is invited.

- If you use the Discover Videos furnish the Discover Discussion Sheet on the subject of the video. The “Discover Discussion Sheets” are single Answer Sheets that ask a question and give a Bible text where the answer can be found. The student looks up the text and writes the answer in the space provided.

# **Combining a Discover Bible School with an Evangelistic Reaping Meeting**

## **Step 1: Invite Discover Bible School Students to Attend the Meetings**

About three weeks preceding the public evangelistic meetings or seminar, an invitation letter should be sent to all Bible School applicants, enrollees, and graduates. This same letter should be sent to all those who have requested the Bible course, whether or not they started the course. Those requesting the course, as well as those who take the course, are both prime prospects for attending an evangelistic meeting. A follow-up phone call or visit is best.

For best results, personally invite all active Bible School students and graduates to the meetings in addition to sending them a letter of invitation.

Chapter 10 of the online Discover Reference Guide has a sample “Letter of Invitation” to a satellite evangelistic series and a sample “Letter of Invitation” to an evangelistic reaping meeting or a Bible Seminar in the local church.

## **Step 2: Set Up a Bible School at the Meeting Site**

A Bible School table should be set up at the meeting site so those attending the meetings who have enrolled in the Bible course, but who have not yet finished it, can pick up their lessons and return their answer sheets at the meetings. Those who attend the meetings and have not previously enrolled in a Bible course should also be given the opportunity to take a Bible course during the meetings.

### **Equipment and Supplies Needed for the Bible School at the Meeting Site**

- An attractive display table in a highly visible area.
- A “Discover Bible School” banner above the table.
- A directional sign at the entrance, pointing to the table.
- A display of Bible guides and enrollment cards on the table.
- Lessons and a filing box for the lessons.
- An introductory letter for Guide #1.
- Two trays or files for answer sheets, labeled: “To Correct” and “Corrected.”
- An alphabetical file box or folders in which to place the answer sheets that are returned each evening after they are corrected.
- A three-ring binder containing Student Records (or a computer record).
- Answer keys and red pens.

## **Personnel Needed**

Two or more out-going, caring, non-argumentative, organized church members with a burden for people. These individuals should be friendly, know how to compliment and encourage people, and be able to answer questions in a way that build bridges and not walls.

### **Step 3: How to Operate the Discover Bible School during the Reaping Meetings**

1. When a person comes to the Bible School table to enroll in the course, have him or her fill out a Bible lesson enrollment card. The card asks for the person's name and address.
2. Give the person Guide #1 and a welcome letter. Explain that he or she is to take the guide home, and after reading it, he or she should fill out the answer sheet and return it to the table the next night and pick up the next guide.
3. Place the returned answer sheets in the "To Correct" folder. After the evening meeting, correct the answer sheets. Be sure that everyone receives a grade of "Good," "Very Good," "Excellent," or "Perfect." Place the corrected answer sheets in the "Corrected" folder.
4. Record the completed lesson information on the Student Record form in the binder containing Student Records, or in a computer record.
5. After the answer sheets are corrected and the grade recorded, file the answer sheets in the alphabetical file box or folder.
6. When the person returns his or her completed answer sheet from a previous night, give the student his or her corrected answer sheet and the next guide.
7. Always encourage the student and establish a friendship.
8. Plan to have a least one Bible School graduation before the evangelistic meeting is over.
9. Don't get ahead of the evangelist's topics with the Bible lessons.

### **Step 4: Graduations at the Meeting Site**

1. Scheduling a graduation the first night of the meetings for students who are eligible to receive their diplomas motivates them to attend the first meeting.
2. A graduation ceremony on the first night of the meeting will help to motivate those who have not taken the Bible course to enroll and be ready for the next graduation.
3. File the diplomas to be presented in an alphabetical file.
4. Ask graduating students to check in at the Bible School table when they arrive so you will know who is present. Remove that person's diploma from the alphabetical file and have it ready to be awarded to the student.
5. When it is time to present the diplomas, ask the graduating students to come forward and receive their diplomas as their names are called. (You can adapt this procedure to be as simple or formal as you desire.)
6. Presenting a free gift to those who graduate adds a special touch to the graduation. A book, Bible, or gift subscription to a magazine such as *Signs of the Times*, *El Centinela*, or *Message* makes the graduation special.

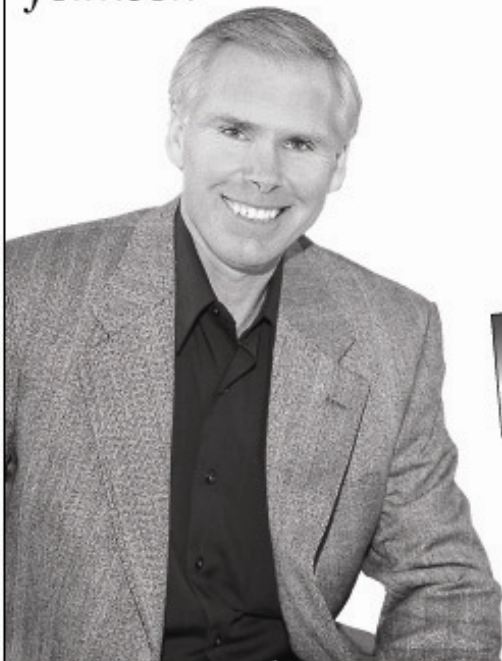
7. Following the graduation, make sure everyone is invited to be part of a small-group Bible study or individual studies in the home.

### **Success Secrets**

1. A display board (4 x 5 feet) on a tripod near the Bible School table with the lessons displayed on the board attracts students to the school.
2. Ask the greeters at the door to direct people to the Bible School table and encourage them to enroll in the course. A special Bible School greeter in the lobby, graciously offering lessons and guiding people to the Bible School table, can also be very effective.
3. Give out lessons and receive returned answer sheets both before and after the service.
4. Give out only one guide per night. Single answer sheets are available. Don't get ahead of the evangelist on the topics being preached. Some schools, however, have successfully used the Discover Guides in their original order.
5. Have the same people work the Bible School table each evening. It is vital that instructors at the table and their students build a relationship with each other. This helps with decisions and follow-up.
6. At the close of each meeting the evangelist should appeal for those in attendance to sign up for the Bible course. Have the participants fill out a Bible course enrollment card at the Discover Bible School table in the foyer.
7. Keep accurate records of the student's progress for the benefit of the visitation teams.
8. Conduct graduation services for the students during the reaping meetings.
9. Toward the end of the evangelistic meetings begin announcing the dates for the graduation.
10. Each evening, after the meeting, share the Bible School information about the students with the person keeping the decision and attendance records for the meeting.
11. Present a list of those who enrolled in the Bible School that night, a list of those who returned answer sheets at that night's meeting, and a list of the decisions marked on the answer sheets.
12. A map board, with pins locating the homes of those involved in the Bible school, is helpful for visitation planning.

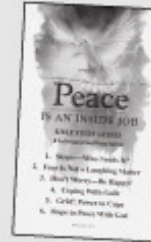
# Small Group Bible Study Resources

by Kurt Johnson



## Peace Is an Inside Job

A practical approach to dealing with stress, worry, fear, guilt and grief. Based on actual Bible stories and God's solutions to these nagging issues of life. Six study guides.



## Face to Face With Jesus

An in-depth, practical look at the life and ministry of Jesus. Excellent for assisting others in becoming acquainted with our best Friend! Thirteen study guides, in booklet format.

## Lifeline

Booklet One and Booklet Two.

These two booklets are a practical, interactive approach to understanding the major doctrinal teachings of the Bible. This full message course is 26 lessons long—13 per booklet. Popular for personal and small group study, pastor's Sabbath School class and baptismal classes.



## Prayer Works

What is prayer? How do you establish a vibrant prayer life? Why does it seem God doesn't answer my prayers? This 13-lesson booklet of Bible guides answers these questions and many others on developing and maintaining a prayer life that works.

## Small Groups for the End-Time

An inspirational "how-to" book on small group ministries. Information includes how to start a small group; leadership responsibilities; how to obtain members; how to lead members to decisions for baptism; and other helpful information.



## Steps to Peace in Life

This pamphlet is a contemporary, updated gospel presentation patterned after the Four Spiritual Laws. Designed to be shared with someone when explaining how to accept Jesus.

## When Heaven Pauses

What do you do when life tears up the rule book and throws the pieces in your face? When you're facing a crisis and don't think you can go on? A sharing book. Topics covered are stress, worry, guilt, fear, forgiveness.



# Small Group Bible Study Resources Order Form

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Prayer Works	\$3.95		
Face to Face With Jesus	\$3.95		
Small Groups for the End-Time	\$8.75		
Steps to Peace in Life (package of 10)	\$2.90		
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