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# DISCOVER

# *Bible*

# *School*

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*A New Generation of Bible Schools*

# Manual

*The Voice of Prophecy*

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**Welcome** to one of the most exciting Bible study ministries for today . . . *A New Generation of Bible Schools* from the Voice of Prophecy! When local church-based Bible Schools (Discover Bible Schools) began in North America in 1995, they were primarily correspondence schools with some personal delivery. The idea caught on quickly and today the Discover Bible School has been redesigned and fine-tuned by hundreds of suggestions and the experience of over 2000 Adventist churches in North America.

In fact the Discover Bible School concept in North America began by a miracle! God impressed two people thousands of miles apart with the same concept. A few weeks later they ended up in the same meeting and shared their concepts. The plans were identical! Local church-based Bible Schools are God's plan!

This Discover Bible School Manual will give you the basic information necessary to organize and operate a Discover Bible School in your local church. There are two separate documents to assist your school. This manual—*The Discover Bible School Manual*, and a second document—the *Discover Bible School Reference Guide*. The *Discover Bible School Manual* gives you the basic "how to" instruction. The *Discover Bible School Reference Guide* provides sample materials for you to use as needed by your Bible School.

It is the prayer of the Voice of Prophecy Bible School staff that you will be daily filled and empowered by the Holy Spirit as you share the Good News about Jesus with those living in your community. May God richly bless you!

Kurt Johnson  
Bible School Director

*P.S. Here are our marching orders: "And we are His witnesses to these things" (Acts 5:32, NKJV). The first step that a person must have clear in their mind is that you are only asked by God to be a witness. God doesn't ask you to be the judge, the lawyer, and the jury. He doesn't ask you to convict someone's heart. God simply asks you to share with others what you have to tell from your personal experience.*

This manual is supplied free to each school. Although the Manual is copyrighted, if a school needs extra copies, permission is granted to each school to make copies.

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Prepared by Kurt Johnson, Calvin Smith, and Dan Guild.

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## **Our Voice of Prophecy Staff Will Assist You**

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CALVIN SMITH, Associate Director of the Voice of Prophecy Bible School, is 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 (541) 412-8066, FAX (541) 469-0284. Cell Phone: (240) 460-4234. E-mail [74532.633@compuserve.com](mailto:74532.633@compuserve.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).

JAN JUDD, the Bible Counselor for the Voice of Prophecy Bible School, is anxious to help you with any questions you have as a Bible School instructor or a Bible counselor. She can be reached between 9 a.m. and 5 p.m., Pacific Time, Monday through Thursday at (805) 955-7654. FAX (805) 522-1760.

# **DISCOVER BIBLE SCHOOL MANUAL**

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## Chapter 1

### WHAT IS A DISCOVER BIBLE SCHOOL?

#### What Is a Discover Bible School?

A Discover Bible School is a group of members in a local church who have a vision to reach out and provide an opportunity for others, including their friends and neighbors, to study the Bible. The members organize themselves into what is called a Discover Bible School, which is a branch of the Voice of Prophecy Headquarters School.

The name Discover Bible School is an umbrella that covers more than just the Discover Bible Guides. Along with the Voice of Prophecy Bible study materials, it includes any outreach materials that your church decides to use. These include a variety of Bible study guides, CD's, DVD's and videos from Seventh-day Adventist print, radio, and TV ministries.

- A Discover Bible School is designed to include a local church's entire Bible study outreach to its community.
- Your local church has its own personality and wants a product that is adaptable and user friendly.
- The people living in your community want options—a menu of topics for Bible study.

*The Discover Bible School provides a variety of flexible options!*

#### What Methods Are Used?

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

- Personal delivery of Bible lessons to someone's home.
- Operating a Bible correspondence school in your local church.
- Small group Bible studies in a home.
- Personal delivery of Discover Videos or other evangelistic videos to someone's home, or showing them in a small group.
- Operating an Internet Bible School on your local church's computer or on a member's personal computer.

(These methods are dealt with in detail in chapters four through eight.)

*The aim is to have a variety of approaches to reach as many people as possible!*

## **What Are the Goals of a Discover Bible School?**

- To establish redemptive friendships with the unchurched and with Christians living in your community.
- To connect unchurched people with Jesus and lead them to become fully devoted disciples of Christ.
- To assist Christians and the unchurched in a continual, in-depth understanding of the Bible and to acquaint them with our Adventist Message.
- To show people how the Bible meets their daily needs.
- To acquaint people with the major doctrinal teachings of the Bible.
- To provide Bible study options that acquaint the student with a broad understanding of Scripture (life of Jesus, prophecy, the gospels, distinctive doctrines).
- To prepare your community for a seminar or public evangelistic meeting.
- To prepare Bible School participants to become baptized church members who are fully devoted disciples of Jesus Christ and who make witnessing their way of life.

## **You May Choose Your Church's Level of Involvement**

- Most churches have the resources to organize their very own Bible School.
- Smaller churches may consider teaming up with a neighboring church to share the cost and labor.
- Or a small church can select a maximum number of students you can serve, and the Voice of Prophecy will care for the rest.

## **How Do You Find People to Study the Lessons?**

Chapter 3 gives twenty ways of finding people who wish to study the Bible.

## **What Resources Are Available?**

Throughout the *Discover Bible School Manual* (hereafter referred to as *Discover Manual*) and the *Discover Bible School Reference Guide* (hereafter referred to as the *Discover Reference Guide*), you will find detailed information about the resources that are available. Here are just a few:

- Bible lessons, Bible study/evangelistic videos, 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 catalogue of additional materials that are available.

(In Chapter 1 of the *Discover Reference Guide* read the testimonies of those who are now operating a Discover Bible School and the responses from their students.)

## Chapter 2

### HOW TO START A DISCOVER BIBLE SCHOOL

#### Follow These Easy Steps

- Start praying about establishing a school.
- Call the Voice of Prophecy Bible School at (805) 955-7659, (805) 955-7652 or Toll Free: 1-877-955-2525 and ask for the "Hearts Are Lighting Up" video, the "How to Organize and Operate A Discover Bible School" video, and the Discover Bible School Information Packet which contains the *Discover Bible School Manual* and a sample of some of the materials that are available. These products are free.
- Watch the two videos and become familiar with this *Discover Manual*.
- Show the "Hearts Are Lighting Up" video during the worship service (preferably after a Christ-centered sermon on witnessing). Pass out a Participation Form to each member; pray; go through it with them and collect the forms before dismissal. (A sample Participation Form is included at the end of this chapter.)
- Discuss the concept on your church board and vote to organize a Discover Bible School.
- Select a supervisor and an associate supervisor for the school. (Some choose to call the leader of their Bible School, "coordinator" rather than the title of "supervisor." You can choose the title for your 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
- Order a Discover Package or a supply of other Bible study lessons from the Voice of Prophecy. If you have a *Signs* newsbox or are using Bible lessons or videos 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.
- Register your Discover Bible School with the VOP. (A registration form is included at the end of this chapter for registering your school and selecting the zip codes you wish to service.)

- Select your team to operate your Discover Bible School.
- Establish a Prayer Ministry if your local church does not already have one.
- Prepare a budget.
- Involve and train members in how to find people who are willing to study the Bible. Share appropriate experiences every week in Sabbath School, during the worship service, in newsletters, etc. to inspire others.
- Set up the school in a visible location in the local church. Small banners are available from VOP.
- Be sure to operate the Discover Bible School in advance of, during, and after all reaping meetings.
- Utilize the assistance that is available from your local pastor, conference leadership, and from the VOP via our *Discover Newsletter*, telephone consultation, seminars, rallies, etc.

## **Personnel Needed**

**Leadership Team (if possible, fill the following four positions by one or more individuals.)**

- Bible School Supervisor
- Prayer Ministry Coordinator
- Visitation Coordinator
- Bible School Promotion Leader

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:

- An Associate Bible School Supervisor.
- People to be in charge of each of the five methods of delivering the Bible lessons dealt with in detail in chapters four through eight: personal delivery of lessons, a Bible correspondence school, small group Bible studies, video ministry, and an Internet Bible School.
- Individuals to assist with record keeping, supplies, and participants in the five methods of delivering the lessons.

## **Job Descriptions**

Smaller schools will not need all of the above-mentioned positions. The positions are given in case they are needed in your school. Adapt as needed. It is essential to have a supervisor, 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.

### **Bible School Supervisor (or coordinator)**

1. Oversees the Bible School staff and the overall program.
2. Arranges for the selecting and training of the staff.
3. Sees that the supplies are ordered.
4. Arranges with the Visitation Coordinator for the follow-up of Bible School interests.
5. Keeps your local church informed regarding the work of the Bible School.
6. Involves every member in the Bible School operation and/or in the community outreach.
7. Other duties as necessary.
8. Reports to the pastor and church board.

### **Prayer Ministry Coordinator**

1. Arranges for the church family to pray for the Bible students.
2. Arranges for prayer ministry events to support the Bible School in its ministry.
3. Recruits others to assist with the prayer ministry.
4. Reports to the Bible School supervisor.

### **Visitation Coordinator**

1. Directs the visitation plan of Bible study interests.
2. Trains or arranges for the training of church members to make visits.
3. Recruits members to assist with visitation.
4. Reports to the Bible School supervisor.

### **Bible School Promotion Leader**

1. Alerts the church to the need for finding Bible students and explains how each member can participate.
2. Keeps the church informed regarding the Bible School's accomplishments and needs via the church newsletter, bulletin, and presentations in Sabbath School or church service.
3. Arranges for door-to-door distribution of enrollment cards by the church members, and/or the mass mailing of enrollment cards to the community, and/or blowing the newspaper enrollment card into the local newspaper.
4. Arranges for advertising to obtain Bible study students.
5. Reports to the Bible School supervisor.

*See Chapter 2 of the Discover Reference Guide for job descriptions for the optional positions. A sample Church Participation Form and a Bible School Registration Form follow this page. A Media Center Interest Request Form can be found in Chapter 3 of this manual.*

## 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.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Be the supervisor or assist with supervision  | <input type="checkbox"/> Promote enrollments and the school     | <input type="checkbox"/> Take video tapes to homes            |
| <input type="checkbox"/> Coordinate one of the following:<br><input type="checkbox"/> Correspondence school<br><input type="checkbox"/> Personal delivery<br><input type="checkbox"/> Small groups<br><input type="checkbox"/> Video outreach<br><input type="checkbox"/> Internet Bible School<br><input type="checkbox"/> Prayer support | <input type="checkbox"/> Train members in door-to-door delivery | <input type="checkbox"/> Go with someone as a praying partner |
|  | <input type="checkbox"/> Teach students in their homes          | <input type="checkbox"/> Grade guides                         |
|  | <input type="checkbox"/> Visit students and ask for decisions   | <input type="checkbox"/> Telephone students                   |
|  | <input type="checkbox"/> Conduct a small group                  | <input type="checkbox"/> Mail materials and keep records      |
|  |   | <input type="checkbox"/> 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:** \_\_\_\_\_

## 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.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Be the supervisor or assist with supervision  | <input type="checkbox"/> Promote enrollments and the school     | <input type="checkbox"/> Take video tapes to homes            |
| <input type="checkbox"/> Coordinate one of the following:<br><input type="checkbox"/> Correspondence school<br><input type="checkbox"/> Personal delivery<br><input type="checkbox"/> Small groups<br><input type="checkbox"/> Video outreach<br><input type="checkbox"/> Internet Bible School<br><input type="checkbox"/> Prayer support | <input type="checkbox"/> Train members in door-to-door delivery | <input type="checkbox"/> Go with someone as a praying partner |
|  | <input type="checkbox"/> Teach students in their homes          | <input type="checkbox"/> Grade guides                         |
|  | <input type="checkbox"/> Visit students and ask for decisions   | <input type="checkbox"/> Telephone students                   |
|  | <input type="checkbox"/> Conduct a small group                  | <input type="checkbox"/> Mail materials and keep records      |
|  |   | <input type="checkbox"/> 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:** \_\_\_\_\_

# Local Church Registration Information Form

Please Print or Type Clearly

Current Date \_\_\_\_\_

**1. Local Church Information:**

Church Name \_\_\_\_\_

Street Address \_\_\_\_\_

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

Is mail deliverable at this church street address? Yes \_\_\_\_\_ No \_\_\_\_\_

Church Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail address \_\_\_\_\_

**2. Local Discover Bible School Information:**

Supervisor's Name \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail address \_\_\_\_\_

**Address of your Discover Bible School:**

(Note: Accuracy is essential since all enrollment cards, newsletters, and other information will be sent to this Discover Bible School address)

School Name DISCOVER BIBLE SCHOOL \_\_\_\_\_

Postal Address \_\_\_\_\_

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

**3. Your Discover Bible School agrees to accept the responsibility of serving the following zip codes:**

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

Have you verified the zip codes with your conference Ministerial Secretary or neighboring church pastors? Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE TURN PAGE OVER**

4. Conference where your church is located: \_\_\_\_\_

5. Some churches have grouped together to form one Bible School. If this is your situation, please list the additional churches that comprise your Bible School:

Church Name \_\_\_\_\_ Street Address \_\_\_\_\_

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

Is mail deliverable at this church street address? Yes \_\_\_\_\_ No \_\_\_\_\_

Church Name \_\_\_\_\_ Street Address \_\_\_\_\_

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

Is mail deliverable at this church street address? Yes \_\_\_\_\_ No \_\_\_\_\_

Church Name \_\_\_\_\_ Street Address \_\_\_\_\_

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

Is mail deliverable at this church street address? Yes \_\_\_\_\_ No \_\_\_\_\_

Church Name \_\_\_\_\_ Street Address \_\_\_\_\_

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

Is mail deliverable at this church street address? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Return this form to:  
Discover Bible School  
P.O. Box 2525  
Newbury Park, CA 91319  
Fax# (805) 522-1760**

**Office use only:**

Date entered \_\_\_\_\_

Assigned Bible School ID # \_\_\_\_\_

**DO NOT DISCARD**

## Chapter 3

### 20 WAYS TO ENROLL PEOPLE IN A BIBLE COURSE

Thousands of souls can be won by enrolling people in a Bible course. Requests for Bible lessons (applications) and those who return lesson one (enrollments) can be serviced by personal delivery, by mail, by videos, in group studies, or by a combination of two or more of these.

1. **Enroll Friends:** Enroll friends, family, co-workers, neighbors, and casual daily contacts using lesson #1 or an enrollment card. Carry enrollment cards and Guide #1 at all times. 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.
2. **Electronic Media and Publications:** Enroll media (It Is Written, Voice of Prophecy, Faith For Today, etc.) 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 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 cards come to a central address at the VOP and are distributed to your school on a daily basis.
5. **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 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.
6. **Personal Delivery House-to-House:** House-to-house visitation using Discover 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. Several companies 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. The VOP has excellent 8 1/2 X 11-inch inserts.
11. **Display Ads:** Sponsor ads in newspapers, newsletters, and local magazines. Advertising slicks and classified ads are available from the Voice of Prophecy.
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. Possible locations are numerous: professional offices, waiting areas, hospitals, laundromats, convenience stores, restaurants—use your imagination. (Available from the Voice of Prophecy.)
14. **Small Groups:** Enroll people in a Bible course in a small group. This can take the form of a home Bible class or a pastor's class on Sabbath morning.
15. **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.)
16. **Radio Spots:** Use radio advertising spots immediately following the Voice of Prophecy broadcast or at other times during the day. The VOP can usually 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.
17. **TV and Radio Spot Ads:** Advertise the Bible course on local Adventist radio broadcasts and telecasts.
18. **Radio Spot Package:** Purchase a package of radio spots for an advertising blitz that supports and increases the results during a mass distribution of enrollment cards.
19. **Telephone Survey:** Call names listed in the telephone book and invite them to enroll.
20. **Prospectuses:** Place the Discover Prospectus in waiting rooms, or distribute them from door to door. When distributing the prospectus door-to-door tell the person who receives the prospectus that you will return in an hour to pick it up. 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.

*See the end of this chapter for sample letters to send to interests. In addition, Chapter 3 of the Discover Reference Guide has more information and additional samples of letters to send to interests, door-to-door surveys, suggested telephone conversations, organizing your community for enrollment card distribution, the five most effective methods of getting enrollments, and other items discussed in this chapter.*

## **Two Sample Letters To Send To It Is Written, Voice of Prophecy, and La Voz de la Esperanza and Other Interest Names**

### **Letter # 1**

(Adapt and use with any set of Bible lessons. Also, the first sentence of the letter can be adapted and used for Amazing Facts, Breath of Life, Quiet Hour, *Signs, Message, and El Centinela* magazines and other interest names).

Dear Friend,

As a viewer of the \_\_\_\_\_ telecast, (or a reader of \_\_\_\_\_, or a listener to the \_\_\_\_\_ radio program), we have something very special we'd like to offer you. It could change your life for the better. It is a series of Bible reading guides. There are 26 separate guides, each covering a different Bible topic. We'd like to make these available to you FREE of charge.

The Discover Bible Guides are beautifully designed. You will find your attention held from beginning to end as you read through them. You will also find them easy on your tight schedule. Best of all, you can enjoy them in the privacy of your own home.

The Discover Bible Guides will provide you with answers to some of life's most difficult questions, all from a source you can trust---the Bible. The study guides take a candid look at numerous questions such as: Why does a God of love let me suffer? What should I do when I don't feel very good about myself? Where can I find lasting happiness? How can I prepare for the future? How can I find help for my family? The answers to these and many other questions will be covered.

You will receive the Discover Bible Guides by simply completing and returning the enclosed enrollment card.

Let me just say, I really hope you will take advantage of this offer. It could be one of the most important experiences you have (or, important decisions you will ever make). It could make an eternal difference in your life (or, I am looking forward hearing from you).

Sincerely,

Your Name, Coordinator  
Discover Bible School

## **Letter # 2**

**Jane Weber of Billings, MT sent the following more specific and more personal letter and a DISCOVER enrollment card to It Is Written interests.**

**This same letter can be adapted and used for radio broadcasts, other telecasts, and magazine subscriber names and other interests.**

Dear Mr. Kunz,

When we reviewed our records recently, we discovered that you have requested materials from the IT IS WRITTEN program in the past. I have some good news for you today. IT IS WRITTEN's sister organization, the VOICE OF PROPHECY, has just prepared a simple, down-to-earth, practical series of Bible study guides that answer the deeper questions of life—questions such as “How can I find peace of mind?” “Is the world about to end?” “How can I obtain answers to my prayers?” “What really happens when you die?” These and many other questions will be answered as you personally explore (in the privacy of your own home) the great teachings of Scripture in the new DISCOVER lessons we are offering. Bible study will become an exciting adventure!

The lessons are yours absolutely free. There is NO cost. Your only commitment is to faithfully do the lessons and return the answer sheets to the IT IS WRITTEN affiliate office here in Billings, Montana. If you would like to participate in this study adventure, if you would like to have your faith deepened, if you would like to learn more about what the Bible predicts about the future, mail the enclosed card today! We'll be delighted to deliver your lessons by mail immediately upon receiving your card. Rest assured that you are poised on the verge of thrilling new discoveries which will bring you greater peace of mind, deeper joy and new, satisfying meaning to your life.

Sincerely your friend,

(signature)

E. Jane Weber, Director  
Discover Bible School

**RETURN THIS FORM  
AT LEAST 6 WEEKS BEFORE YOUR MEETINGS**

**TO:** It is Written Evangelistic Association  
Attn: Opal Mitchell  
101 E. Cochran St., Simi Valley, CA 93065  
Phone: 805-955-7741 Fax: 805-955-7734

<b>FOR OFFICE USE:</b> Date Received _____ Date to Mail _____
---

**REQUEST FOR NAMES FROM THE MAILING LIST  
MEDIA MINISTRIES EVANGELISM INVITATIONAL PROGRAM**

ENGLISH MINISTRIES

Voice of Prophecy	<input type="checkbox"/> Names and Addresses	<input type="checkbox"/> Labels	<input type="checkbox"/> Letters of Invitation
It Is Written	<input type="checkbox"/> Names and Addresses	<input type="checkbox"/> Labels	<input type="checkbox"/> Letters of Invitation
Faith For Today	<input type="checkbox"/> Names and Addresses	<input type="checkbox"/> Labels	

SPANISH MINISTRIES

La Voz de la Esperanza	<input type="checkbox"/> Names and Addresses	<input type="checkbox"/> Labels	<input type="checkbox"/> Letters of Invitation
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*The letters of invitation will be signed by the speakers and sent out by the ministries at the first class rate. You will be billed for the postage. Voice of Prophecy, La Voz, It Is Written and Faith For Today charge a \$10 fee for one or all three items requested. The \$10 fee will be billed.*

---

**If you are requesting letters of invitation to be sent, please fill in #1-10 below.  
If you are requesting names and addresses or labels, please fill in #10 only.**

1. Location of crusade/seminar: City \_\_\_\_\_ State \_\_\_\_\_
2. Name of meeting place \_\_\_\_\_
3. Street address of meeting place \_\_\_\_\_
4. Date of first meeting \_\_\_\_\_ Meeting time: Hour \_\_\_\_\_ Days of week \_\_\_\_\_
5. Name of speaker \_\_\_\_\_
6. Title of opening presentation \_\_\_\_\_
7. Telephone number for more information \_\_\_\_\_
8. Special features:  Child care  Music \_\_\_\_\_  Audio / visuals \_\_\_\_\_
9. Do you wish handbills to be included in each letter of invitation?  Yes  No
10. Zip codes from which names are to be selected:  
Zip Codes                      Zip Codes                      Zip Codes                      Zip Codes

Submitted by (name) \_\_\_\_\_ Phone \_\_\_\_\_ (Res.)  
Church/Organization for billing \_\_\_\_\_ Phone \_\_\_\_\_ (Church)  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Shipping address if different from above: \_\_\_\_\_



## Chapter 4

### 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 if possible. 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, 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 # 1.

- 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. 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 how You are leading in her own life. Please bless and guide her. In the name of Jesus. Amen."

## Suggested Approach # 2

- **Introduction:** “Good afternoon. (Hold up the request card or form). Are you \_\_\_\_? (Make presentation only to that person.) I am \_\_\_\_\_ and this is \_\_\_\_\_. We can’t stay long, but we came in answer to your request. You made a wise choice.”
- **Presentation:** “Hundreds are enjoying these beautiful study guides (hold up Guide #1 and open the cover); they answer life’s greatest questions (scan with a pen) (page through). They are put together beautifully and each section is supported by Bible texts (point) (keep turning pages and talking to the end).”
- “\_\_\_\_\_ and I are enjoying these so much we are happy to share them with you. When you finish reading these few pages there is a sheet to help you review what you have read (hand it to her or him); I know you’ll really enjoy these. One person finished the other day and said he wished there were 1000 more guides.”
- “We are planning to be in the area next week about this time and we’ll be happy to leave you the next study guide. If you have any questions we can discuss them.” If a definite interest is shown, say, “Perhaps we can compare our answers? Would this time be the best for you? (or arrange another time) Great! Be sure to have the Answer Sheet ready and we’ll leave you another one. We’ll look forward to seeing you next week at \_\_\_\_.” (Have prayer only if it will increase their interest and not hinder it.)
- **“Who puts this out?”**  
 If they ask, “Who puts this out?” Say, “The Voice of Prophecy, one of the oldest continuous religious radio broadcasts in North America. Their Bible School is one of the first national Bible correspondence schools and is sponsored by the Seventh-day Adventist Church and other interested people.”

- **If they want the lessons by mail**

If they say, "I thought the lessons would come in the mail," respond by saying, "I usually stop by to explain the program. However, I can send the lesson in the mail or I can come by so that if you have any questions we can discuss them. I would be happy to do whichever you prefer." If they request by mail, take a return envelope from your pocket, put a stamp on it, and say, "I'll be looking forward to receiving your Answer Sheet. God bless you."

## **Visiting Radio and Television Interests**

- Follow numbers 1-5 above.
- Refer to the person's printout, smile and ask, "Are you \_\_\_\_? (Make presentation only to that person.) I am \_\_\_\_ and this is \_\_\_\_\_. We are associated with the Voice of Prophecy radio broadcast (or It Is Written or Breath of Life, or The Quiet Hour, or Amazing Facts)."
- Hold up the Discover Guide #1 (or the first lesson of another Bible course) and ask, "Have you taken advantage of our new exciting home Bible guides offered on the program?"
- "Hundreds are enjoying these beautiful study guides (hold up Guide #1 and open the cover); they answer life's greatest questions (scan with a pen) (page through). They are put together beautifully and each section is supported by Bible texts (point) (keep turning and talking to the end)."
- "\_\_\_\_\_ and I are enjoying these so much we are happy to share them with you. When you finish reading these few pages there is a sheet to help you review what you have read (hand it to her/him). I know you'll really enjoy these. One person finished the other day and said he wished there were 1000 more guides."
- "We are planning to be in the area next week about this time and we'll be happy to leave you the next one. If you have any questions we can discuss them." If a definite interest is shown, say, "Perhaps we can compare our answers. Would that be OK? Would this time be the best for you? (or arrange another time). Great! Be sure to have the Answer Sheet ready, and we'll leave you another guide. We'll look forward to seeing you next week at \_\_\_\_." (Have prayer only if it will increase their interest and not hinder it.)

## **Visiting Door to Door with Guide #1.**

- Follow numbers 1-5 above. (Be gracious but positive.)
- Hold the Discover Guide (or other lesson) before them in one hand with a pen in the other hand.
- Say, "It is good to find you home. I am \_\_\_\_\_ and this is \_\_\_\_\_. We are volunteers with (or we are associated with) (the Voice of Prophecy radio broadcast, the It is Written television program or other well-known broadcast or telecast);" or, "We are with the Discover Bible School."

- “We can’t stay long, but we did want to give you your free copy of the new Discover Guides.”
- Follow the presentation above, adjusting the last line to: “We’ll look forward to seeing you next week at \_\_\_\_ and if you like it, we’ll leave you another Discover Guide.”

*See Chapter 4 of the Reference Guide for more information and samples of the items referred to in this chapter. The Reference Guide contains suggestions for visiting door-to-door, visiting those who have purchased books from literature evangelists, using a community survey, visiting community services clients, visiting door-to-door with Guide #1, visiting former members.*

## Chapter 5

### A BIBLE CORRESPONDENCE SCHOOL

**Operating a Discover Bible School by mail is a simple procedure.**

**Follow These Easy Steps:**

#### **A. Setting Up your Bible School**

##### **1. Rent a Post Office Box.**

Do not 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  
Anytown, State/Province/Country

##### **2. Order the Supplies Needed:**

- Bible lessons. (This chapter is based on using the Discover Guides; however, you may use any Bible lessons you wish. The principles outlined in this chapter 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.
- 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 which states, "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. Order and Obtain the Equipment Needed:**

- A computer and printer, or a typewriter.
- 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. (A helpful checklist to use when setting up a Discover Bible School is included in Chapter 5 of the *Discover Reference Guide*.)

## **B. Procedures**

- When you receive a request for Bible lessons from someone, enter the name in your record system. (A sample Student Record form is included at the end of this chapter.)
- 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 (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.

## **C. What Do You Do If You Send Guide #1 or Guides #1 & #2 and You Receive No Response?**

There are several approaches to follow. Not all Bible Schools have experienced the same results using the same methods. Try each of these to determine which is best for the area in which you live. Make sure you include an introductory letter with Guide #1; this will increase enrollments.

### **Approach #1**

- Wait approximately 14 days. If you do not receive Answer Sheet #1 from the student back in the mail, automatically send out Guide and Answer Sheet #2 with a letter.
- If you do not hear from the student within two more weeks, then follow one of these options: mail another reminder letter, make a visit, or telephone his or her home.
- If your Bible School budget can afford it, place a postage stamp on the return envelope when you do the second or third mailing. People don't like wasting a stamp and it is an incentive to mail the Answer Sheet back.

### **Approach #2**

- Wait to send Guide #2 until you receive Answer Sheet #1 from the student.
- If you do not receive Answer Sheet #1, then send out a reminder letter.
- If you still don't hear, send out another reminder letter.
- If you still don't hear from the student, follow up with a telephone call or visit.

### **Approach #3**

- Mail Guide #1 and Answer Sheet #1 with a letter of welcome and a return envelope enclosed.
- Ten days later mail Guide #2 and Answer Sheet #2 as a reminder (50% more respond by sending Guide and Answer Sheet #2 than if only Guide and Answer Sheet #1 is mailed, because receiving Guide #2 acts as a reminder to the person).
- If you still don't hear from the student, follow up with a telephone call or a visit.

Also, consider offering videos if printed lessons do not appeal to the students.

*At the end of this chapter there is a sample letter to send to those who have not returned Answer Sheets #1 and #2. In Chapter 9 of the Discover Reference Guide there is also information on visiting those who have not responded to Guide #1 that was mailed. If you need help on what to say during a visit, this is excellent material.*

### **Reminder Letters**

- Each time a student has not sent an Answer Sheet to the school for more than 1 month, a Reminder Letter is sent to the student.
- Each time a student has not sent an Answer Sheet to the school for more than 2 months, a Reminder Letter is sent to the student. *Reminder Letters for 1 month and 2 months are included at the end of this chapter.*
- A telephone call to the student to encourage the student to continue studying the Guides is even more effective than a letter. A visit is the best!
- Once a month, go through the Student Record sheets and note any students who have not sent in an Answer Sheet for one month or two months. Address envelopes for the Reminder Letters when going through the file.

### **Mailings**

- With the exception of Guides #1 and #2, all Guides are mailed two at a time.
- Each mailing should include:
  - The corrected Answer Sheet.
  - The next two Guides with Answer Sheets.
  - A return envelope.
  - Periodically other items can be included such as radio and television logs, enrollment cards stamped "For a Friend," a letter that is sent with the last two guides, etc.

## D. Grading Lessons

- When the answer is wrong, do not mark it wrong, instead circle the correct answer.
- Never put a grade less than “Good” on an Answer Sheet even if the student answers all the questions incorrectly. They have done their best. Write a short note encouraging them to keep studying.
- If they have done well, write by hand on the corrected Answer Sheet brief encouraging notes of praise such as: “You are doing a great job,” “Keep up the good work.” The student needs to know their instructor is his or her friend.
- Follow this grading system (Answer Keys for the Discover and Focus on Prophecy Guides are included in Chapter 14 of this manual):

All correct	Perfect
1 or 2 incorrect	Excellent
3 incorrect	Very Good
4 or more incorrect	Good
- Each time you receive and grade an Answer Sheet, enter information on the student’s individual record sheet, noting any new information they share with you. On the back of the record sheet is a place to record the student’s answers and responses to the decision questions. This information is valuable to the visitation teams. *A sample Student Record sheet is included at the end of this chapter.*
- **It is essential** that the person who corrects the Answer Sheets writes personal notes to the student. More students will finish the course, accept Christ, and be baptized if the person correcting the Answer Sheets faithfully forms a friendship with each student. *See Chapter 5 of the Discover Reference Guide for helpful “Suggestions for Personal Discussion and Grading the Discover Guides.”*
- Mailing Schedules for Discover and Focus on Prophecy Guides are included at the end of this chapter.
- When processing Answer Sheets by mail or by personal delivery, promptness in returning the corrected Answer Sheets to the student is essential to keep up a student’s interest and momentum.

## E. Counseling Bible School Students

When students write letters asking questions that require an answer, the letter writer needs to answer these in a clear and simple way, enclosing a pamphlet which goes into more detail if necessary. Many students will write letters telling of their personal problems and ask for advice. It is important not to be too definite in giving your personal opinions. You don't want to be

responsible for a person making a wrong decision in his or her life and then blaming you. Most people feel better just telling you their problems and in doing so many times the person figures out his or her own solution.

When getting letters from a student, the Bible Instructor must be in tune with God and always on the alert, reading between the lines. There are many hurting people, and God can use us to help heal their wounds. When we help people with their personal needs, we strengthen their desire to come to Jesus.

## **F. Basic Rules When Answering Letters with Questions**

- Don't over-answer. Make your answers brief.
- Avoid answering questions in a controversial way.
- Avoid arguing—allow the Holy Spirit to convict them.
- To further explain difficult subjects enclose an appropriate tract, but don't bury students with literature. The lessons themselves are already more reading than some people do.
- Treat each correspondent as a valued friend.
- Always stick to the positive.
- Don't discuss subjects ahead of the lessons, but tell the student the question will be answered in a future lesson.
- If there is evidence that the student is under conviction, get the student in contact with a live human being as soon as possible. We are told to “strike while the iron is hot.”
- Work in harmony with the angels through being much in prayer, being filled with the Spirit, and letting Christ guide your mind and thoughts.

## **G. Valuable Tips to Help Correspondence Students Continue**

- Return Answer Sheets immediately.
- Placing a stamp on the return envelopes sent to the student is sometimes helpful in motivating the student.
- It is essential for the person grading the lessons to form a friendship and a relationship with the student.
- Let the students know you are praying for them. Ask for prayer requests.
- Always invite the student to take another Bible course when they complete the current course. If possible enroll the student in personal studies or a home small group using the Bible course.
- Ask the Prayer Ministry Coordinator to have the church members pray for the students. Pray over the lessons when they are ready to be mailed. Visitation and perseverance are essential.

## H. Suggestions When Making a Visit to an Interested Student

When using Discover Guides (or other Bible lessons), visit students and deliver a booklet at these times rather than sending booklets by mail:

- After lesson #12, *Peace Above the Storm (Steps to Christ)*.
- After lesson #18, a booklet on keeping the Sabbath.
- After lesson #26, a booklet of your choice that seems appropriate.

*If you cannot find the person at home when they complete the Discover Guides, send a letter with the last two Guides. A sample letter is included at the end of this chapter. A visit is best.*

## I. Interest Report Form Instructions

- Immediate, effective follow-up is the key to making this entire program productive. As interests develop from students taking the Bible course by mail, the pastor or layperson responsible for person-to-person follow-up will be contacted and given the name and address of the interested student and information about the student on an Interest Report form.
- At least three different times an Interest Report is sent to the pastor or lay visitor for each student who studies the Discover Guides or another full-message course. The same form is used for all three Interest Reports.
  - **The first Interest Report is sent when the student completes Answer Sheet #9-10.** Answer Sheets #6 and #9 both ask the student to make a decision for Christ. The student's response should be noted on the Student Record sheet and the Interest Report form. The Interest Report form is given to the pastor or layperson who takes the book *Peace Above the Storm* to the student.
  - **The second Interest Report is sent when the student completes Answer Sheet #15-16, which calls for a decision on the Sabbath.** A book on the topic of the Sabbath is delivered when this visit is made. Delivering the book makes it easy for the person visiting the student.
  - **The third Interest Report is sent when the student completes the last Answer Sheet #25-26 and is eligible for a diploma.** Attached to the Answer Sheet #25-26 is a sheet that is to be filled out by the student telling what the Discover Guides have meant to him or her. This filled-in sheet is stapled to the Interest Report form and sent to the person visiting the student. The visitor invites the person who has completed the course to enroll in the advanced course and also asks the student how he/she wishes to have his or her name appear on the diploma.

*If you need help on what to say during these three visits, see Chapter 9 of the Discover Reference Guide. An Interest Report form is included at the end of this chapter. Make a duplicate copy of the Interest Report form, then turn over the copy that has been duplicated and duplicate the Interest Report form again on the second side of the page. Cut the pages in half. Each half page will be a complete Interest Report form. Also included is the "Objective of Visiting a Student and Suggestions on What to Say" that will help you to accomplish the purpose of each of your visits.*

## **J. Diplomas and Graduations**

- The Voice of Prophecy will issue a diploma to those who complete the Bible course.
- 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 Chapters 10 and 11 of this Discover Manual, and Chapter 11 of the Discover Reference Guide.*

## **K. Following Up the Graduates**

- It is extremely important to enlist the graduate in another Bible course.
- Enroll the student in another correspondence course, or in a small group home Bible study, or in video presentations. 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 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 of your choice.
- The videos 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.
- Along with the video 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.*

*See Chapter 9 of this Discover Manual for more information on helping people make the decisions to accept Christ, keep the Sabbath, be baptized and become church members.*

**If you are operating a Correspondence Discover Bible School, especially look at Chapter 5 of the Discover Reference Guide. There you will find information and samples of letters, forms, visitation techniques, and other items referred to in this chapter.**

## Discover Bible Course Mailing Schedule

The following is the order to follow when using the Discover Bible Guides. You can adapt these mailing guidelines to use with any set of lessons you choose to use in your Discover Bible School.

*This mailing schedule may be duplicated and posted in the Bible School mailing area.*

### DISCOVER BIBLE COURSE MAILINGS

- (1) Discover Guides are mailed First Class in a First Class carrier envelope with the student's address on the Answer Sheet showing through the window of the envelope.
- (2) For both Mailings 1 and 2 an address label must be typed or printed out by the computer and placed on the Answer Sheet so it will show through the window of the envelope.
- (3) For Mailings 3 to 15 use the address on the corrected Answer Sheet to return the Answer Sheet and send more Guides and Answer Sheets to the student.

---

Mailing 1      Guide #1 and Answer Sheet #1 (imprinted with address of school)  
Welcome Letter  
Return Envelope

Mailing 2      Guide #2 (**Mail 7 to 14 days after mailing Guide #1**)  
Answer Sheet #2  
Return Envelope  
Broadcast Log(s)

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Mailing 3      Corrected Answer Sheet #1  
Guides #3 and #4 and Answer Sheet #3-4  
Return Envelope

Mailing 4      Corrected Answer Sheet #2  
Guides #5 and #6 and Answer Sheet #5-6  
Return Envelope  
Enrollment Card (*rubber-stamp "For a Friend" on the card, or on a Post-it note, and affix it to the card. Some schools place a card in every mailing with a Post it note affixed*)

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Mailing 5      Corrected Answer Sheet #3-4  
Guides #7 and #8 and Answer Sheet #7-8  
Return Envelope

Mailing 6      Corrected Answer Sheet #5-6  
Guides #9 and #10 and Answer Sheet #9-10  
Return Envelope  
Enrollment Card (rubber-stamp "For a Friend" on the front)

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Mailing 7      Corrected Answer Sheet #7-8  
                 Guides #11 and #12 and Answer Sheet #11-12  
                 Return Envelope

Mailing 8      Corrected Answer Sheet #9-10  
                 Guides #13 and #14 and Answer Sheet #13-14  
                 Return Envelope  
                 *Peace Above the Storm*

*NOTE: Fill out an Interest Report Form and attach the tear-off sheet from Answer Sheet #5-6. It is preferable to deliver Peace Above the Storm in person to the student.*

-----  
Mailing 9      Corrected Answer Sheet #11-12  
                 Guides #15 and #16 and Answer Sheet #15-16  
                 Return Envelope

Mailing 10     Corrected Answer Sheet #13-14  
                 Guides #17 and #18 and Answer Sheet #17-18  
                 Return Envelope

-----  
Mailing 11     Corrected Answer Sheet #15-16  
                 Guides #19 and #20 and Answer Sheet #19-20  
                 Return Envelope  
                 Book on the topic of the Sabbath

*NOTE: Fill out an Interest Report Form. Include the information on Answer Sheet #16. It is preferable to deliver the book on the Sabbath topic in person to a student.*

Mailing 12     Corrected Answer Sheet #17-18  
                 Guides #21 and #22 and Answer Sheet #21-22  
                 Return Envelope

-----  
Mailing 13     Corrected Answer Sheet #19-20  
                 Guides #23 and #24 and Answer Sheet #23-24  
                 Return Envelope

Mailing 14     Corrected Answer Sheet #21-22  
                 Guides #25 and #26 and Answer Sheet #25-26  
                 Return Envelope

-----  
Mailing 15     Corrected Answer Sheet #23-24 and Answer Sheet #25-26  
                 Coupon for the advanced Bible course

*NOTE: Fill out an Interest Report form. Attach the tear-off sheet from Answer Sheet #25-26. It is preferable for the person who visits the student to deliver the filled-in Answer Sheets #23-24 and #25-26, rather than sending them by mail.*

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## Focus on Prophecy Mailing Schedule

The following is the order to follow when using the Focus on Prophecy Bible Guides. You can adapt these mailing guidelines to use with any set of lessons you choose to use in your Discover Bible School.

*This mailing schedule may be duplicated and posted in the Bible School mailing area.*

### FOCUS ON PROPHECY COURSE MAILINGS

- (1) Prophecy Guides are mailed First Class in a First Class carrier envelope with the student's address on the Answer Sheet showing through the window of the envelope.
- (2) For both Mailings 1 and 2 an address label must be typed or printed out by the computer and placed on the Answer Sheet so it will show through the window of the envelope.
- (3) For Mailings 3 to 11 use the address on the corrected Answer Sheet to return the Answer Sheet and send more Guides and Answer Sheets to the student.

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Mailing 1      Guide #1 and Answer Sheet #1  
                    Welcome Letter  
                    Return Envelope

Mailing 2      Guide #2 and Answer Sheet #2 (**Mail 7 to 14 days after mailing Guide #1**)  
                    Return Envelope

Send out Guide #2 two weeks after mailing Guide #1. If you have not received Answer Sheet #1 back when you mail Guide #2, put in a note stating you are looking forward to receiving their Answer Sheets.

If you do not receive back Answer Sheets #1 and #2, call or visit the student. If calling or visiting is not a good option for you, then write the student a note encouraging them to return the Answer Sheets.

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Mailing 3      Corrected Answer Sheet #1  
                    Guides #3 and 4 and Answer Sheet #3-4  
                    Return Envelope  
                    Prophecy Enrollment Card (attach a "Post-it note" or stamp the card stating "For a Friend")

Mailing 4      Corrected Answer Sheet #2  
                    Guides #5 and 6 and Answer Sheet #5-6  
                    Return Envelope  
                    Voice of Prophecy Radio Log

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Mailing 5      Corrected Answer Sheet #3-4  
Guides #7 and 8 and Answer Sheet #7-8  
Return Envelope

Include prophecy enrollment cards marked “For a Friend” with each of the remaining mailings. Don’t forget to include notes to the students telling them you are praying for them and encouraging them to study.

Mailing 6      Corrected Answer Sheet #5-6  
Guides #9 and 10 and Answer Sheet #9-10  
Return Envelope  
It Is Written Television Log

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Mailing 7      Corrected Answer Sheet #7-8  
Guides #11 and 12 and Answer Sheet #11-12  
Return Envelope

Mailing 8      Corrected Answer Sheet #9-10  
Guides #13 and 14 and Answer Sheet #13-14  
Return Envelope

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Mailing 9      Corrected Answer Sheet #11-12  
Guides #15 and 16 and Answer Sheet #15-16  
Return Envelope

*NOTE: Guide #15 is on the topics of the mark of the beast and change of the Sabbath. Give the students booklets on the topic according to their questions and readiness for more information.*

Mailing 10     Corrected Answer Sheet #13-14  
Guides #17 and 18 and Answer Sheet #17-18  
Return Envelope

---

Mailing 11     Corrected Answer Sheet #15-16  
Guides #19 and 20 and Answer Sheet #19-20  
Return Envelope  
Discover Bible Guide Enrollment Card

*NOTE: Make personal contact with the student. Deliver the diploma and booklet #21 (Prophecy Summary Booklet). If you are unable to contact the student in person, call them on the telephone. If you are unable to visit or reach the student on the telephone, mail booklet #21 and their diploma to them. Always invite the student to enroll in another Bible course or to view a set of Discover or other videos.*

## **Keeping Records on a Student Record Form**

When the student enrolls by completing at least one filled-in Answer Sheet, a Student Record form is filled out for the student. The two pages that follow are a reproduction copy of the Student Record Form. Duplicate as many copies as you feel you will need. Punch holes in them, and each time you fill one out for a new student put it in a ring binder with alphabetical separators.

When enrolling a student all of the information about the student asked for on an Answer Sheet should be entered on the Student Record form. The record should be updated each time a student completes a lesson. A record should be kept of lessons mailed or delivered; personal information about the student; a decision for Christ, for keeping the Sabbath, and for baptism; comments by the student; telephone calls and written contacts with the student; and person-to-person contacts made with a student by the person following up the interest created.

The four pages that follow are a sample Student Record Form. Copy the pages back to back for a one-page record sheet. Some Bible Schools choose to use a computer database for record keeping.

## DISCOVER STUDENT RECORD SHEET

Mr. Mrs. Miss Ms.

\_\_\_\_\_  
Last Name                      First                      Initial                      (circle one)

\_\_\_\_\_  
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:

Guide Numbers	Date Guides Sent	Date Answered Sheet Received	Delivery Type PO—Post Office PD—Personal Delivery	Notes
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:	Date:

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

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

Understand and Believe God?

Desire New Life?

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

## FOCUS ON PROPHECY STUDENT RECORD SHEET

\_\_\_\_\_ Mr. Mrs. Miss Ms.  
 Last Name First Initial (circle one)

\_\_\_\_\_ City State Zip P.O. Box  
 Address

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: \_\_\_\_\_

Guide Numbers	Date Guides Sent	Date Answered Sheet Received	Delivery Type PO—Post Office PD—Personal Delivery	Notes
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 – Deliver w/dip.				

Diploma Ordered	Date:	Notes:		
Diploma Delivered	Date:	Del. Type:	Visitor:	
Reminder Letters	Date:	Date:	Date:	
Special Visits	Date:	Date:	Date:	

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

Focus on Prophecy – Thought Questions

<p><b>3-4</b> Do you desire to stay close to God and establish an intimate relationship with Him?</p>	<p><b>5-6</b> Have you accepted Jesus as your Savior? Do you believe that He has washed away your sins and that you are forgiven in Him?</p>
<p><b>7-8</b> Do you have the assurance that God will win over Satan? Do you feel that God loves you?</p>	<p><b>9-10</b> Have you accepted Jesus as your Savior? If not, would you like to?</p>
<p><b>11-12</b> If Jesus should come today, would you be ready to meet Him?</p>	<p><b>13-14</b> How can you be victorious against Satan and his temptations?</p>
<p><b>15-16</b> Heard of Sabbath? Know any Sabbath keepers? Visited Sabbath church? Thought of keeping Sabbath?</p>	<p><b>17-18</b> Do you trust God to take care of you? Is there anything in your life that is keeping you from making a complete commitment to God?</p>
<p><b>19-20</b> Have you accepted Jesus as your personal Savior? Have you reserved your place in His Kingdom? If not, won't you do so right now?</p>	

Answer keys for Discover and Focus on Prophecy Guides can be found at the end of this manual in Chapter 14.

## **A Checklist for Setting Up a Correspondence Discover Bible School**

### **PLACE A CHECK MARK BEFORE EACH ITEM AS IT IS COMPLETED**

Some items are optional and other items are essential when operating a school using mail to deliver some or all of the Guides. **There is an asterisk (\*) in front of the essential items.**

- \_\_\_\_\_ \* The first step is to order the *Discover Bible School Materials Package* for Discover, Focus on Prophecy Guides or other Bible Guides or separate items needed to operate a correspondence school. Other items are listed on the order blank.
  
- \_\_\_\_\_ \* The next step is to rent a post office box.
  
- \_\_\_\_\_ \* When your *Discover Bible School Materials Package* and other items ordered arrive, check carefully to see that all items ordered are included in your shipment.

### **ITEMS IN THE MATERIALS PACKAGE YOU MAY WISH TO ORDER AN ADDITIONAL SUPPLY OF**

- \_\_\_\_\_ ENROLLMENT CARDS (2 panel). If you plan to do a distribution of enrollment cards door-to-door, you will probably want to order extra enrollment cards. You must imprint or stamp your *Discover Bible School* address on the enrollment cards. (Cards with VOP return address printed on them are available upon request.)
  
- \_\_\_\_\_ ENROLLMENT CARDS FOR MASS MAILING (3 panel) to the homes in your community. Call the Voice of Prophecy Bible School for instructions on ordering. Call 1-805-955-7659 or 1-877-955-2525.
  
- \_\_\_\_\_ CARRIER ENVELOPES in which to mail guides. If you plan to operate your Bible school entirely by mail, rather than part mail and part personal delivery, you may need to order Carrier Envelopes in addition to those supplied.
  
- \_\_\_\_\_ PROSPECTUS for enrolling people in the DISCOVER Guides. If you plan to use the Prospectus to enroll people door-to-door, you will need to order extra Prospectuses.
  
- \_\_\_\_\_ GUIDE #1. If you plan to enroll people door-to-door using the mailing plan, you may wish to order extra Guide #1.

### **EQUIPMENT TO PURCHASE OR BORROW**

- \_\_\_\_\_ \* Arrange for the equipment needed to operate the Bible school.

## ITEMS IN THE BIBLE SCHOOL MATERIALS PACKAGE THAT NEED IMPRINTING

- \_\_\_\_\_ \* Have the school address imprinted on the ENROLLMENT CARDS.
- \_\_\_\_\_ \* Have the school address imprinted on (or affix address labels to) the DISCOVER ANSWER SHEET 1.
- \_\_\_\_\_ \* Have the school address imprinted (or affix address labels) as a return address on the outside CARRIER ENVELOPES used to mail Guides and Answer Sheets.
- \_\_\_\_\_ If you have ordered the Newspaper Inserts, or the *Nick's Discovery* booklets, have these printed with the school address.

## ITEMS NOT IN THE MATERIALS PACKAGE THAT MAY NEED TO BE ORDERED

- \_\_\_\_\_ \* Order stationery, LETTERHEADS AND ENVELOPES. To determine the quantity of stationery needed, you will need to order stationery for sending invitations to enroll in the Bible Guides to those on the church interest list, for writing letters to students, for reminder letters, for inviting students to an evangelistic meeting. Slicks (reproduction proofs) of artwork for the stationery are provided in the *Discover Bible School Materials Package* and available upon request from the Voice of Prophecy.
- \_\_\_\_\_ \* Order RETURN ENVELOPES printed with the address of the school (or affix address labels) to send with each Bible school mailing of Guides and Answer Sheets.
- \_\_\_\_\_ Order NAME AND ADDRESS LABELS if you plan to use them on DISCOVER Answer Sheet #1 and/or the return and carrier envelopes instead of having them imprinted.
- \_\_\_\_\_ \* Order AVERY LABEL SHEETS for affixing the student's name and address on Answer Sheets #1 and #2.
- \_\_\_\_\_ Order a RUBBER STAMP that says "For a Friend" to stamp the enrollment cards sent with Mailings 4 and 6.
- \_\_\_\_\_ Order a RUBBER STAMP with your Bible School's address on it.
- \_\_\_\_\_ Order RADIO & TV LOGS from the Voice of Prophecy, call (805) 955 -7659. (Or prepare your own log for all Adventist programs in the area.)
- \_\_\_\_\_ \* Order the names on the Voice of Prophecy, It Is Written, and La Voz de la Esperanza mailing lists to add to your church interest list before you send a letter inviting those on the list to enroll in the Discover course, call (805) 955-7741.

- \_\_\_\_\_ Order Newspaper Inserts for enrolling people in the DISCOVER Bible course.
- \_\_\_\_\_ Order *Nick's Discovery* booklets for enrolling people in DISCOVER.
- \_\_\_\_\_ Order RADIO spots advertising the Discover Guides. Call (805) 955-7659.
- \_\_\_\_\_ Arrange for NEWSPAPER ADS to advertise the Discover Guides, using the reproduction copy furnished with the Discover Package.

**ITEMS TO BE DUPLICATED FROM THE MASTERS IN THIS REFERENCE GUIDE**

- \_\_\_\_\_ \* Duplicate the INSTRUCTION AND MAP SHEETS for distributing DISCOVER enrollment cards from house to house.
- \_\_\_\_\_ \* Duplicate the ENROLLMENT LETTERS to invite those on the church's interest file to request the DISCOVER Guides.
- \_\_\_\_\_ Duplicate the TELEPHONE EVANGELISM SURVEY SHEETS and RECORD OF CALLS FORMS.
- \_\_\_\_\_ Duplicate the neighborhood RADIO AND TV SURVEY FORMS.
- \_\_\_\_\_ Duplicate the Neighborhood Community Survey Forms.
- \_\_\_\_\_ Duplicate suggestions for PERSONALLY DELIVERING THE BIBLE GUIDES.
- \_\_\_\_\_ \* Duplicate one copy of the Discover Bible Course Mailings.
- \_\_\_\_\_ \* Duplicate the ANSWER KEY.
- \_\_\_\_\_ \* Duplicate the REMINDER LETTERS.
- \_\_\_\_\_ \* Duplicate the INTEREST REPORT FORMS.
- \_\_\_\_\_ \* Duplicate the SUGGESTIONS WHEN CALLING OR VISITING INTERESTS.
- \_\_\_\_\_ \* Duplicate the LETTER OF INVITATION inviting to an evangelistic meeting all Bible school applicants who never started the course, as well as the active students and the graduates. Be sure to enclose a handbill with this letter.

## Two Sample Letters of Welcome to Send with Guide #1

(Adapt the letter by using the title of any set of Bible lessons you choose to use).

### Letter # 1

Dear Friend,

You hold in your hand Discover Bible Guide #1 of the 26 FREE Discover Bible Guides. All of the Guides are a gift to you and are being sent because of your request. More Guides will be sent to you when you respond to this first Guide by sending back the Answer Sheet. By reading these Guides, you join thousands worldwide who are studying the Bible.

It is our desire to help you, and millions of others, become better acquainted with the great themes in the Bible that bring answers to some of life's perplexing questions. Many people have found that the Bible assists them with dealing with daily issues we all face in life.

These easy-to-read guides are prepared especially for busy people. After you read the first guide, fill in the easy to complete Answer Sheet and return it to us. We will send you more of the 26 informative Discover Guides (or whatever course your school is using).

Our hope is that these heart-warming Guides will bring you a deeper understanding of the Bible and a deeper acquaintance with Jesus, its central figure.

Sincerely Yours,

(Signature)

Your Name, Coordinator

Discover Bible School

### **ALTERNATE WORDING FOR THE FIRST SENTENCE OF THIS LETTER**

The wording of the first sentence of this letter should vary to reflect the reason the person applied for the course. Suggested wording:

“You hold in your hand DISCOVER Guide #1. These free Bible study guides are a gift to you. You requested them the other day when we telephoned and gave you an invitation to receive them.

“You hold in your hand DISCOVER Guide #1. These free Bible study guides are a gift to you. You requested them the other day when we stopped at your door and you participated in our radio and television survey.

“You hold in your hand DISCOVER Guide #1. These free Bible study guides are a gift to you. You requested them when you heard our spot advertisement on the radio [or on TV].

You can use similar wording for other sources from which you have received requests.

## Letter # 2

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 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 \_\_\_\_\_

## **A Sample Letter to Send to Those Who Have Not Returned Answer Sheet #1 and/or #2**

**(Adapt the letter by using the title of any set of Bible lessons you choose to use.)**

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

## **Visitation Suggestions: When Answer Sheet # 1 Has Not Been Returned**

### **Preparation:**

To save much time, on a map, color code various types of names you plan to visit. Have several lesson #1's with you, as you will start new people. Have a supply of all the lessons you may need, along with other booklets and materials. Pray before, during, and after the visit.

### **Presentation:**

“Good (evening). Are you \_\_\_\_? It is good to find you home \_\_\_\_\_. I am \_\_\_\_\_ and this is \_\_\_\_\_. We represent the Discover 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’): “Hundreds are thoroughly enjoying this free series. We've enjoyed the guides very much ourselves. You certainly made a wise choice in requesting it. Have you had an opportunity to read the first guide?”

(If lesson was read but the Answer Sheet was 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 it, use a new one). Read and answer the questions together and then say, “Now you are on your way. I am going to leave you guide number two. I know you can have it done in a couple days and sent off. When you do that, we will grade it, answer any questions you may have, and return the answer sheets with lessons #3 and 4. You'll be finished before you know it and receive a diploma, but more than that, you will have more Bible knowledge than many preachers.” 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.”

(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 number two with you and leave you #3 and 4. It was fun today.” Arrange the time.

(If the person has not read the study guide, say): “I understand, life is busy but 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 and to fill out the answers and put it in the mail. I have confidence that it won't take you long, so I am also going to give you guide number two. 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 correspondence, apply a stamp to the envelope you give them.)

## **Actual experiences in visiting students who have not mailed in their study guides.**

It pays to visit students even if you are sometimes late in doing it. Of course the best is to visit them promptly. Calvin spent several days in Chicago and Virginia training members “how to visit,” without one rejection at the door. Here are two examples from the Chicago area:

1. Six months had passed, but the student had not returned the first answer sheet. Calvin and his trainee met the student at his pickup and asked, “Are you \_\_\_\_\_?” “Yes,” he responded. Calvin held up the first Discover Guide and asked, “Did you enjoy your Discover Guide?” “Yes, I enjoyed it very much.” “Did you fill out the answer sheet?” “Oh, no, I didn’t do that.” Calvin spread it out on the hood of the pickup and said, “It is really easy. It will take just a moment. Why don’t we do it now? Notice, the first question is...” He read the question and asked, “Is that true or false?” The student answered and Calvin marked it. Calvin asked the second question. He answered. Calvin marked it. He asked the third question and handed the pen to the student who marked it. Then Calvin said, “You are doing excellent. Why don’t you answer the rest?” He was finished in about two minutes, got them all perfect and was happy. Calvin said, “I’m sure you’re really going to enjoy the rest.” He handed him the second lesson with a return envelope, then pulled a stamp from his billfold, put it on the envelope, and said, “I am going to make it easy for you and put a stamp on the envelope. Do you think you can send that to us this week?” “Yes, I’ll do that.” They had a prayer of thanksgiving and blessing and parted as friends. (When a student shows this much interest, consider inviting them to have personal studies.)

2. It was dusk and the lights were not yet on in the house when Calvin and his trainee knocked three times on the door but received no response. They were leaving when a lady opened the door. They hurried back and said, “We are from the Discover Bible School.” “Come on in,” was the response. A busy waiter in a restaurant, she had studied the first guide ten months before, but had not mailed in the Answer Sheet. After a brief, friendly visit, she said, “I enjoyed reading it very much and was planning to continue. I am really sorry I have neglected it.” They gave her a new guide and led her through the Answer Sheet. She marked the answers and they discussed the lesson. At the end, Calvin said, “We have all enjoyed this time together. I believe you would enjoy meeting weekly to review the guides together. Would next week about this time be convenient for you?” She got up and marked a calendar on the wall, appreciated the visit and the prayer at the end of the visit, and was looking forward to personal studies.

## **Sample Telephone Call for Students Not Returning a Lesson**

One of the Discover Schools shared the following: “After the second lesson, we wait two weeks and then telephone and send lesson #3 and 4. We have kept most of our students. 216 have applied and 206 have enrolled.”

Here is a typical call: “Hello, this is Ruth from the Discover Bible School. We received a request for the Discover Bible Guides some time ago and I’m just calling to see if you have received the first couple of lessons. Oh good! Well we are ready to send out #3 and #4 and we just wanted to be sure you are receiving them. You know, one way we know you have received the lessons and are ready for the next lessons is if you send in the Answer Sheet. Is that a problem to you?”

“If they show an interest, we send the lessons even if they don’t respond. Then when it comes time to deliver *Peace Above the Storm*, if possible, the person who makes the call delivers it. Since they have already talked with someone on the telephone, it makes a smooth transition.”

**A Reminder Letter to Send to Students You Haven’t Heard from for One Month** (Adapt the letter to use with any set of Bible lessons)

Dear (student’s name),

It has been some time since we have heard from you. Since you were doing good work, we wonder what has happened.

It may be that you didn't receive your corrected Answer Sheets and additional DISCOVER Guides, or they may have been lost in the mail or misplaced. If that is the case, we are sorry, but please let us know so that you can continue your study of these exciting Bible Guides.

Perhaps your life has been so busy that it's been difficult to find time to read your DISCOVER Guides. Whatever the reason, we want you to continue to receive them. So, if you have not received your Guides or have misplaced them, please indicate the Guide number you need at the bottom of this letter and mail the letter to us in the enclosed envelope.

Sincerely,

(signature)

YOUR INSTRUCTOR

---

I want to continue my DISCOVER Bible Guides.

I need Guides #\_\_\_\_\_ to continue my study.

Mr., Mrs., Miss, Ms. (Circle one)\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State/Province\_\_\_\_\_Postal Code \_\_\_\_\_

TO RECEIVE YOUR GUIDES SEND THE ABOVE TO:

**Discover Bible School**

P.O. Box \_\_\_\_\_

City, State/Province, and Postal Code

**(Be sure to include a return envelope with each letter.)**

## **A Reminder Letter to Send to Students You Haven't Heard from for Two Months**

Dear (student's name),

We have not received any lessons from you for several weeks. I know it is a busy life we lead and it is hard to keep up with all the activities we get involved in. Won't you take a few minutes to fill out the Bible lesson answer sheet and return it to us? If you misplaced the study guides let me know and I will be happy to send you replacement study guides. We miss hearing from you.

May God richly bless you is my prayer.

Sincerely,

Your name, Coordinator  
Discover Bible School

**(Be sure to include a return envelope with each letter.)**

## **A Sample Letter to Send When a Student Is Receiving the Final Two Study Guides** (Adapt this letter and use with any set of Bible lessons)

Dear (student's name),

When you return these last 2 lessons, you will join a group of literally thousands of people who have completed the Discover Bible Course. On behalf of Kurt Johnson, World Director of the Discover Bible School, and the staff of your local Bible School, we would like to commend you on this accomplishment. We would like to honor you by presenting your diploma to you in person with your friends and family in attendance. If you would like to participate in the graduation, just let us know when you return these lessons and we will contact you about the date and other details. If for some reason you would be unable to participate, please let us know and we will give you your diploma at your home.

I would like to offer you the Bible prophecy course entitled Focus On Prophecy. The study is on the books of Daniel and Revelation. It is a fascinating study on what the Bible has to say about our present time and near future events. An enrollment card is enclosed for you to return to us to receive the first study guides in this life-changing Bible prophecy course.

Once again, congratulations on a job well done! It is our prayer that God will richly bless you.

Sincerely,

Your Name, Coordinator  
Discover Bible School

**DISCOVER BIBLE SCHOOL INTEREST REPORT**

To be visited by \_\_\_\_\_ Date \_\_\_\_\_  
 Student's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Student's Telephone # \_\_\_\_\_

***THIS STUDENT EXPECTS TO RECEIVE HIS/HER GIFT BOOK OR DIPLOMA THIS WEEK. PLEASE BE PROMPT IN MAKING YOUR VISIT!***

\_\_\_\_\_ THIS STUDENT HAS COMPLETED THE FIRST 10 DISCOVER GUIDES. A response sheet from the student may be stapled to this report.

**Please deliver PEACE ABOVE THE STORM when you visit this student.**

\_\_\_\_\_ THIS STUDENT HAS COMPLETED THE FIRST 16 DISCOVER GUIDES.

**Please deliver the book on the Sabbath when you visit this student.**

The student has responded to the questions at the close of Answer Sheet #16:

\_\_\_\_\_ Is this the first time you have heard that Saturday, the seventh day of the week, is the Sabbath? \_\_\_\_\_

\_\_\_\_\_ Do you know anyone who observes the seventh day as the Sabbath? \_\_\_\_\_

\_\_\_\_\_ Have you ever visited a Sabbath-keeping church? \_\_\_\_\_

\_\_\_\_\_ Have you ever thought of keeping the Sabbath and experiencing all of the benefits of Sabbath-keeping? \_\_\_\_\_

AFTER MAKING A VISIT TO THIS STUDENT, PLEASE REPORT THE RESULT IN THE SPACE PROVIDED ON PAGE 2; THEN RETURN THIS SHEET TO THE BIBLE SCHOOL SO THE STUDENT'S RECORD CAN BE UPDATED.

**DISCOVER BIBLE SCHOOL INTEREST REPORT, page 2**

\_\_\_\_\_ THIS STUDENT HAS COMPLETED ALL THE DISCOVER GUIDES. A response sheet from the student may be stapled to this report.

*This student is eligible to receive a DIPLOMA.*

Please visit this student and get the necessary information for the diploma and have an appropriate visit with the student.

Ask the student how his/her name should be inscribed on the diploma so the Voice of Prophecy can make out the diploma in the correct way.

Student's name as wanted on diploma \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Student's Telephone # \_\_\_\_\_

If the student wishes to receive his/her diploma at a public graduation, please write in the time and place \_\_\_\_\_

If no public graduation is planned, the Voice of Prophecy will send the diploma to your Bible school so you can deliver it to the student.

**BE SURE TO RETURN THIS SHEET TO THE BIBLE SCHOOL SO WE CAN REQUEST A DIPLOMA FROM THE VOICE OF PROPHECY.**

AFTER MAKING A VISIT TO THIS STUDENT, PLEASE REPORT THE RESULT ON THE LINES BELOW, THEN RETURN THIS SHEET TO THE BIBLE SCHOOL.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Visitor's Name \_\_\_\_\_ Date Returned \_\_\_\_\_

## HOW TO MOTIVATE STUDENTS TO CONTINUE THE DISCOVER COURSE

1. **Welcome letter:** Be sure to send it with the first lesson.
2. **Grading:** Friendship and relationship is key. Use the words: “perfect, excellent, very good, and good, rather than letter grades.
3. **Encouraging notes:** Write by hand, brief encouraging notes on the Answer Sheets, such as, “You are doing a great job” or “Keep up the good work.” The student needs to know their instructor is their friend.
4. **Praying:** The students need to know you are praying for them. Ask them for prayer requests.
5. **Respond immediately:** Return the Answer Sheets and lessons immediately or they will lose interest.
6. **Prayer:** Pray for each individual when the mail is picked up and when it is sent. This note came from one of our schools: “One of our graders continually has more active students than any of the others, although the applications are divided equally among the graders. We believe prayer is the reason. She has a number of prayer partners. When a name is received she prepares an extra record card and gives it to a prayer partner who prays every day for that student. Two students she had not heard from for months responded when another personal reminder letter was sent and prayer was intensified for them individually. We also pray over each individual name both when the mail is picked up and before our mailings. Prayer works.” *Takoma Park, MD*
7. **Stamped envelope:** “Send a stamped self-addressed envelope with the graded answer sheets and the next lessons. This encourages the student to continue and their interest is intensified.” *Zephyrhills, FL*
8. **Note or call:** “It is imperative to start building personal relationships as soon as possible. After lesson 2 is mailed, it is imperative to drop a note or make a short call to welcome the student to Discover. Without the personal touch we might as well let California do all the processing.” *Madison, TN*
9. **Call:** “After the second lesson, we wait two weeks, then send lessons 3 and 4. If we still don’t hear from them, we then call the student to ask how they are enjoying the lessons that they have asked for. We have kept most of them: 216 people replied and 206 are still enrolled. Most people say, “Keep sending them.” *Bozeman, MT* (Here is our calling presentation):
10. **Calling Presentation:** (Bozeman, MT) “Hello, this is Heidi from the Discover Bible School. We received your request for the Discover Bible Guides some time ago and I’m just calling to see if you have received the last couple of lessons. (Oh good.) Well we are ready to send out # 3 and 4, and we just wanted to be sure you are receiving them. You know, one way we know you have received the lessons and are ready for the next lessons is if you send in the Answer Sheet. Is that a problem for you?” If they show an interest, we send the lessons even if they don’t respond. Then when it comes time to deliver *Peace Above the Storm*, if

possible, the person who makes the call delivers it. Since they have already talked with someone on the telephone, it makes a smooth transition.” (This school reported to us an extremely high ratio of enrollments to applications received.)

11. **Personal notes and Scripture:** “We included personal notes with Scripture texts to students who were not responding. The following week we received 8 responses.” *Adams, MA*
12. **Personal letters:** “We spend extra time writing personal letters to the people. They seem to respond to the personal touch. We feel it is very important to show we really care.” *Bowling Green, KY*
13. **Reminder letter:** “When they stop sending in their lessons, after 2 weeks I send them the reminder letter. Then after 2 weeks, if they still haven’t responded, I go visit them on a Sunday afternoon when they are usually home. They always appreciate that I make the effort to see them, and sometimes continue after that.” *Oak Park, IL*
14. **Personalized reminder letters:** “After the beginning of this year when so many students failed to send in their Answer Sheets because of the holidays, I sent out over 30 personalized reminder letters to them. I adapted the reminder letter as given in the Discover Bible School Manual, addressing each student personally. From these 30 letters, so far I have received responses from eight students.” *Thousand Oaks, CA*
15. **Visitation works best:** “Still not satisfied with the results, I decided to visit each student who had not responded to my letter. Two of the students had moved without leaving a forwarding address. Seven were not home, so I left notes for them with my telephone number in case they needed more Discover guides. At two of the seven, the student was not at home, but I was able to invite a family member who answered the door to enroll in the free course. At four homes I found the students home, and they all really appreciated my visit. One of the students gave me her mother’s address and asked me to send her the lessons after she has time to inform her mother that the lessons will be coming. A middle-aged gentleman told me he would be sending in the Answer Sheets soon, and so did a stay-at-home-mother who keeps very busy with her children. She told me that she just loves every word of the lessons, and they have been such a blessing to her. She had misplaced her Answer Sheet and was happy for the extra ones I had brought along. An older lady was depressed and saddened because of her mother’s death. I assured her that the Bible gives the answer and that she would find real comfort and hope as she learned what the Bible tells us about death. We had prayer together and I arranged to come back and show the Discover video on what happens to a person who dies. If this lady had been the only one that I contacted that afternoon, it surely would have been worth the effort.” *Thousand Oaks, CA*
16. **Letters work:** “We meet every Sabbath to correct lessons and send out what we call ‘Auto Sends’ when we have not heard back in four weeks. It includes a letter like the one in the manual (but not exact) stating that we have not heard from them, and would they like to continue. **These letters work.**” *Austin, TX.*
17. **Visitation:** “We send guide # 2 one week after # 1 as a friendly reminder and then we wait no longer than 4 weeks before making a personal visit. We send no letters. We believe very strongly that we must go to the people. The fact that they have filled out the card and bought a stamp shows they have a religious interest.” *Middletown, MD* (Next is their visitation presentation.)

18. **Visitation presentation and result:** (*Middletown, MD* - with lesson # 1 and card on a clipboard): "I am Rudi Henning, representing the Discover Bible School. You asked us to send you these beautiful Bible lessons. We are a school of very high reputation and we want to keep our good reputation. And that's why I'm making the effort to come personally to you this afternoon because we want to find out: Did you actually receive the lessons or did they get lost in the mail?"
- "One lady was very non-responsive, reserved and brief. She said, 'Yes, I did receive the lessons.' After a while she said, 'Would you be so kind as to give me #1 again?' (We know that the round file had received it). We gave her No. 1. She carried through. When halfway through the lessons, we invited her to the Revelation Seminar. She came. Brought her husband and son. She came to the Daniel Seminar and we expect her to be baptized."
19. **Visit with bread:** "When students finish lesson # 16 on the Sabbath, we make bread and visit the students and give them the bread." *Cleveland, TN*
20. **Social contact:** "Some social contact is needed beyond just a call. We have had several successful fellowship meals for students and graduates. It has worked so well that we plan to invite all students who have shown a definite interest and those who have completed lesson 16 to a luncheon once a month. At the fellowship luncheon it is vital to have one active member assigned to each student to make friends, introduce the student to others, and care for him/her in an appropriate way." *Takoma Park, MD*
21. **Repeat lesson #1:** "We sent out Guide #1 the second time about 4 months later and got a better response. Before mailing we spread out the addressed lessons and everyone prayed over them. Thank you for making this ministry available. They are the best study guides we have ever seen." *Elizabethtown, NC*
22. **Continue sending lessons:** "We send lessons #3 and 4 two weeks after lesson 2, and we do not stop sending lessons until the enrollee requests we stop. The reasoning is: We have the lessons for them and the message will be in their homes whether they return their Answer Sheets or not." *Brighton, ON*
23. **"Face-to-face" studies:** "The most effective means we have found using the Discover Guides is to have personal face-to-face studies. We do two each week. The student reads the guides and fills in the answers before the studies. We take one-half hour to go over a set of review sheets I have developed." *Atkinson, NH*
- "We blanketed our area with the 'Something Wonderful' card. Over 100 started and about half of them finished. We visited each Sabbath afternoon and left 2 lessons. The secret: They had to return the Answer Sheet to us when we called." *Cataula, GA*
24. **Student friends are best:** "The greatest response is from students who invite their friends to enroll. Follow-through is 86 percent." *Citrus Heights, CA*



## Chapter 6

### SMALL GROUP HOME BIBLE STUDIES

#### Defining a Small Group

- A small group is an intentional, face-to-face gathering of 3 to 12 people, on a regular time schedule with the common purpose of developing relationships, meeting felt needs of group members, growing spiritually, and laying plans to lead others to accept Jesus as Lord and Savior of their lives.

#### Characteristics of a Small Group Meeting

- The seating arrangement is with chairs in a circle rather than in a row. A living room or kitchen table is an excellent location.
  - It is key that no one sits outside the circle, or the dynamic will be lost.
  - Good lighting is necessary for study and for developing a warm atmosphere.
  - Choose a location that will provide the fewest distractions and interruptions. Children, pets, telephones, television, radios, etc., can disrupt your study group.
- Usually the group is 3-12 people. If there are more than 12 people, divide the group into several groups in the home in which you are meeting or start a new home group.
- Group meetings are usually once a week for 90 to 120 minutes in length. It is important to begin and end on time or some members may stop attending.

#### Format of a Small Group Meeting

- Rather than a prepared lecture by a teacher, there is a leader-guided discussion. Nevertheless, preparation is still essential. Some group leaders make the mistake of not studying the material before the meeting.
- The meeting agenda is similar to the following, but can be adapted for each group.
  - Sharing time 20 minutes (talk about what has been happening in your lives since you last met together).
  - Bible study time 1 hour (study a printed lesson, watch a video, a satellite program, or a combination of a video or a satellite program with the printed lesson).
  - Prayer time (the group shares prayer requests and has a prayer time, and at times may discuss other issues related to group life, such as a birthday party for a group member, an outing together, etc.).

## **Leadership Positions**

The three key leadership positions are Group Leader, Assistant Group Leader, and a Host/Hostess. A small group can function with only one person leading; however, it is best to have at least two, with three being best of all. A brief job description for each is as follows:

### **Group Leader**

- Oversees all details of group life in and outside of the weekly meeting.
- Facilitates the weekly group meeting.
- Models and encourages participation, sharing, acceptance, and understanding among the members.
- Makes sure the needs of the group members are being met—spiritual, social, and personal needs.

### **Assistant Leader**

- Prayer partner support with the leader.
- Leads the group meeting when the leader is absent.
- Assists in recruiting new members, follow-up of absent members, and making spiritual visits as needed.
- Assists with group life management.
- Is an apprentice in training to lead a group of their own in the future.

### **Host/Hostess**

- Takes care of physical needs of the group, such as seating, Bibles, pencils, telephone, doorbell, etc.
- Prayer partner and support of the leader and assistant leader.

## **Study Materials**

### **Printed Lessons**

- It is best for the group to use a set of Bible lessons prepared for small group study.
- Using a printed lesson provides a guideline to follow and gives the group members something to take home for continued study.

### **Video/Satellite Programs**

- Many people will watch a video or television program when they won't read a printed lesson. Use any set of videos of your choice.
- Watch the program and discuss any questions.
- Give each member a printed study guide or short pamphlet on the topic.

## The Key to Success

The key to success in a Discover Bible School is personal contact with your students. If you are delivering Bible lessons or videos to someone or sending them lessons by correspondence, the next step for them once they complete the study guides is a small group Bible study. From the home-based small group it will be easier for them to transition to church services.

### **The Method**

Correspondence

Personal Delivery

Small Group

### **The Next Steps to Follow**

Personal delivery, small group, church attendance, reaping meeting

Small group, church attendance, reaping meeting

Church attendance, reaping meeting

These methods, of course, can be interchanged as needed. Once the student is baptized the home-based small group is perfect for their spiritual growth. Discipleship takes place in a healthy small group. Also in the small group setting the newly baptized members and others can invite their network of friends to attend the group. This is a non-threatening atmosphere for those who would not attend church.

*See Chapter 7 of the Discover Reference Guide for the availability of single Discover Discussion 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.*

*Chapter 6 of the Discover Reference Guide contains information regarding available study guides for small group meetings.*



## Chapter 7

### VIDEO MINISTRY

Using videos in conjunction with a printed lesson is a very successful means of soul winning. Videos can be used with the personal delivery method, the small group method, or the correspondence method.

You may use any set of videos you wish. However, the topics in the Discover Videos parallel the Discover Guides. Each Discover Video is a 30-minute Bible study presentation by Lonnie Melashenko. In Chapter 7 of the *Discover Reference Guide*, the NET '95, NET '96, NET '98, and NET 2003 are cross-referenced as nearly as possible to the Discover Guides. If you are using another set of lessons, you will need to match them as nearly as possible to the subjects of whatever set of videos you are using.

You may use any set of lessons and any set of videos that you wish. We will outline here how to use the 26 half-hour Discover Videos. There is a Discover Video on the subject of each of the Discover Guides; the videos expand on the materials in the Guides. The principles outlined here apply to any set of videos and any set of lessons.

#### How to Get Organized

- Show one of the Discover Videos to the church members in their homes, church board, prayer meeting, and other meetings to generate interest in purchasing sets of the Discover Videos and establishing a video ministry as part of your Discover Bible School.
- Present to your church board the plan of establishing a Discover Bible School which involves the videos. If your church already has a Discover Bible School, ask your board to purchase several sets of videos for the Bible School to use.
- Explore financial resources available to assist with purchasing sets of videos. Suggestions would be your local Conference Evangelism or Personal Ministries Departments, private donations, or local church evangelism funds.
- Recruit personnel for the Discover Video Ministry section of your Discover Bible School. You will need a coordinator and others to serve as part of the visitation teams. The coordinator's task is to keep track of who has checked out the tapes, the visitation teams, and the video ministry supplies.
- To obtain students, distribute enrollment cards by mass mailing, or personal delivery door-to-door by church members.

- When ordering enrollment cards, specify that you want the card version that advertises both the video and the Bible lessons.
- Record keeping. It is important to have a Student Record system. *See Chapter 5 for a sample Student Record form.*
- Grading lessons. *See the information on grading lessons and counseling students that appears in Chapter 5.*

## **Seven Secrets to Success Through Your Video Outreach**

### **STEP 1: Be a Prayer Warrior.**

Prayer is our vital link to the power of the Holy Spirit. We need the Holy Spirit for character transformation, to obtain wisdom, to remove our fear of witnessing, and to obtain decisions from our Bible students. God has promised that He is with those who are His witnesses.

"The effective, fervent prayer of a righteous man avails much" (James 5:16, NKJV).

"For God has not given us a spirit of fear, but of power and of love and of a sound mind" (2 Timothy 1:7, NKJV).

"Do not be afraid, but speak, and do not keep silent; for I am with you" (Acts 18:9, 10, NKJV).

### **STEP 2: Accept the role given to all Christians to be witnesses.**

Here are our marching orders: "And we are His witnesses to these things" (Acts 5:32, NKJV). The first step that a person must have clear in their mind is that you are only asked by God to be a witness. God doesn't ask you to be the judge, the lawyer, and the jury. He doesn't ask you to convict someone's heart. God simply asks you to share with others what you have to tell from your personal experience.

### **STEP 3: Become acquainted with the video set.**

Watch the video presentation before you loan the videotape to someone. You need to be acquainted with the presentation so you can discuss it with them.

### **STEP 4: Use the videos in various ways.**

- In individual Bible studies.
- Loan them to friends, neighbors, and work associates.
- In a small group in your home.
- As a cable television program.
- In a pastor's Sabbath School class.
- No pastor to preach—show a video!
- Loan them to your grocer, postal worker, gas station attendant, etc.

- Mail or hand out enrollment cards that invite people to request Bible lessons to study and videos to view.
- Pray for interests. Take a piece of paper; write the names the Lord brings to your mind in prayer. Then invite them to watch a videotape.

**STEP 5: Visit individuals who wish to view a video.**

**STEP 6: Invite people to watch the videos in the privacy of their own home.**

**STEP 7: Keep Praying!!!**

*Helpful suggestions on the following subjects are included in Chapter 7 of the Discover Reference Guide:*

- *Helpful suggestions on how to conduct a Video Home Bible Fellowship.*
- *Presentations at the door when you are delivering videos.*
- *What to do if the person is not at home.*
- *Where to purchase plastic delivery bags.*
- *A sample letter to place in the delivery bag.*
- *General suggestions when delivering videos to a person at the door.*

## **The Discover Videos and the Discover Discussion Sheets**

- Use the Discover Videos in a small group setting, on a one-on-one basis, or for the person to play at his or her convenience.
- The Discover Videos follow the same subjects as the Discover Guides, but they present all new material on the subject.
- Along with the video 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.

*Chapter 7 also contains vital information regarding how to organize your video ministry—sample letters, where to purchase plastic bags, cross reference guides for NET '95, '96, '98, 2003 and the Discover Guides, suggestions on delivering videos, and much more!*

*See Chapter 10 of this Discover Manual for information regarding using videos along with an evangelistic meeting.*



## Chapter 8

### AN INTERNET DISCOVER BIBLE SCHOOL

You can have your own personal Internet Bible School! That's right. You can operate an Internet Bible School and be the instructor to the Bible students in the privacy of your own home. It doesn't matter if your computer is in your office, bedroom, or living room. You can even operate your school from your hotel room while you are traveling or at your campsite if you have a phone hook-up!

Two options are available for you and your local church to be involved in Internet Bible studies. The purpose of the options is to provide a way for every church to have a part in this exciting ministry!

#### **Option #1: Operate Your Own Internet Discover Bible School**

- An individual or your local church is assigned an Internet Bible School address.
- Place your school on your local church website, or have a Bible School web page by linking to the Voice of Prophecy website designed for the Internet Bible School.
- An individual or your local church members operate this site.
- The Discover and Focus on Prophecy Bible Guides are the lessons used on the website to provide study opportunities to the students in your community.
- You, your church members, and the Voice of Prophecy advertise for students and you are the instructor.
- An easy-to-use, no-frills system is used to grade lessons and communicate with your students.
- Your local church advertises its Internet address to your local community. In addition, periodically the VOP will give you students who contact our website.
- You can interact with the students via the website.
- Call (805) 955-7687 or 1-877-955-2525 and ask for our Internet Bible School Coordinator, and request the Internet Information Brochure. Or e-mail [discoverschool@vop.com](mailto:discoverschool@vop.com).
- The price is right—the site is FREE!

**CD ROM for obtaining enrollments—has lesson #1 and Discover video #1. Hand out or mass mail to people in your community for enrollment in Bible lessons.**

## **Option #2: Headquarters Internet Bible School**

- Put a link to the VOP Headquarters website on your web page. (Link to: <http://www.vop.com>.)
- Items available on the VOP website:
  - Discover and Focus on Prophecy Bible Guides for students to study.
  - Real Audio: listen to VOP radio broadcasts.
  - Bookstore: students can purchase books, music CDs, videos, etc. offered on the radio and television broadcasts of the Voice of Prophecy.
- Your local church, along with the VOP, advertises the VOP website address in your community.
- Individuals in your community take the Discover and Focus on Prophecy course via the website.
- Our VOP instructors grade the lessons and communicate with the students.
- Again the price is right—the site is FREE to your local church!

### **For Further Information Regarding the Internet Bible School:**

Call (805) 955-7687 or 1-877-955-2525 and ask for our Internet Bible School Coordinator, and request the Internet Information Brochure. Or e-mail [discoverschool@vop.com](mailto:discoverschool@vop.com).

*Chapter 8 of the Discover Reference Guide gives exciting news from an Internet instructor and enthusiastic letters from Internet Bible course students.*

## Chapter 9

### FOLLOWING UP INTERESTS CREATED THROUGH A DISCOVER BIBLE SCHOOL

This chapter applies to a Bible School being operated by mail, delivering Bible Guides in person, a small group in the home, a video ministry, or operating a Bible School on the Internet.

#### Leading the Bible Course Student to a Full Decision

- The *ultimate* goal and the only purpose for running a Discover Bible School is to bring people to Jesus and into church fellowship.
- The underlying purpose of a full-message Bible course is to lead a person step-by-step to a threefold decision: (1) for Jesus, (2) for keeping the Sabbath, and (3) for baptism and church membership.

*Chapter 9 of the Discover Reference Guide explains how “A Full Message Bible Course Is Geared Toward Decision.”*

#### How Is This Accomplished?

- Immediate, effective follow-up is the key to making this entire Discover Bible School program productive.
- Throughout a Bible course offered by mail or on the Internet, the instructor handwrites notes and sends appropriate literature to meet the special needs of the student. When the instructor discerns that a student is ready for person-to-person contact, the name is given to the pastor or qualified lay member to follow up the interest. The visitor has in mind the importance of the three decisions (accepting Jesus, baptism, Sabbath), and if the student appears ready, makes a personal appeal for whatever decision is timely.
- The person leading out in a small group or who is involved in the personal delivery of lessons must also cultivate a relationship with their students and lead them to a decision for Jesus, for keeping the Sabbath, and to be baptized and become a member of the church.
- Whenever possible, approaching a person on a one-on-one basis when asking for a decision is usually best.

## **Calling for a Decision to Accept Jesus**

- The object of your visit: To lead the student to accept Jesus if they are not a Christian.
- Identify with the person.
- Relax the person and gain his or her trust.
- Evaluate the person's degree of interest.
- Make a direct personal appeal.
  - Ask, "Have you accepted Jesus as your Savior?"
  - If the answer is "No," ask, "Have you ever thought of doing so?"
  - If the answer is "Yes," ask, "Why not do it now?"
  - Or use the *Steps to Peace in Life* booklet, which is used to lead a person to make the decision to accept Jesus as Savior and Lord. (The booklet is available from the Voice of Prophecy.)
  - Offer to be of any help at any time before you leave.
  - Before you leave offer a brief prayer.

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

- The object of your visit:
  - To lead the student to accept Jesus if he or she is not a Christian.
  - To lead the student to make the decision to keep the Sabbath if that decision has not been made.
- Evaluate the person's degree of interest. If it is timely, make a direct personal appeal. Ask:
  - "Have you heard before about the seventh day of the week being the Bible Sabbath?"
  - "Have you ever thought about keeping the Sabbath?"
  - If the answer is "Yes," ask, "Why not decide to keep the Sabbath now?"
  - Offer to be of any help at any time before you leave.
  - Before you leave offer a brief prayer.
  - If an evangelistic meeting is in progress and the evangelist has not yet called for a decision on the Sabbath, discuss calling for the decision with your pastor or evangelist. Many times a friendly visit and an invitation will encourage the person to attend the meetings and they will respond to the call for a decision.

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

- The object of your visit:
  - To lead the person to accept Jesus if he or she is not a Christian.
  - To lead the person to make the decision to keep the Sabbath if that decision has not been made.

- To strengthen the person's decision to keep the Sabbath if that decision has been made.
- To invite the person to be baptized and become a member of God's remnant church.
- Whenever it is evident the person is ready to make a decision, guide them in making 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.
- 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,” ask, “Have you ever thought of being baptized?”
  - If the answer is “Yes,” tell the person when a baptism is planned.
  - Offer to be of any help at any time.
  - Before you leave offer a brief prayer.
- Suggested phrases to use when offering a prayer:

Let's pray. “Dear Heavenly Father, I know You are happy with the interest (the person's name) has in learning more about the Bible. Please reveal Your complete will for his/her life. Give (the person's name) the courage and strength to follow in whatever way You lead. Give him/her the assurance of Your love/care/saving grace. Continue to guide (the person's name) as he/she continues his/her study of the Bible. (If a solid decision to accept Jesus, keep the Sabbath, or be baptized has been made, say a prayer of thanks, a prayer for help, guidance, and joy in the decision). In Jesus' name, Amen.”

*See chapter 9 of the Discover Reference Guide for suggestions on visitation and obtaining decisions.*

**It is necessary for every Bible School to have someone visit those who are studying. If you as the visitor are not comfortable in calling for a decision, that is okay, just make a friendly visit. If you need assistance in obtaining decisions, several options might be—your pastor, a neighboring pastor, a retired pastor, another church member, an evangelist, or conference leader. They can visit with you and/or teach you or someone in your church how to visit and call for decisions. THIS IS A MUST! Do not ignore this point if you want your students to make decisions. We offer a detailed training video, “Sharing Jesus With Others Through Bible Study” which includes a section on how to obtain decisions. (see Chapter 13 in the Reference Guide)**



## **Chapter 10**

# **COMBINING EVANGELISTIC REAPING MEETINGS WITH YOUR DISCOVER BIBLE SCHOOL**

**The Bible School method is an effective means of preparing the community for a seminar or evangelistic meeting.**

### **Advantages of Combining the Discover Bible School with Reaping Meetings**

- The Bible lessons review and reinforce the message heard from the pulpit, helping listeners to retain more of the message.
- The Bible lessons give participants an opportunity to respond through the Answer Sheets and to interact with someone other than the evangelist. Two-way communication is important.
- The Bible School makes it easy for interests to form friendships with local members so they feel comfortable when they are invited to church and are more likely to make the decision to join it.
- The Bible lessons enable you to discover and clarify points needing clarification and to pray with students.
- The Bible lessons help provide those calling for decisions in the home with the vital response information obtained from the returned Answer Sheets and from conversations with the students.
- Some of the visitors attending the reaping meeting will not fill out the decision cards; however, many of them will enroll in the Bible course during the meetings and will record their decision on the Answer Sheets.

### **Saturate Your Community with Invitations to Enroll in a Bible Course**

**If funds can be raised to do so, it is ideal to saturate your area twice with an invitation to enroll in the Bible course.**

- Saturate your area the first time six to eight months before the evangelistic meeting or seminar is scheduled to begin. Do this by having members distribute enrollment cards door-to-door, or by mass mailing an enrollment card, or by having a newspaper insert blown in to your local newspaper. Those who study the Bible course will be graduating about the time the meetings begin.

- Have a graduation ceremony on the opening night and invite all graduates to be present through a personal invitation. Schedule a second graduation for the end of the meeting.
- Saturate your area the second time three to four months before the evangelistic meeting or seminar begins. These students will be studying one of the first ten lessons when the meetings begin.
- If funds are not available to saturate your entire area twice, saturate a portion of the territory (if possible half) each of the two times suggested.

## **An Invitation to Discover Bible School Students to Attend the Meeting**

About three weeks preceding the public evangelistic meeting or seminar begins, a Letter of Invitation should be sent to all Bible School applicants, enrollees, and graduates. A letter should be sent to all who requested the Bible course, whether or not they started the course. A person who has requested the Bible course, as well as a person who takes the course, is a prime prospect for attending an evangelistic meeting. A follow-up phone call or visit is best.

*Chapter 10 of the 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.*

**In addition to sending a letter of invitation to all active students and graduates, they should all be invited personally to attend the meetings.**

## **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 enrolled in the Bible course but have not finished the course can pick up their lessons and return their Answer Sheets at the meetings.
- Those who attend 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 lesson display and directional sign at the entrance, pointing to the table.
- Enrollment cards.
- Lessons and a filing box for the lessons.
- An introductory letter for lesson #1. *An introductory letter is included in Chapter 5.*
- Two Answer Sheet trays or files: "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. *A Student Record form is included in Chapter 5.*
- Answer keys and red pens. *An Answer Key is included in Chapter 5 of the Discover Reference Guide and at the end of this manual.*

## **Personnel Needed**

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

## **How to Operate the Discover Bible School During the Reaping Crusade**

- When a person comes to the table to enroll, have him or her fill out a Bible lesson enrollment card. The card simply asks for their name and address.
- Give lesson #1 and a welcome letter to the person who enrolls. Explain to them that they take the lesson home, and after reading the lesson, they fill out the Answer Sheet and return it to the table the next night and pick up the next lesson.
- The person's returned Answer Sheet is placed in the "To Correct" folder. After the evening meeting the Answer Sheets are corrected. Everyone receives a grade of Good, Very Good, Excellent, or Perfect. The corrected Answer Sheet is placed in the "Corrected" folder.
- The completed lesson information is recorded on the Student Record sheet in the three-ring binder containing Student Records, or in a computer record.
- After the Answer Sheets are corrected and the grade recorded, they are filed in the alphabetical file box or folder.
- When the person returns to the table to bring you their filled-out Answer Sheet from a previous night, give them their corrected Answer Sheet and the next lesson.
- Always encourage the student, and establish a friendship with him or her.
- Plan to have a least one graduation before the evangelistic meeting is over.
- Don't get ahead of the evangelist's topics with the Bible lessons.

## **Graduations at the Meeting Site**

- Scheduling a graduation the first night of the meeting for students who are eligible to receive their diploma, motivates students to attend the first meeting who would not otherwise attend.
- The 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 ceremony.
- Put the diplomas of those receiving them that evening in an alphabetical folder.
- Have those who are eligible to receive their diploma inform you they are there when they arrive at the meeting the evening of the graduation. Take their diploma out of the alphabetical file.

- When it is time to present the diplomas, have those graduating come forward and receive their diploma when you call their name. You can adapt this procedure and be as simple or formal as you desire.
- Presenting a free gift to those who graduate adds a special touch to the graduation. *Signs* and *Message* magazine offer a special gift price to the local church to enable it to provide a gift subscription to the graduates. The Voice of Prophecy has gift certificates for this purpose.
- Following the graduation make sure everyone is invited to be part of a small group Bible study or individual studies in their home.

*Chapter 11 of this Discover Manual and the Discover Reference Guide give information on how to order diplomas and a form for ordering them. Other information on graduations is also supplied.*

## **Success Secrets Shared**

- A display board (4x5 feet) on a tripod near the Bible School table with the lessons displayed on the board attracts students to the school.
- The greeters at the door can direct people to the Bible School table and encourage them to enroll. A Bible School greeter in the lobby graciously offering lessons and guiding people to the Bible School table can also be very effective.
- Give out lessons and receive returned Answer Sheets both before and after the service.
- Give out only one lesson per night. Single Answer Sheets are available. Don't get ahead of the evangelist on the topics being preached. Some, however, have successfully used the Discover Guides in their original order.
- Have the same people work the Bible School table each evening. It is vital that the instructors at the table and their students build a relationship with each other. It helps with decisions and follow-up.
- At the close of each meeting the evangelist should appeal for those in attendance to sign up for the Bible lessons. Have the participants fill out a Bible lesson enrollment card at the Discover Bible School table in the foyer.
- Keep accurate records of the student's progress for the visitation teams.
- Conduct graduation services for the students during the reaping meetings.
- Towards the end of the evangelistic meeting begin announcing the dates for the graduation.
- After the meeting each evening, share the Bible School information about the students with the person keeping the decision and attendance records for the meeting. 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.
- A map board with pins in it locating the homes of those involved in the Bible School is helpful for visitation planning.

## **Evangelistic Meetings and Videos**

The Kenneth Cox evangelistic team has a well-planned program for preparing the community using videos, as well as using videos during the meeting. For full information call (888) 747-1844 and you will be given a contact phone number.

## Chapter 11

### BIBLE SCHOOL GRADUATIONS AND DIPLOMAS

#### Graduations

- Experience has shown that most Bible course students appreciate and look forward to receiving diplomas upon completion of their course. Many of them will attend a graduation service at the church or at an evangelistic meeting if you invite them to attend. This is an excellent opportunity to invite students to visit the church.
- The first step is to set a date after consulting with the pastor or evangelist and send letters out to graduates and prospective graduates at least a month in advance. Follow up by visiting each potential graduate.
- The graduation service can be short or long depending on the availability of time.
- Suggested outline of the graduation ceremony may include:
  - Welcome and if time permits special music, a sermonette, and an appeal.
  - A history of the VOP Bible School, the Discover Bible Schools, and the local school.
  - Introduction of the Bible School staff.
  - Introduction of students.
  - Presentation of diplomas and gift certificates.
  - Invite graduates to enroll in another course and/or join a small group.
  - Prayer for graduates.
  - A fellowship meal with graduates as honored guests following the service.
- Further information on how to conduct a graduation at an evangelistic meeting is detailed near the close of Chapter 10, “Combining Evangelistic Reaping Meetings with Your Discover Bible School.” The principles are the same for conducting a graduation ceremony in a church.
- If a person who completes the course attends a graduation ceremony, give him or her a free gift certificate for a magazine subscription. The *Signs* and *Message* magazines offer a special price for Bible School students. Gift coupons are available from the VOP Headquarters Bible School.
- Give the graduates lesson # 1 of another Bible course or an enrollment card with various Bible study options.

## Diplomas

- The Voice of Prophecy will issue a diploma to those who complete a Voice of Prophecy Bible course.
- The names and addresses of all those who complete a Voice of Prophecy Bible course should be sent to the Voice of Prophecy by the Bible School supervisor.
- A form for requesting diplomas is provided at the end of this chapter. It should be kept in the *Discover Manual*. (Make duplicates of the form as needed.)
- Use care to submit the names just as the student wishes the name to appear on his or her diploma.
- Submit the names of graduates in groups to save postage for you and for the Voice of Prophecy. If you wish, to save time, you may fax the form with the names and addresses of the graduates to the VOP at (805) 522-1760.
- The filled-in diplomas will be sent to you by First Class mail.
- Each student who finishes a Bible course should be given the opportunity to enroll in another Bible course, preferably through personal Bible studies, or in a small group; but if that is not possible, by correspondence. Just as a second evangelistic meeting will help people to make a decision who are slow to decide, a second Bible course gets additional decisions from those who remain undecided after taking the first course.

**Some ask why the VOP wants the names and addresses of those who complete a course and why the VOP issues the diplomas rather than the local school. The reason is—this is the way the VOP keeps a database of graduates. The Bible School will send them letters of congratulations and encouragement, and assist you in suggesting they enroll in another Bible course.**

# REQUEST TO ISSUE DIPLOMAS FOR BIBLE COURSES

Each time you have students ready to graduate, mail or fax this form to us and we will send the filled-in diplomas to you. MAIL TO: The Voice of Prophecy, Discover Bible Schools, Box 2525, Newbury Park, CA 91319; or, fax to: 1-805-522-1760. Please allow 2-3 weeks delivery. You may also e-mail your list to [discover@vop.com](mailto:discover@vop.com)

Please PRINT the name and address of each graduate. The name should be written exactly as the person wants it to appear on his or her diploma. List those who have already completed the course and those you believe will soon complete the course.

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

Mail Diplomas to: DISCOVER BIBLE SCHOOL, P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State\Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

=====

NAME \_\_\_\_\_ Address \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Course Completed \_\_\_\_\_

NAME \_\_\_\_\_ Address \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Course Completed \_\_\_\_\_

NAME \_\_\_\_\_ Address \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Course Completed \_\_\_\_\_

NAME \_\_\_\_\_ Address \_\_\_\_\_ Unit \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Course Completed \_\_\_\_\_

***Keep this form in your manual and duplicate for ordering diplomas***



## Chapter 12

### FINANCING A DISCOVER BIBLE SCHOOL

- Now that you understand how to operate a Discover Bible School, your natural question is, “How much will it cost?”
- The cost of operating a school that delivers the Bible lessons only by the personal delivery method is very reasonable.
- Operating a school by mail as well as by personal delivery costs more because of the cost of postage.
- To keep the handling and shipping costs of the materials necessary to operate a Bible School at the minimum, the Voice of Prophecy has Bible lesson packages available at cost, plus actual shipping charge. The contents and cost of the packages are outlined in detail on the order form.
- An order form for ordering the Bible lesson packages and other items that are available is included at the end of this chapter following the Budget Worksheet. This order form should remain in the manual as a permanent reference so you can duplicate it for ordering materials. However, the prices may change on a yearly basis as printing costs and postage increases.

#### **Some Have Asked, “Should We Request Offerings from the Students?”**

Most Bible Schools do not ask for offerings as the enrollment card states the lessons are free. However, if your particular situation makes it convenient and easy to ask for donations it is okay. Many schools have received donations by sending a letter to all graduates suggesting to them that while the lessons are free, a donation would help someone else receive the study guides.

#### **Preparing a Budget for Your Discover Bible School**

The checklist that follows is a summary of some of the available items to be used to start your Bible School. Select those items you choose to use.

## **BUDGET WORKSHEET**

**Fill in only the items you plan to use.**

Bible Lesson Package(s)	\$ _____
Additional Enrollment Cards (for mass distribution)	\$ _____
Purchase and imprint Newspaper Inserts (for obtaining enrollments)	\$ _____
Nick's Discovery (for obtaining enrollments)	\$ _____
Mass mailing Enrollment Cards (call VOP for information)	\$ _____
Prospectuses (for obtaining enrollments)	\$ _____
Carrier Envelopes (some are included in the packages)	\$ _____
Imprinting Bible School address on Enrollment Cards	\$ _____
Imprinting Bible School address on Carrier Envelope	\$ _____
Purchase & imprint Bible School address on Return Envelope	\$ _____
Imprinting Bible School address on Answer Sheet #1	\$ _____
Address Labels to be used instead of imprinting	\$ _____
Labels for mailing Guides to students	\$ _____
Purchasing time for radio and/or TV spots	\$ _____
Equipment purchase or rental, if not already on hand	\$ _____
Rubber Stamp "For a Friend"	\$ _____
Rubber Stamp with your Bible School address	\$ _____
Postage (You will need to estimate your postage according to how much mailing and how much personal delivery you plan to do)	\$ _____
Miscellaneous	\$ _____
TOTAL COST OF YOUR DISCOVER BIBLE SCHOOL	\$ _____

## Chapter 13

### SUCCESS ESSENTIALS—THE BOTTOM LINE

#### Church Involvement

- A Discover Bible School is fun! So involve as many church members as possible. There is something for everyone to do and enjoy. The Discover Bible School is designed so everyone can fit into the overall strategy. Total involvement in outreach helps make your church better prepared to receive and retain new members.
- Promote the Discover Bible School each week in your local church. We suggest placing a Bible School display or banner in the foyer.
- Place the Bible School display or banner in a prominent location in the foyer.
- Share success stories with the entire church.
- Encourage Sabbath School class members to take enrollment cards each week to give to people during the week.
- Advertise in the church newsletter and bulletin.

#### Prayer Ministry

- A Prayer Ministry is essential for the success of the Bible School. We are in a spiritual battle!
  - Pray for your school.
  - Pray for your students.
  - Pray over each mailing.
  - Prayer teams can pray while others visit.

#### Training and Support

- Pastoral support and involvement is essential. The pastor should meet regularly with the Bible School participants to encourage them, answer their questions, and to give them training.
- An on-the-job training video (Sharing Jesus With Others Through Bible Study) is available in which the pastor takes members to the doors of interests/students and trains them in visitation and Bible work. *Chapter 13 of the Discover Reference Guide contains a document about On the Job Training.*

- Maintain regular meetings of the Discover Bible School staff for prayer, sharing, support, bonding, training, and fellowship.

## **Person to Person Contacts Are Vital**

- Personal contact with correspondence students is essential for successful follow-up. People don't usually walk into a church from taking correspondence lessons.
- Personal Bible studies because of the personal contact is always a first choice.
- Since visitation of students is a must, a Visitation Coordinator is essential. If possible, choose someone who knows how to make spiritual evangelistic visits, not only to do the visitation, but also to teach others. (If your church needs assistance on how to make evangelistic visits invite someone to come and teach you. Call your conference office if you need suggestions.)
- Door-to-door visits to enroll people in the Bible course by personal delivery or by correspondence is an excellent way to get new students.
- Some of the best sources for names for your Discover Bible School are friends, relatives, work associates, neighbors, Community Service Center recipients (food, clothing, etc.), other church-based community program participants, your church interest list, radio and television ministries, *Signs, Message, El Centinela*, and Literature Evangelist paid out accounts.

*Chapter 13 of the Discover Reference Guide gives 13 secrets of motivating members to witness.*

## **Videos Can Play an Important Role**

- About half of your Bible students will watch a video in addition to reading their printed lesson.
- Students who don't want to complete printed lessons will many times watch the video.
- Bible study videos can be used along with a Bible course. For example, you could use the VOP Discover Videos that parallel the Discover Guides. In addition, a form coordinating the Kenneth Cox videos and NET meeting videos with the Discover Bible course is located in Chapter 7 of the *Discover Reference Guide*. This is an easy way for church members to give Bible studies.

## **Keep Looking Up**

- The Bible School participants must always remember that Satan does not want the Bible School to be successful. We are in a battle! Daniel tells us that Satan fought for three weeks over his request!
  - Jesus' Parable of the Sower tells us that many people reject the gospel. Only 1/4 of the seed was reaped. That is only 25%.
  - One third of the angels of heaven rejected God—and they lived with Him!
  - Jesus' own disciple (Judas) who was taught by Him and spent several years with Him rejected Jesus.
  - Scripture give us a realistic view; however, we do not want to lose students. So we are to do everything we can through prayer, visits, telephone calls, and letters to encourage the students. We rejoice when we get tremendous results, and we should rejoice even if the results are less, and be faithful anyway.
  - Smile! Be faithful! Never give up! Be happy and thankful that you can share with others. Remember your assignment from Jesus is to sow seed (witness). God provides the Holy Spirit to change hearts and to empower us to do the work of witnessing.

## **Other Keys to Success**

- Develop a follow-up plan for all your Bible study students.
- Operate a Discover Bible School during your evangelistic reaping meetings. Set up a Discover Bible School in the foyer. Have a graduation ceremony. Move the graduates into small group or personal Bible studies.
- Follow-up Bible lessons are essential once a person has completed their first course.
- Combine the methods of personal delivery of the lessons, correspondence, small group Bible study, and videos for the best results.

## **Methods to Use on a Continuous Basis Year Round**

- Hand out Bible study enrollment cards every Sabbath during Sabbath School and/or church. Encourage members to hand them to someone during the week. Ask everyone to take at least one card to hand out.
- Place "Free Take One" Enrollment Card Holders in businesses, laundromats, hotels, etc.

- Place *Signs* newsboxes at places of business in your community. Each *Signs of the Times* in the newsbox has a Bible course enrollment card inserted in the magazine.
- Advertise the Bible courses at the end of the Voice of Prophecy radio broadcast in your local area.
- Conduct telephone surveys to get enrollments.
- Follow up Bible study requests.
- Place an enrollment card in every piece of literature distributed.

Responses to Bible Lesson offers (these statistics are for North America and vary per region):

- Mass Mailings: average: 1-3% response
- Correspondence: average: 20% (+) who enroll complete the lessons
- Door-to-Door/Personal Contact: average: 40% (+) who enroll complete the lessons

## **Plan a Yearly Bible School Strategy**

There are some methods of obtaining students that the church members can be involved with on a continual basis. Chart the following items to do once or twice during the year on a calendar. Design your own calendar using this as an example.

### **January-February**

- Mail a letter with an enrollment card to those on the church interest list.

### **March - April**

- Place newspaper inserts and newspaper ads in your local paper.

### **May - June**

- Hand out Bible study enrollment cards door-to-door.

### **July - August**

- Mass-mail enrollment cards to homes in your local community.

### **September - October**

- Do a door-to-door survey to get enrollments.

### **November - December**

- Call the following organizations and request an interest mailing list in zipcode order: Amazing Facts (916-434-3880); Breath of Life (301-680-6030); Faith For Today, It Is Written, the Voice of Prophecy, and La Voz de la Esperanza (805-955-7741); The Quiet Hour (909-793-2588); *Signs of the Times*, Literature Evangelist paid-out accounts, and *El Centinela* (208-465-2500); *Message* (301-791-7000); and *Vibrant Life* (301-791-7000). Include all of these names and addresses in your church's interest list. Using these names send a letter with an enrollment card to those living in your community. See Chapter 2 of this

*manual for telephone numbers.*

### **It Is Extremely Important To:**

- Invite your Bible study students and graduates to a yearly evangelistic reaping meeting or Bible study seminar. A reaping event every year is best; at a minimum have a reaping event every two years. It does not have to be a 4-5 week series, even a short series with a one night a week follow-up can be successful.
- The key to obtaining decisions for Jesus and baptism from your students is personal contact. It is best to conduct as many personal Bible studies as possible by printed lesson, video, or in a small group. The goal with correspondence students is to transition them to a personal Bible study following their completion of correspondence lessons.
- Whenever possible place your Bible study interests in small group Bible studies. In this setting the student makes friends with the Adventist participants and other students. There is opportunity to ask questions, develop friendships, and establish relationships that makes it easier for the person to transition to attending church.



## **Chapter 14**

### **ANSWER KEYS AND ORDER FORMS**

The next few pages contain several essential items for your Bible School.

#### **Answer Keys for the Discover and Focus on Prophecy Bible Courses**

- Discover Bible Guides are a 26-lesson, full-doctrinal set of Bible lessons. Each lesson contains life application stories and calls for a decision concerning the topics being studied. This Bible course has been used as preparation and follow-up for almost all of the satellite NET meetings in North America.
- The Focus on Prophecy Bible Guides are a 20-lesson chapter-by-chapter study of the books of Daniel and Revelation. Not only are the details of the major prophecies covered, but the lessons also point the student to Jesus using life application stories. A 21<sup>st</sup> booklet includes a summary of the major prophecies of Daniel and Revelation.

***An Order Form and Resource Catalog is available upon request.***



**FOCUS ON PROPHECY  
ANSWER SHEETS  
TRUE & FALSE ANSWER KEY**

<b>Guide:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
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*NOTE: The Answer Key for the "fill-in-the-blank" section is included on the Answer Sheet with each lesson.*

*NOTE: The easiest method to follow in correcting the lessons is to fill out your own Answer Sheet using this Answer Key. Place your completed Answer Sheet next to the student's for an easy grading procedure.*

**Revised 5/2003**

## **Order Form**

Call Toll-Free 1-877-955-2525 and request an order form.