



# Pastoral Theology II

## **CHURCH DISCIPLINE**

GOVERNING POWER - 1 Cor. 14:33,40

God has made provision for things to be done in order. The regulative authority which Christ has given the church includes:

### **A. The Power to Enforce the Laws of Christ.**

The church has the right and responsibility to enforce the law which Christ has laid down.

1. *Besides the Local Church, no other visible Church of Christ is known in the N.T.*
2. *The local church is not legislative, but simply an executive body.*

The RCC claims the church has a right to make laws which are binding of conscience; even laws not laid down by Christ. This power to enforce the law of Christ rests in all the members of the church in a measure. Rom. 15:14; Col. 3:16; 1 Thess. 5:11. But is vested in a special measure in its officers. 1 Peter 5:2; John 32:15-17; Acts 20:28.

3. *The local church cannot delegate to any organization or council of churches any power which it does not rightfully possess itself.*

### **B. The Necessity of Discipline.**

Matt. 18:15-19; 2 Thes. 3:6,14,15; Rom. 16:17; 1 Cor. 5:2,9-13; 2 Cor. 2:5-10; Titus 3:10,11

1. *The church at Ephesus was praised because it did not bear with evil men Rev. 2:12.*
2. *The churches of Pergamos and Thyatira are reprov'd for harboring heretical teachers. Rev. 2:14,20,24.*

Those who publicly live in sin have no place with the saints.

### **C. The Purpose of Discipline.**

1. *It seeks to carry into effect the mind of Christ concerning the excluding and dismissal of members.*
2. *It aims at promoting the spiritual edification of members of the church by securing their obedience to the commands of Christ.*

It is subservient to, and has the goal or aim of, maintaining the purity or holiness of the

church of Christ. A person who is subject to discipline is like a cancer. First we try to heal it, but when this fails we must cut it out. The person may be healed (hopefully) before he is cut off. Discipline should never be vindictive, but remedial, with the reclamation of the person kept in mind.

3. *The abuse of discipline is bad, but to abandon it is much worse.*

### **D. Kinds of Discipline. Discipline is of two sorts, depending upon the offence.**

1. **PRIVATE OFFENCES** are to be dealt with according to the rule of Matt. 5:23,24; Matt. 18:15-17.

These verses impose a rule on both the offending and the offended party. -When a brother brings a personal matter before the church he should always be asked if he has obeyed Christ's command in Matt. 18:15. If not, he should be silent about it.

2. **PUBLIC OFFENCES** are to be dealt with according to 1 Cor. 5:3-7,13; 1 Tim. 5:20; 1 Cor. 11:2; 2 Thess. 3:6; Matt. 18:17; Rom. 16:17; Luke 17:3; 1 Cor. 12:26; Titus 3:10.

The church's testimony and influence over its members is at stake. Depending on the nature of the offence, the first steps are the same as the private offence. The person who has knowledge of the offence should make the contact. If not heard, he should take two with him, (one the pastor) then to the church. (This is in relation to the church, not personal). Gal. 6:1- The offence may be of such a grave nature or character that the offender be dealt with in a special way. It may demand the instant exclusion of the offender as evidence (to the community) that the church has cleared itself of the wrong.

- a) The church is not a mutual insurance company whose object is to shield and protect its individual members. It is a society whose end it is to represent Christ to the world. The Lord Jesus Christ commits His name to the church's keeping.

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Rev. 2, 3. The offender who is only anxious to escape judgment and who pleads that no action be taken, shows that he cares nothing for the cause of Christ, but only thinks of his own selfish reputation.

b) The truly repentant man who understands the purpose of Church discipline would ask the church to exclude him in order that the church might free itself of (seemingly) going along with sin.

c) The offender will accept the action of the church, attend services, love the church, will return to a restored position in the church.

d) Examples where discipline might be necessary:

✓ Disregard for authority - Matt. 18:17.

✓ Contention or strife-1 Cor. 11:16;  
Rom. 16:17.

✓ Disorderly walk - 2 Thess. 3:6, 11.

✓ Going to law with another Christian -  
1 Cor. 6:5-7.

✓ Immorality - I Cor. 5.

## **E. The Relation of the Pastor to Discipline.**

1. *He has no original authority - only the Bible is to be used.*

2. *He is the superintendent of the church and labors for its purification and the reclamation of the offenders.*

3. *The pastor may do the work of discipline directly by constituting himself as a detective or policeman, or indirectly by engaging the help of deacons or members of the church.*

The pastor should regard himself as a judge rather than a prosecuting attorney. He should impress on the officers of the church their duty in the matter of church discipline.

## **HOW AN EVANGELIST SHOULD TREAT A CHURCH AND PASTOR**

### **I. HIS CHARACTER.**

**A. He must be humble.**

**B. He must be wise (have a level head).**

**C. He needs great spiritual discernment.**

**D. He must know his place (he is not the pastor, but an aid to the pastor)**

**E. He must honor the Holy Spirit and the Word of God.**

### **II. HIS STANDARD - COLOSSIANS 3:17.**

**A. He should not feel that all results are because of his efforts. (John 4:35-38 - others have entered into the labors)**

1. *The fields are white unto harvest.*

2. *Sower & Reaper ought to rejoice together over souls saved.*

3. *Many times a person will reap where he has not labored in sowing.*

4. *Sowing and reaping are equally important.*

**B. He should not dwell on the nonessentials or controversial subjects.**

Get off the "hobby horse" and preach the Word.

**C. He should be loyal to the pastor.**

Don't let people talk about the pastor - avoid gossip.

**D. He should remember that all other evangelists will be judged by how he acts, and be careful.**

**E. He should not get names and addresses of church members unless the pastor gives his permission.**

**F. He should be very careful in money matters.**

1. *He ought to take what he gets and be happy.*

2. *He ought not to be wasteful about his expenses.*

**G. He must avoid at all times every appearance of evil.**

Be blameless in counseling - not done in private, but only in the church.

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## HOW A CHURCH SHOULD TREAT AN EVANGELIST

The Evangelist has a special gift from God, and a special task to perform. Eph. 4:11

### **I. THE INVITATION TO THE EVANGELIST.**

**A. Prayerfully consider one who has an interest in the church, soul-winning, etc.**

A man who will leave the church in good shape.

**B. The invitation should be sent a long time in advance of the date he is to speak.**

### **II. THE ACCOMMODATIONS.**

He should be given a private room in a known hotel, as he needs time for study and prayer. If he stays in a home or eats often in the members' homes, much of his study time will be used up in entertainment and talking. If he must stay in someone's home, be sure he will have a private room and quiet (not lots of small children) and give him plenty of time for his studying.

### **III. THE COOPERATION BETWEEN PASTOR AND EVANGELIST.**

**A. Both ought to work together.**

**B. Pastor should make him feel welcome.**

### **IV. THE CONSIDERATION.**

The evangelist should be able to eat his meals when and where he chooses. It is not a good idea to ask the evangelist to go calling everyday with the pastor.

### **V. THE REMUNERATION (PAY)**

**A. An 8 day meeting is taking 2 weeks of his time.**

**B. Travel, hotel, and food should be taken care of by the church over and above his love offering.**

**C. Cancellations leave the evangelist without an income.**

**D. His operating expenses are greater.**

**E. People do want to give and respect their pastor in giving help.**

Jealousy on the part of the pastor is detected by the people.

**F. All love offerings taken for the evangelist are given to the evangelist.**

## SETTING UP A MISSIONARY CONFERENCE

Why have a missionary conference? The purpose is stated in Matt. 28:19,20; Mark 16:15. Because Christ commands us to go.

### **I. THE PURPOSE.**

**A. To emphasize the missionary program.**

**B. To encourage students and others to respond to the call.**

**C. To enlarge the vision for missions.**

### **II. THE PLAN FOR THE MISSIONARY CONFERENCE.**

**A. There must be the invitation to the missionary.**

*1. Write to the mission board, not the missionary.*

*2. If conference is in November, send the invitation in January.*

**B. The installation of committees.**

General Meetings	Daily Bulletins	Extension
Music	Housing	Radio and TV
Decorations	Visual Aids	Publicity
Display/Booths	Transportation	Schools
Promotional/Welcoming		

**C. The Inspiration for all.**

*1. Promotion - mail out letters to the pastors. Radio (send letters plus 3 X 5 cards with information). Newspapers*

*2. Word of mouth.*

### **III. THE PROGRAM.**

**A. Send out questionnaires to the missionaries.**

**B. Work out the schedules. (main church first, other places next).**

**C. Meet the missionary.**

*1. Assign each a place to stay.*

*2. Each receives a packet containing materials.*

**D. Make the deadlines.**

### **IV. THE PROSPECTS.**

**A. Support for missionaries.**

**B. Sanctification of lives.**

**C. Salvation of souls.**

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## THE ASSOCIATE PASTOR

### INTRODUCTION

Work with your pastor, not against him. The sooner you learn this fundamental - the greater your success will be.

All pastors or bosses are not exactly delightful people. Some of them are difficult to work for, but the fact remains that you were hired to help the man for whom you work. If you do not succeed in helping him, you have failed in the most important aspect of your job.

This does not mean that you have to be a "YES-MAN". Every executive worth his salt has an obligation to express his opinion TACTFULLY - even though it may be directly opposite to that of his superior. Once the decision has been made, however, he also has an obligation to do his best to make it work regardless of whether he agrees with it or not.

Isn't this the way you feel about the people who work for you? Once you have made a decision, you expect them to get behind you and help make it work. Is it strange, then, that your boss should feel exactly the same about you?

No operation, or part of an operation, can have more than one quarterback at a time. Once a play has been called, everybody has to carry out his assignment and try to make it work. If it doesn't go for a gain, then the quarterback has to call something else: but unless everyone puts his best into every play, none of them is going to work very well.

In athletics, in business, in the church - everywhere in life, you will find people who, if they don't get their way, tend to lie down on the job. Until they conquer this attitude, they are their own worst enemies. The man who has not learned to accept the necessary leadership of others lacks a vital qualification for becoming a leader himself.

The most important requirement of any job is to satisfy your boss to the very limit of your ability to do so. That is why you were hired.

The best recommendation a man can have is the word of his immediate superior that he is a valuable man, a tremendous help. After all, who is in a better position to know? Without such a recommendation - despite other qualifications - there is always a big question mark. A man's value depends not merely on

his talents and abilities but also on his willingness to use them in a manner which will be most helpful to his employer.

Younger executives sometimes worry for fear that their boss may take credit for their ideas and accomplishments. It's a foolish worry. One of the fastest ways to advance in any organization is to help your boss move up the ladder ahead of you. He will appreciate the terrific job you are doing, and that is the most important factor in your success. If you are patient - sooner or later everyone else will know too.

Don't worry about getting credit - do the job. Credit will eventually come in the best possible way - unasked.

Help your boss, and he will help you. When he recognizes your value, everyone will.

### **I. IN RELATION TO THE PASTOR.**

Scripture: Exodus 4:14-16.

#### **A. Respect.**

1. *Is the pastor always right?*
  - a. The pastor is the under-shepherd of the church and should have our complete loyalty.
  - b. The pastor is not perfect nor above reproach.
  - c. The pastor is not correct in everything he does. He is still human.
2. *The pastor should always be put first.*
  - a. The pastor should be shown respect and kept in the forefront because of his position.
  - b. The pastor is not better than others by virtue of the office he holds.
  - c. He does deserve attention because of his hard work and long hours required of him.
3. *The pastor should be protected . . .*
  - a. In order to conserve his time and energy for Bible study, prayer, and important matters.
  - b. To save him untold hours of wasted time dealing with thoughtless people.
  - c. So that he does not have to be concerned with details such as those relating to buildings and equipment - lights, P.A. system, cleaning, baptistry, grounds, etc.

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These matters should not take the pastor's time.

## **B. Authority.**

1. *His leadership should not be questioned.*
  - a. As pastor, he has the God-given responsibility to lead the church as the Holy Spirit directs.
  - b. If you, as an associate, cannot accept his leadership, you should resign. Do not stay around and cause problems in the church.
2. *He should never be embarrassed.*
  - a. As pastor, he should never be made a spectacle because of the serious nature of his responsibilities and the office he holds.
  - b. He should never be made the brunt of a joke.
3. *He must answer to God.*
  - a. We must recognize God's line of authority. Read Ex. 4:14-16.
  - b. Our calling does not give us the right to exercise authority as well as he.

## **II. IN RELATION TO PEOPLE.**

### **A. Leaders**

1. *We should never fraternise.*
  - a. It will weaken our effectiveness with the congregation as a whole.
  - b. It will tend to make us depend upon man rather than God.
2. *Never condone weaknesses of leaders.*
  - a. It will hurt the ministry of the pastor, who may be trying to help that person.
  - b. It will not help you in their sight.
3. *Never confide in the leaders.*
  - a. They will not keep your secret.
  - b. It will cheapen you in their sight and bring you down to their level.
4. *Do not form close friendships.*
  - a. It will isolate you from others.
  - b. They will take advantage of you.
5. *Do not be impatient.*
6. *Do not listen to praise.*

### **B. Congregation**

1. *Avoid close friendships.*
  - a. They will betray your confidence.
  - b. Your ministry will be hindered and others made jealous.

c. Treat all the same.

2. *In relation to weddings, funerals, and baptisms . . .*
  - a. You will be called upon.
  - b. Direct all inquiries through the pastor.
  - c. Be sure there is a clear understanding between pastor and associate, even then there may be problems.
3. *In relation to visits in homes . . .*
  - a. Try to visit with your wife.
  - b. Be very careful about entering homes when only one lady is present.

## **III. IN RELATION TO FAMILY.**

### **A. Keep High Standards.**

1. *We must be above reproach in all areas of life so that our testimony will not be hindered.*
2. *It always pays off when you need help from others.*

### **B. Do Not Indulge Extravagances.**

1. *Be careful in kind and type of clothes, household goods and other things you buy.*
2. *We should "strike a happy medium".*

Try not to attract attention by being too conservative or too extravagant.
3. *Watch your pleasures - TV, Betamax, etc.*

### **C. Keep Family Under Control.**

1. *Other families in the church will point us out as examples; we must be good examples in all things.*
2. *Children will respond favorably to discipline if applied discreetly, fairly, and consistently with love (never in anger).*

### **D. Do Not Push Family Before the Church.**

1. *It is permissible to use your family to perform musically or as speakers on occasions in order to give them a chance to serve along with others, but great care should be exercised.*
2. *Do not use family in every service if there is anyone else available who is qualified.*

## **IV. IN RELATION TO BUSINESS MATTERS.**

### **A. Do not over-buy; live modestly within your income.**

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1. *One should know his income, study his needs, buy wisely, shop for best buys (budget buying is all right if income permits), and avoid debt.*
2. *One must not try to keep pace with the people to whom he ministers in matters of dress, housing, etc. if means are not available to do so and if there is not a justifiable reason.*

## **B. Pay Your Bills on Time.**

1. *If one's income should fail and there simply is not enough money to meet all commitments, divide the funds. Pay something on all debts, and go to see the persons to whom money is due - do not avoid them.*
2. *It is best to pay cash, or by check, for all purchases, if possible.*

## **V. IN RELATION TO PLEASURES.**

### **A. Watch the Pastor; do not embarrass him.**

1. *One should plan his social life and periods of relaxation with his testimony in mind at all times - and never forget the standard that is set by his pastor.*
2. *Your life is not your own. You have an obligation to your family - do not fail to give them of your time.*
3. *You need some relaxation yourself, but remember whose you are and whom you serve.*

### **B. Choosing Your Pastimes.**

1. *One must choose pastimes, keeping in mind his testimony, his pastor, his church, and the unsaved of the community. One may not be able to participate in all clean sports.*
2. *Never allow your pastimes to become full-time. Budget your time carefully.*

## **VI. IN RELATION TO WORK.**

Seven things a good associate should always strive to be:

### **A. Be prepared.**

### **B. Be positive. Never say, "I can't", or "It can't be done." The question is, "How best?" or**

**"How soon?". The impossible simply takes a little longer.**

### **C. Be prompt. Be ahead of time. On time is too late for a leader.**

### **D. Be energetic**

### **E. Be optimistic.**

### **F. Be flexible. Watch feelings.**

### **G. Be humble. Have ability to adjust.**

## **VII. IN RELATION TO YOUR PERSON.**

### **A. Guidelines by which an associate pastor should choose his clothing:**

1. *Clothing should always be in good taste.*
2. *Remember the occasion.*
3. *Do not embarrass the pastor. Observe his wardrobe, etc.*
4. *Be modest wear socks over the calf.*
5. *Do not rush to adopt new styles. Take "middle-of-the-road" attitude.*

### **B. Our attitude toward dress clothes should be:**

1. *A barong or shirt and tie should always be worn in the pulpit.*
2. *Dress clothes are in order at all times - during services and visitation.*
3. *A white shirt is always in order and acceptable.*
4. *Never remove your coat on the platform (if you are wearing one).*

### **C. Some general rules we should always keep in mind as to our person:**

1. *Dress neatly and in good taste.*
2. *Bathe regularly daily.*
3. *Shave daily.*
4. *Wear clean clothing.*
5. *Use deodorant and cologne.*
6. *Watch bad breath, etc.*
7. *Keep shoes shined.*
8. *Wear "over-the-calf" socks. Do not expose bare legs on platform.*

## **VIII. PROBLEMS TO WATCH.**

1. *Being diverted.*
2. *Keeping your body under control.*
3. *Impatience with people*
4. *Impatience within yourself.*
5. *Taking time for your family.*
6. *Temptations of the world.*

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7. *Getting self out of the way.*
8. *Listening to people: pride.*
9. *Growing weary in the work.*
10. *Doing the will of God (not taking easy way).*
11. *Finding time to do what you need to do - to read and pray.*
12. *Relying on the arm of the flesh rather than on the power of God.*
13. *Maintaining a proper balance between the spiritual & intellectual.*

## **FUNERALS**

### **I. THINGS EVERY FAMILY HEAD SHOULD KNOW.**

Funeral directors and others, familiar with the situations which arise within families where death occurs, agree unanimously that wherever foresight has been exercised, the final arrangements can be handled with confidence and become less of a burden.

It is especially important that you know about, at least, the basic rudiments of a funeral service so you may be more helpful to the other members of the family when the need arises.

When you are the one to whom other members of the family turn for help or leadership at such a time, you will want to be as well prepared as possible. Always get the consent from the one recognized to be the one who will handle funeral arrangements, whether it be the wife, husband, parents, eldest brother or eldest sister. This way you will not be questioned on who "authorized" you on these matters.

There are a great many facets to a complete funeral. Each has its relative importance; each must be given appropriate attention. There are matters pertaining to the personal affairs of the deceased and his family, to the proper consideration of friends, to the welfare of business associates. and to the over-all planning and functioning of the funeral services.

To the person entrusted to consider all these details and to make final decisions for the family, a general plan of procedure is important. Such a plan may be summarized as follows:

1. *Attend to the immediate needs of the bereaved.*
2. *Call the funeral director and clergyman preferred by the family.*

Check with the family if they have a memorial plan which takes care of this arrangement.

3. *Notify members of the family who are not yet aware of the death.*
4. *Secure personal data together with any special requests or instructions of the deceased which might affect the planning of the funeral services.*
5. *In consultation with the funeral director and clergyman, decide the time, place, and type of services.*
6. *Make necessary arrangements with the cemetery.*  
Usually funeral parlors take care of this arrangement.
7. *Cooperate with the funeral director and attorney in notifying the proper insurance companies, banks, fraternal groups, veteran or military organizations, governmental offices, and others, requesting the necessary forms for filing claims for settlements and/or allowances. Usually done after the burial.*
8. *Arrange for and help in the reception of relatives, friends, and acquaintances who call to pay their respects.*
9. *Counsel with the immediate family in naming and notifying the pallbearers and honorary pallbearers.*
10. *Assist the funeral director in checking the final details of the services, including the items of transportation, order of procedure to the cemetery, and disposition of the floral offerings.*
11. *Mail "Thank You" notes and/or acknowledgment cards to relatives, friends and acquaintances who sent flowers or who otherwise expressed their sympathy. To be done after the funeral.*
12. *Cooperate with the executor of the estate.*  
An executor, if named in the will of the deceased, is authorized to attend to the deceased's affairs after the will has been probated in court and after letters testamentary are received from the court.

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Only if allowed by the majority of the family members.

## II. THINGS EVERY PASTOR SHOULD BE CONCERNED ABOUT.

1. *Pastor should go to home or hospital as soon as possible after death occurs.*
2. *Pastor's wife should accompany pastor, if possible.*
3. *Pastor should not take full responsibility for calling a funeral home or doctor without consulting nearest of kin.*
4. *Pastor should be careful about suggesting a particular funeral home before near kin has opportunity to express themselves.*
5. *Pastor should not suggest that a body be moved to a funeral home or hospital if it is a certainty that death has occurred some hours previously.*
6. *A pastor should not be expected to cancel all plans and spend the day and/or most of the night with a family in every circumstance.*
7. *Pastor should be ready to assist in selecting a funeral home and grave site and should take full charge of funeral plans if he is requested by the family to do so.*
8. *Pastor should be ready to assist in contacting relatives and friends if there is no one else to do so.*
9. *When death occurs in a home, a doctor should be called first.*  
If you are called and told of a death or dying situation always ask immediately if medical help has been called for. If not, you should do so. After this assistance has been given, one should call the near kin.
10. *Pastor should offer to go to the funeral home with family to choose casket, clothing and to assist in planning the service, if needed.*  
*Usually people with memorial plans have pre-arranged set-ups.*
11. *If a member of your church passes away and you are asked to conduct the service and you have a preaching engagement in another city, it is wise to put the funeral first in your planning; but keep both*

*appointments, if possible. If one has to be canceled, do not cancel the funeral.*

12. *When a pastor moves to a new community, it is wise to visit the funeral home, meet the personnel, and see the facilities.*
13. *With most modern-day funeral homes having chapels as they do, it is more convenient in most cases to have the funeral at the funeral parlor.*
14. *It is permissible to have the service in a home, if the family desires.*
15. *The cost of the service does not necessarily change if the service is held in the home.*
16. *Sometimes it is desirable, in certain situations, to have the funeral in the home of the deceased.*  
It can be of convenience to families living in a rural area or in a place far from the funeral home.
17. *It is permissible to bury a person in his favorite suit rather than purchase new clothing, if the family desires.*
18. *A pastor should be ready to counsel with a family as to the cost of a service if called upon.*  
All funeral homes are not operated by Christians, and all want to make money. Some people, under emotional stress, can be talked into buying the most expensive caskets, etc., especially if there is an insurance policy to cover the costs. A simple steel casket is often the cheapest and best.
19. *Steel caskets are the most popular and are most often purchased.*  
Hardwood and copper are the most expensive. Hardwood costs more because of the skilled labor required to construct each one by hand.
20. *It is often true that the casket for a child costs more than one for an adult.*  
Here again, it is a matter of labor. Each one is hand made.
21. *The biggest item involved in the funeral costs is SERVICE.*

They do not like to think of selling a casket, etc. They are selling you service.

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22. *There is no additional charge if a service is held in a church.*
23. *All funeral homes do not have the same set price for funerals.*
24. *Cremation is not spoken against in the Bible. Funeral services are held for most people who are to be cremated just as for anyone else.*
25. *If a person is not to be embalmed, he must be buried within 48 hours.*  
*The process of embalming requires that fluid be placed in the jugular vein in the neck and pumped through the body until all blood is forced from the arterial system and replaced with the fluid.*
26. *The family makes the decision as to whether or not a person is to be embalmed.*
27. *Funeral homes may have plans whereby a family can pay for a funeral on a monthly basis.*
28. *Most funeral homes provide professional assistance in the filling out of all necessary papers, arranging finances, death certificates, and newspaper releases.*
29. *The death certificate must be signed by the attending physician or the coroner.*
30. *The police and/or coroner should always be called to the death scene before a body is moved if a person has been deceased for some time or if there is suspicion of foul play.*
31. *The funeral director is not permitted to remove the body from the scene of death unless a doctor gives assurance that he has been treating the person who was known to have a terminal illness, that he is familiar with the case, and will sign the death certificate.*
32. *If death occurs due to unnatural causes an inquest must be held by the coroner.*
33. *Autopsies are not always advisable. They are often performed when medical science may be aided.*
34. *Meningitis is the one contagious disease against which persons handling a body must take extra precautions to avoid infection. All other virus cells die at once.*
35. *The law can require that an autopsy be performed if it is needed to determine cause of death.*
36. *The pastor has the responsibility of planning the funeral service.*  
*He may consult the family as to the selection of musicians and songs to be used. He should get his message from God.*
37. *The pastor should consider the life and the life-time interests of the deceased when planning his message. Sometimes this can be used if it is worthy.*
38. *Invitations are sometimes permissible at funerals but are not always advisable.*  
*It is not advisable to ask folk to come forward in a service, a show of hands is better. Make a mental note of these, and follow up later.*
39. *The average funeral service should not exceed thirty (30) minutes in length. There are exceptions, of course.*
40. *A funeral director should never tell the pastor how long to preach.*  
*Sometimes he is asked by the family to make it brief, but he does not like to do this.*
41. *Funeral services will often provide great opportunities for soul winning.*
42. *The pastor should not forget the family after the funeral.*  
*He should try to visit the home, preferably on the day following the funeral. Sometimes there are members of the family ill at home or in the hospital. These should be visited before or after the funeral service, if at all possible.*
43. *There is not a set form for a protestant/Baptist funeral service.*
44. *It is wise for the pastor to have a service plan written out, with copies available for musicians and funeral directors.*
45. *There is a difference between Protestant, Catholic and Jewish funerals.*
46. *Military men and their wives may be buried in national cemeteries.*

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Their services cannot be held on Sundays or national holidays.

47. *Servicemen with an honorable discharge are provided with a casket of a certain type and a burial plot.*
48. *All military men are not buried with special honors such as "gun salutes," "honor guard," and "taps."*
49. *Officers of certain rank and certain heroes are provided a full or partial military service.*
50. *Regardless of rank, all families of military men buried in a national cemetery are presented with a flag.*
51. *In conducting a service for an unsaved person, a pastor should never parade the evils or the unfortunate circumstances of his life.*  
This also applies to persons killed under tragic circumstances. Do not report the gruesome details. It is good however, to relate praiseworthy achievements of the deceased.
52. *In planning the funeral service, musicians should be advised to sing only two verses of their songs.*
53. *Grave side services are often held and sometimes are advisable.*
54. *Scripture and prayer is often all that is necessary at the Grave side if a service has been held at the church or funeral home.*
55. *It is not advisable to open the casket at the grave, but it is often necessary.*
  - a. When burial is held at a cemetery that is some distance from the funeral site and people present at the burial could not attend the service, it may be necessary to open the casket.
  - b. Sometimes late arrivals, members of the family, and folk from out of the city request that the casket be opened.
56. *When a service consists of two songs and the message, the following format should be followed:*
  - a. Song
  - b. Scripture and prayer

c. Song

d. Message - close with prayer

If three songs are used, the following format could be used:

a. Song

b. Scripture and prayer

c. Song

d. Message - close with prayer

e. Song

## WEDDINGS

### **I. MARRIAGE IS BOTH A CIVIL AND A DIVINE CONTRACT.**

#### **A. It is not lawful without a license issued by the proper authorities.**

A minister cannot perform the marriage ceremony unless the license is in his possession. Therefore, he should take care to see that someone - the groom or best man - turns the license over to him before the time set for the wedding.

#### **B. The legal requirements of marriage may change from state to state.**

Therefore, it is most essential that the minister check with local authorities in order to know the requirements effective in that locality.

#### **C. Marriage licenses are not usable except in the state in which they are obtained.**

The ceremony must be conducted in that state.

#### **D. In some states, a minister must be bonded.**

In other states, he must have his credentials recorded in the Circuit Courts Office. In still other states, he is required to give his title and position as his authority for performing the marriage ceremony.

#### **E. According to the laws of some states, two witnesses are required at the wedding ceremony. Others require only one.**

### **II. IN PLANNING THE WEDDING CEREMONY, THE PASTOR SHOULD DETERMINE THE SPIRITUAL QUALIFICATIONS OF THE CANDIDATES.**

#### **A. Proper counseling should be given concerning the sanctity of marriage and the Christian home.**

# Pastoral Theology II

(2 Cor. 6:14; Mat 19:6; Eph. 5:22,23, 25, 28; 1 Cor. 7:1-5 should be read).

**B. Candidates should be questioned as to the possibility of previous marriages.**

Mark 10:2-12; Luke 16:18

**C. Ministers must establish convictions concerning the marrying of persons who have living husbands and/or wives.**

Also as to whether one or both are lost or saved. The opinions of some good and godly men differ on this subject. Refer to 1 Cor. 7:10-15; 2 Cor. 6:14-18; Matt. 5:31-32; Matt 19:3-9.

**III. THE PASTOR SHOULD DETERMINE AS TO WHETHER OR NOT THE CANDIDATES HAVE HAD PROPER HEALTH TESTS AND WHETHER A LICENSE HAS BEEN OBTAINED.**

**IV. CANDIDATES SHOULD BE QUESTIONED AS TO THEIR PLANS FOR THE WEDDING CEREMONY.**

- A. Will a professional person be employed to plan and direct the proceedings?
- B. Who will care for the flowers and decorations?
- C. What type of reception will there be?
- D. Is the pastor expected to announce the reception at the close of the ceremony?
- E. Determine the type of music to be used.
- F. Discuss the matter of wearing apparel as to type, modesty, etc.
- G. Is it to be a double-ring ceremony?
- H. Make careful plans for the rehearsal.

**A SAMPLE OF A WEDDING CEREMONY**

Holy and happy is the sacred hour when two devoted hearts are bound by the enchanting ties of matrimony.

God has ordained marriage as the cornerstone of family life and the guarantee of honorable human society.

Marriage is God's first institution for the welfare of the race. In the quiet garden of Eden before sin had touched the world. God saw that it was not good for

man to be alone. He made a help-meet suitable for him, and established the rite of marriage, while the angels witnessed the wonderful scene.

Originated in divine wisdom and goodness, designed to promote human happiness and holiness, this rite is the foundation of home life and social order, and must remain so until the end of time. It was sanctioned and honored by the presence and power of Jesus at the marriage in Cana of Galilee, and marked the beginning of His wondrous works.

So it is ordained that a man shall leave his father and mother, and cleave unto his wife; and they twain shall be one flesh, united in hopes and aims and sentiments in all the interests of this present time.

**WHO GIVES THIS WOMAN  
TO BE MARRIED TO THIS MAN?**

If you then have freely and deliberately chosen each other as partners in this holy estate, and know of no just cause why you should not be so united, in token thereof you will please join your right hands.

(Join right hands and say to the man:)

\_\_\_\_\_ Wilt thou have \_\_\_\_\_ to be thy wedded wife, after God's ordinance in the holy estate of matrimony, wilt thou honor and keep her, in sickness and in health, in adversity and prosperity, in sorrow and in joy, so long as you both shall live? (The man shall answer, "I will. ")

(Then to the woman:)

\_\_\_\_\_ Wilt thou have \_\_\_\_\_ to be thy wedded husband, to live together after God's ordinance in the holy estate of matrimony? Wilt thou love him, cherish him, honor and keep him, in sickness and in health. in adversity and in prosperity, in sorrow and in joy, so long as you both shall live? (The woman shall answer, ("I will")

(Receive rings, )

(The man places ring upon the fourth finger of the woman's left hand, repeating after the minister:)

**"THIS RING I GIVE THEE, IN TOKEN AND PLEDGE, OF OUR CONSTANT FAITH AND ABIDING LOVE. "**

(Now the woman places ring upon man's fourth finger, repeating after the minister:)

# Pastoral Theology II

"THIS RING I GIVE THEE, IN TOKEN AND PLEDGE, OF OUR CONSTANT FAITH AND ABIDING LOVE."

May these rings remain fit emblems of the brighter link uniting your hearts, of the richer circle of your common joys, and, as the ring is without end, may your happiness abide forever,

(Let us pray.....)

(Song)

(Join right hand)

In accordance with your solemn promises thus made to each other before God and these witnesses, I do now, therefore, by virtue of the authority vested in me as a minister of the gospel, and by the laws of this state, pronounce you husband and wife.

"What therefore God has joined together, let not man put asunder." Amen. \*

(This ceremony is from Dr. Lee Roberson's file and is used on many occasions by him.)

## LOCATING AND ESTABLISHING

### NEW CHURCHES

BY DR. GERRY BENN

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- VI. CONSIDERATIONS IN PLANNING FOR A NEW CHURCH BUILDING

#### **I. DETERMINING THE NEED OF A CHURCH**

##### **A. When is a new church needed?**

1. *Manila is noted for its many churches, and some communities are obviously over-churched.*
2. *It is true that whatever there are people, the church is needed.*
3. *Social, moral and spiritual poverty characterize a churchless community.*

##### **B. New Communities are being formed everywhere.**

1. *Churches should be formed where the people are.*
2. *Population shifts sometimes leave churches without a supporting constituency.*

##### **C. In determining the need, some of the following questions should be asked.**

1. *Is there a definable community within which the church would be located?*
2. *Is the population trend toward or away from the community?*
3. *Is there a reasonably strong nucleus of like minded Christians sufficient to give the new church its initial support?*
4. *Is there enough favorable sentiment to warrant the church's beginning?*

#### **II. FACTORS DETERMINING THE LOCATIONS OF A CHURCH**

##### **A. A church's future is usually determined by its physical location.**

##### **B. Here are some questions to ask in helping to determine the location of a new church:**

1. *Is the church maximally accessible?*
2. *Is it near the main highways of travel?*
3. *Would it be difficult to reach at any season of the year?*
4. *Is it too far from the main body of the people whom it would reach?*
5. *Will it probably remain accessible through the long future?*
6. *Is the neighborhood substantial?*
7. *Is the property suitable?*
8. *Will the services be reasonable free from distractions and disturbances?*
9. *Will the people have a sense of pride in the church as it grows and the building expands?*
10. *Has due regard been given to its proximity to other churches?*

##### **C. Many of the needed facts can be secured from local agencies.**

1. *From the city building inspector you can secure information regarding any new housing units planned.*
2. *From the school superintendent you can secure information on the birth rate and population movements.*
3. *The public utilities often will share their information.*
4. *The Chamber of Commerce can advise on the locations of any new industries.*

# Pastoral Theology II

## III. THE BIRTH OF A LOCAL CHURCH

The twelve principles to keep in mind in starting a new church (Adapted from the slide series shown by Dr. E. Koller).

### A. Secure a meeting place.

1. *This should only be a temporary meeting place.*
2. *It should adequately serve the present needs.*
3. *Usually a house or an apartment could be used.*

### B. Visit every home in the area.

1. *Seek to discover those who are interested in a new church. Conduct a community survey.*
2. *Seek to win families to Christ which might become the nucleus of a new work.*

### C. The nucleus should be the basis for the new church.

### D. Form a temporary executive board.

1. *The pastor is an ex officio member of this board.*
2. *Choose those who are best fitted for the job.*

### E. Draw up a church constitution. It should contain six essentials

1. *It should state the name of the church.*
  2. *The purpose of the church needs to be given.*
  3. *Tell what the various officers and their duties are.*
  4. *State the doctrinal beliefs.*
  5. *Include a church covenant.*
  6. *Include the means of church membership.*
- This is to be voted on by the congregations.*

### F. Conduct an effective publicity program.

1. *Brochures can be personally distributed.*
2. *Display posters in the windows of stores and other places of business.*
3. *Most radios will provide free time.*

### G. Incorporate the church as a legal entity. (Probably a year from organization or when able to buy property.)

1. *Get competent legal help.*
2. *This makes provision for the individual members so that they cannot be held legally responsible.*
3. *The trustees are not liable.*

### H. Put an official write-up in the local paper.

1. *It should include who, what, where, when, and why, and how.*
2. *The Pastor should take it personally to the news office.*

### I. The Pastor needs to choose a qualified person for a Sunday School superintendent.

### J. Conduct a teacher training class.

1. *Give out outlines for the course.*
2. *Have a devotional time.*
3. *Discuss problems.*
4. *Drill the teacher with the characteristics of the various age groups.*

### K. Hold soul-winning clinics.

1. *Teach the people the art of personal soul-winning.*
2. *Organize a visitation program.*

### L. Begin a building program. The temporary board is replaced by a board of trustees.

### There are four ways of raising funds.

1. *Offerings.*
2. *Faith pledges.*
3. *An every-member canvass.*
4. *Bring in a professional team.*

## IV. INCORPORATION OF THE NEW CHURCH

### A. The Pastor or a person designated should send to the Securities & Exchange Commission for special instructions regarding incorporation. (for Philippines)

### B. The meeting of incorporation must be posted 10 days in advance.

1. *One of the notices should appear on the church bulletin board. This also gives where the other two notices are listed.*
2. *Two other notices are posted in conspicuous places.*

### C. An announcement regarding the intent of holding a meeting of incorporation must be made on two successive Sundays.

1. *The first Sunday must be at least 10 days in advance of the meeting.*
2. *The announcement must include the date, time, place and purpose of the meeting.*

# Pastoral Theology II

## **D. The following items are to be cared for at the meeting of incorporation.**

1. *Elect an official board.*
2. *Elect a temporary chairman and secretary.*
3. *Adopt a resolution authorizing incorporation.*
4. *Adopt a constitution and by-laws, as well as articles of faith.*

From the standpoint of the state, a local congregation is either a society or legal entity.

A society has no legal position in most states, it is not able to hold real estate, enter into contract, sue or be sued in its own name.

In order for a society to own real estate it is necessary to have trustees who hold the property in their own names. Members & trustees are held responsible for unpaid bills & damages.

## **CORPORATION**

A corporation is a legal entity, a being separate from the individuals who constitute its membership. As such it is entitled to all the rights as an individual. It can hold any type of property and go to court in its own name.

Three Advantages of a Corporation

### **1. Individual Members are not responsible for any acts of the corporation.**

No liable for debts or damages caused by negligence on the part of the employees of the church.

### **2. The trustees elected to the office by the congregation are not individually liable for debts of judgements against the corporation, unless they exceeded their authority.**

If he exceeds the authority given him, he is then liable. This authority is spelled out in the by-laws.

### **3. Once a church has been incorporated, it is not possible for another church in the same state to received a charter using the same name.**

## **BOARD OF TRUSTEES**

1. **Is elected by the congregation and is responsible to it for its action.**
2. **Is entrusted with the business affairs.**
3. **Its authority is outlined in the by-laws. If a member exceeds his authority he is liable.**

PASTOR: he can be held personally liable for any contracts that he has signed or services he has engaged without the necessary authorization even though he was acting in the interest of the congregation.

## **V. THE NEW CHURCH AND THE CHURCH CONSTITUTION**

The constitution should contain the following:

### **A. The name of the organization.**

### **B. The purpose of the church.**

### **C. How people are admitted to the church.**

1. *Admission by baptism.*
2. *Admission by letter.*
3. *Admission by experience.*
4. *Application for membership and procedure for admissions.*
5. *Dismissal to other Baptist churches.*

### **D. The church covenant.**

### **E. The church business meetings.**

### **F. Officers of the church.**

1. *The number of offices.*
2. *Qualifications.*
3. *Nominations.*
4. *Term of office.*
5. *Re-election.*

### **G. The Pastor and Pastoral relations.**

1. *The duties of the Pastor.*
2. *Officers of the church and their duties.*
3. *Duties of committees and other personnel.*

### **H. Personnel and Committees.**

1. *The general duties of all leaders of the church.*
2. *Officers of the church and their duties.*
3. *Duties of committees and other personnel.*

### **I. Societies and committees.**

### **J. Relations to a Conference or Convention.**

### **K. Disposition of church property.**

### **L. Discipline in the church.**

### **M. Amendments and By-Laws.**

### **N. The Articles of Faith of the church.**

# Pastoral Theology II

## VI. CONSIDERATIONS IN PLANNING FOR A NEW CHURCH BUILDING

- A. **The securing of an architect.**
- B. **The appointing of a building committee.**
- C. **The planning of rooms for:**
  - 1. *Bible school departments.*
  - 2. *The Pastor's study.*
  - 3. *The church and Sunday School library.*
  - 4. *The office for clerical help.*
  - 5. *Committee rooms.*
  - 6. *Fellowship rooms.*
  - 7. *Class rooms, for the nursery to adult.*
  - 8. *A choir room with storage space for music and robes.*
  - 9. *The baptistry and baptismal dressing rooms.*
  - 10. *A kitchen.*
  - 11. *Quarters for the janitor.*
  - 12. *Storage for cleaning materials and equipment.*
  - 13. *Washrooms.*
- D. **Other things to consider:**
  - 1. *Ventilation.*
  - 2. *Heating.*
  - 3. *Wiring adequate for amplifier.*
  - 4. *Sound-proofing between the rooms.*
  - 5. *Acoustical design.*
  - 6. *Lighting.*
  - 7. *Safety precautions.*
  - 8. *Conveniences for funerals and weddings.*

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## CHURCH FINANCES

### I. THE NEED FOR INTERNAL CONTROLS

- A. **Because Satan will take advantage of every opportunity to cause a Christian to fall.**  
2 Cor. 2:11, "Lest Satan should take advantage of us: for we are not ignorant of his devices."  
Because Satan is walking about seeking whom he may devour 1 Peter 5:8.
- B. **The Pastor should not know who gives, or how much.**
  - 1. *He might become a "respector of persons" who give much.*
  - 2. *He might be tempted to ignore the sins of a big giver and not preach against them.*
- C. **Because people, though Christian, still have the flesh to contend with and often succumb to temptations.**
- D. **Because people who embezzle or steal do not intend to do so at the beginning.**  
The testimony of some of the largest embezzlers is that the intention in the beginning was only to borrow and pay back later.
- E. **Because we owe it to those with whom we are involved to do everything we can to keep temptation from them.**

### II. EXAMPLE OF EMBEZZLERS

- A. **Judas-He was unsaved but TRUSTED.**
- B. **Treasurer of the Southern Baptist Convention Home Missions.**  
He embezzled \$909,461. Later his superior stated, "We misjudged his character and made the error of giving him too much authority.
- C. **The example of the lady who embezzled thousands of dollars from the credit union where she was treasurer.**  
She justified her stealing on the basis that "she stole to do charitable deeds."

### III. THE RESULTS OF EMBEZZLEMENTS

- A. **You lose the Lord's money over which He has given you the responsibility of safe-keeping.**
- B. **You contribute to the fall of the person involved by allowing the temptation to be before him.**

# Pastoral Theology II

- C. The testimony of the person involved suffers as well as does Christ's name.
- D. The family of the embezzler is hurt.

## IV. SOME SUGGESTIONS FOR PREVENTION

- A. Have an envelope system.
- B. **PASTOR SHOULD SEPARATE HIMSELF FROM FUND HANDLING.**
- C. The general records (financial) should be in the hands of the treasurer.
- D. Financial secretary (not the treasurer) should handle posting of offering envelopes (after they have been emptied by the cashier's committee).
- E. If the church finds it impossible to have people to occupy the above two duties separately, then it would be permissible to combine these two functions.
- F. Cash receipts should be counted and handled by a **CASHIER'S COMMITTEE**.  
There should be A MINIMUM OF 2 people with the money AT ALL TIMES. This is for the protection of the money as well as the people handling it.
- G. **ALL PAYOUTS should be made by check.**  
Each check should have the signature of two persons, the treasurer and a member of the finance committee (usually made up of deacons within the board of deacons). The counter-signing deacon **SHOULD NEVER SIGN** blank checks but should **ONLY COUNTER-SIGN CHECKS AFTER THEY HAVE BEEN MADE OUT AND SIGNED BY THE TREASURER.**
- H. An exception to G above would be the authorization by the finance committee of a petty cash fund of \$5.00 or \$10.00 out of which the treasurer could pay small bills which would not justify a check.  
The treasurer should have a receipt for all cash paid out of this fund. These can be picked up by the finance committee whenever the petty cash fund is replenished.

- I. It would be beneficial if within the finance committee there were an auditing committee to make periodic audits of the financial records of the church.

CHURCH TREASURERS SHOULD NOT VIEW AUDITS AS PERSONAL SUSPICION OF THEM BY OTHERS BUT AS A WELCOME VERIFICATION OF THEIR GOOD TESTIMONY IN HANDLING FUNDS. TREASURERS OF GOOD CHARACTER WELCOME AUDITS.

- J. Bank statements should go to the finance committee and **NOT TO THE TREASURER.**

The finance committee should reconcile the bank statements.

- K. Financial Reports should be given and posted once a month.

## V. CASH RECEIPTS-HOW THEY SHOULD BE HANDLED

- A. When the Cashier's Committee counts the money (the offering), a **RECEIPTS SUMMARY REPORT** should be made out in **TRIPLICATE**. These should be distributed as follows:
  1. One copy to the Treasurer
  2. One copy to the Finance Committee
  3. One copy should be kept by the Cashier's Committee
- B. The Receipts Summary Report should be signed by each member of the Cashier's Committee who was present when the money was counted.  
THIS IS OF UTMOST IMPORTANCE. This is for the mutual protection of the members of the committee.
- C. At night a deposit should be made of the money collected in the morning and evening services.  
This deposit **SHOULD ALWAYS EQUAL** the Receipts Summary Reports for the morning and evening collection.
- D. A copy of the deposit slip should be given to the Treasurer.

# Pastoral Theology II

**E. The empty envelopes from the members of the church should be given to the finance secretary.**

## **WINNING A SOUL TO CHRIST**

by Jack Hyles

1. Introduce yourself.
2. Several minutes of light conversation.
3. Ask them, "If you died today, do you know that you would go to Heaven?" (Let them give you their answer.)  
"Let me ask you this: Are you 100% sure that, if you died today, you would go to Heaven?" ("Well, maybe not completely sure.")
4. Now ask, "Would you like to be sure?" ("Why yes, everybody wants to go to Heaven.")
5. Now ask, "If I could show you how you could be sure, would you be willing to do what the Bible says to do?" ("Yes.")
6. "There are only four things you must know in order to be sure of Heaven."
  - a. "You must realize that you are a sinner." Show him Rom. 3:10 and 3:23. Ask, "If all are sinners, then am I a sinner?" ("Yes.") "If all are sinners, are you a sinner?" ("Yes.")
  - b. "You must realize that you are condemned by your sin." Show him Rom. 5:12 and 6:23. "Adam sinned and the curse of death came upon the human race. The same is true today and death means the body goes back to the ground and the soul is cast into hell."  
(Rev. 20:14, 15)
  - c. "You must realize that Jesus paid your debt on the cross." Show him Rom. 5:8. "Jesus never committed a single sin." This means that He did not deserve to die, but He did die. If He was not dying for His sin, then whose was He dying for on the cross?" ("For ours.")
  - d. "You must realize that if you would receive Jesus you could be sure of Heaven." Show him Rom. 10:13. "According to this verse, if you were to ask? God to forgive your sins and save you, what would He do?" ("He would save me.")
7. Review the main points to be sure he understands.
8. Ask him "As important as this is, would you be willing for me to pray for you while you give this matter serious consideration?"

9. You pray a brief prayer, then lead him to pray. Help him with praying if necessary, using the "sinner's prayer" in Luke 18:13.
10. Ask him to take your hand if he is receiving Christ as his Saviour.
11. You thank the Lord for his decision in a brief prayer.
12. "According to the Bible (Rom. 10:13) where would you go if you died today?" Give him the assurance of his salvation.
13. Lead him to a public profession.  
(Use Rom. 10-9-11. Get him to promise God he will come to church Sunday.)
14. Go by and get him on Sunday morning, sit with him in the service, and go down the aisle with him.

## **LEADING A CHILD TO CHRIST**

(from C.E.F.I.)

**Matthew 18:14** "Even so it is not the will of your Father which is in heaven, that one of these little ones should perish."

**Mark 10:14** "Suffer the little children to come unto me, and forbid them not; for of such is the kingdom of God."

Leading a child to Christ takes yieldedness, tact, and knowledge on the part of the SOUL WINNER. Yielding to the Holy Spirit can and will produce tact, but only study of the WORD and methods will give the necessary knowledge. Some helps are given here that will encourage you and help you to lead the little ones to Him.

1. Explain the LOVE OF GOD.  
"The Lord Jesus Christ loves me."  
John 3:16, Romans 5:8
2. Explain the FACT and CONSEQUENCE of sin  
"I have sinned."
  - a. The fact of sin  
Romans 3:23, James 4:17
  - b. The result of sin  
Romans 6:23, John 8:24
3. Explain that Christ died for his sins.  
"Christ died for me".  
1 Cor. 15:3,4, Romans 5:6-8, Isaiah 53:6,  
1 John 1:7

# Pastoral Theology II

4. Explain that he must personally accept Christ as Saviour.

"I receive Him."

John 1:12, Revelation 3:20

5. Explain the assurance of salvation from the WORD OF GOD"

"I am saved."

John 3:36; 1 John 5:11,13; John 5:24;

Hebrews 13:5b

## **NOW INSTRUCT FOR GROWTH**

1. Read the Bible. (I let God speak to me.)
2. Pray every day. (I speak to God regularly.)
3. Tell other people about the Lord Jesus Christ.
4. Attend a Sunday School and Church where the Bible is TAUGHT.

## **SEVEN "DO'S" FOR THE SOUL-WINNER**

1. **Do be sure to pray both for yourself and the one with whom you are to deal.**
2. **Do be sure to use your open BIBLE.**
3. **Do be sure that you clearly and simply give the GOSPEL**
4. **Do be sure to look for and expect the HOLY SPIRIT to work.**
5. **Do be sure to take nothing for granted.**
6. **Do be sure to stay with the issue of receiving CHRIST as PERSONAL SAVIOUR.**
7. **Do be as sure as possible that the person has understood from the SCRIPTURES what they have done in receiving Christ.**

## **THE BAPTIST CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour and on the profession of our faith in Him, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage (promise) therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advance of this church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage (promise) to maintain family and personal devotions; to train our children in the fear and admonition of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage (promise) to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offence, but always ready for reconciliation, and mindful of the rules of our Saviour, to secure it without delay.

We moreover engage (promise) that when we remove from this place, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

# Study Questions for Pastoral Theology II

## ASSOCIATE PASTOR

1. Why is an assistant or staff member hired? \_\_\_\_\_.
2. The assistant or staff member should always be \_\_\_\_\_ to the pastor.
3. What should the assistant or staff member do if he finds it hard to be loyal? \_\_\_\_\_.
4. Leaders, assistants, staff members should have close friendships with members of the congregation.  
true / false (circle one)
5. (fill in the blank) What should the assistant or staff worker do if someone comes to him for:  
a. Serious counseling \_\_\_\_\_ b. Baptism \_\_\_\_\_ c. A wedding \_\_\_\_\_  
d. Rumors, gossip, criticism \_\_\_\_\_ (handle it yourself - refer to the pastor - organize a committee - tell it from the pulpit)
6. A leader should be: 1. \_\_\_\_\_ 5. Optimistic  
2. \_\_\_\_\_ 6. \_\_\_\_\_  
3. \_\_\_\_\_ 7. Humble  
4. Energetic

## FUNERALS

7. The funeral is a great opportunity to win souls. \_\_\_ True \_\_\_ False
8. Who is responsible for planning the funeral service? \_\_\_\_\_
9. What does the Bible say about cremation? \_\_\_\_\_
10. The pastor can have a dead body moved before it has been seen by a doctor or coroner. \_\_\_ True \_\_\_ False
11. If a funeral conflicts with another planned service, which should be canceled? \_\_\_\_\_

## WEDDINGS

12. What are the spiritual qualifications for the couple to be married? 1. \_\_\_\_\_  
2. \_\_\_\_\_
13. Is there ever a time when it is okay for a lost person to marry a saved person? \_\_\_\_\_ If your answer is yes, when? \_\_\_\_\_
14. Marriage is both a \_\_\_\_\_ and a \_\_\_\_\_ contract.
15. When is it permissible for a divorced person to remarry? \_\_\_\_\_

## CHURCH FINANCES

16. Why should a church have a good system of keeping their finances in order? \_\_\_\_\_  
\_\_\_\_\_
17. What are some of the results of embezzlement? \_\_\_\_\_  
\_\_\_\_\_
18. Is it wise for a pastor to know who gives and how much they give? \_\_\_\_\_ Why? \_\_\_\_\_
19. How many persons should always count the money? \_\_\_\_\_
20. How often should a financial report be given? \_\_\_\_\_

I have read \_\_\_\_\_ % of the required reading for this course.

# Exam Questions for Pastoral Theology II

Student's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_ Date: / /

## ASSOCIATE PASTOR

1. Why is an assistant or staff member hired? \_\_\_\_\_.
2. The assistant or staff member should always be \_\_\_\_\_ to the pastor.
3. What should the assistant or staff member do if he finds it hard to be loyal? \_\_\_\_\_.
4. Leaders, assistants, staff members should have close friendships with members of the congregation.  
true / false (circle one)
5. (fill in the blank) What should the assistant or staff worker do if someone comes to him for:  
a. Serious counseling \_\_\_\_\_ b. Baptism \_\_\_\_\_ c. A wedding \_\_\_\_\_  
d. Rumors, gossip, criticism \_\_\_\_\_ (handle it yourself - refer to the pastor - organize a committee - tell it from the pulpit)
6. A leader should be:  
1. \_\_\_\_\_ 5. Optimistic  
2. \_\_\_\_\_ 6. \_\_\_\_\_  
3. \_\_\_\_\_ 7. Humble  
4. Energetic

## FUNERALS

7. The funeral is a great opportunity to win souls. \_\_\_ True \_\_\_ False
8. Who is responsible for planning the funeral service? \_\_\_\_\_
9. What does the Bible say about cremation? \_\_\_\_\_
10. The pastor can have a dead body moved before it has been seen by a doctor or coroner. \_\_\_ True \_\_\_ False
11. If a funeral conflicts with another planned service, which should be canceled? \_\_\_\_\_

## WEDDINGS

12. What are the spiritual qualifications for the couple to be married? 1. \_\_\_\_\_  
2. \_\_\_\_\_

# Exam Questions for Pastoral Theology II

13. Is there ever a time when it is okay for a lost person to marry a saved person? \_\_\_\_\_ If your answer is yes, when? \_\_\_\_\_

14. Marriage is both a \_\_\_\_\_ and a \_\_\_\_\_ contract.

15. When is it permissible for a divorced person to remarry? \_\_\_\_\_

## **CHURCH FINANCES**

16. Why should a church have a good system of keeping their finances in order? \_\_\_\_\_  
\_\_\_\_\_

17. What are some of the results of embezzlement? \_\_\_\_\_  
\_\_\_\_\_

18. Is it wise for a pastor to know who gives and how much they give? \_\_\_\_\_ Why? \_\_\_\_\_  
\_\_\_\_\_

19. How many persons should always count the money? \_\_\_\_\_

20. How often should a financial report be given? \_\_\_\_\_

I have read \_\_\_\_\_ % of the required reading for this course.

I have looked up \_\_\_\_\_ % of the Scripture references.

# *Pastoral Theology II*

Compiled by  
**Melvyn L. Brown**



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## **For Teacher Only: Verses for PASTORAL THEOLOGY II**

### **CHURCH DISCIPLINE.**

- 1 Corinthians 14:33 For God is not the author of confusion, but of peace, as in all churches of the saints.
- 1 Corinthians 14:40 Let all things be done decently and in order.

### **A.**

- Romans 15:14 And I myself also am persuaded of you, my brethren, that ye also are full of goodness, filled with all knowledge, able also to admonish one another.
- Colossians 3:16 Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.
- 1 Thessalonians 5:11 Wherefore comfort yourselves together, and edify one another, even as also ye do.
- 1 Peter 5:2 Feed the flock of God which is among you, taking the oversight thereof, not by constraint, but willingly; not for filthy lucre, but of a ready mind;
- John 21:15-17 So when they had dined, Jesus saith to Simon Peter, Simon, son of Jonas, lovest thou me more than these? He saith unto him, Yea, Lord; thou knowest that I love thee. He saith unto him, Feed my lambs. 16 He saith to him again the second time, Simon, son of Jonas, lovest thou me? He saith unto him, Yea, Lord; thou knowest that I love thee. He saith unto him, Feed my sheep. 17 He saith unto him the third time, Simon, son of Jonas, lovest thou me? Peter was grieved because he said unto him the third time, Lovest thou me? And he said unto him, Lord, thou knowest all things; thou knowest that I love thee. Jesus saith unto him, Feed my sheep.
- Acts 20:28 Take heed therefore unto yourselves, and to all the flock, over the which the Holy Ghost hath made you overseers, to feed the church of God, which he hath purchased with his own blood.

### **B.**

- Matthew 18:15-19 Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. 16 But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. 17 And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican. 18 Verily I say unto you, Whatsoever ye shall bind on earth shall be bound in heaven: and whatsoever ye shall loose on earth shall be loosed in heaven. 19 Again I say unto you, That if two of you shall agree on earth as touching any thing that they shall ask, it shall be done for them of my Father which is in heaven.
- 2 Thessalonians 3:6 Now we command you, brethren, in the name of our Lord Jesus Christ, that ye withdraw yourselves from every brother that walketh disorderly, and not after the tradition which he received of us.
- 2 Thessalonians 3:14-15 And if any man obey not our word by this epistle, note that man, and have no company with him, that he may be ashamed. 15 Yet count him not as an enemy, but admonish him as a brother.
- Romans 16:17 Now I beseech you, brethren, mark them which cause divisions and offences contrary to the doctrine which ye have learned; and avoid them.
- 1 Corinthians 5:2 And ye are puffed up, and have not rather mourned, that he that hath done this deed might be taken away from among you.
- 1 Corinthians 5:9-13 I wrote unto you in an epistle not to company with fornicators: 10 Yet not altogether with the fornicators of this world, or with the covetous, or extortioners, or with idolaters; for then must ye needs go out of the world. 11 But now I have written unto you not to keep company, if any man that is called a brother be a fornicator, or covetous, or an idolater, or a railer, or a drunkard, or an extortioner; with such an one no not to eat. 12 For what have I to do to judge them also that are without? do not ye judge them that are within? 13 But them that are without God judgeth. Therefore put away from among yourselves that wicked person.
- 2 Corinthians 2:5-10 But if any have caused grief, he hath not grieved me, but in part: that I may not overcharge you all. 6 Sufficient to such a man is this punishment, which was inflicted of many. 7 So that contrariwise ye ought rather to forgive him, and comfort him, lest perhaps such a one should be swallowed up with overmuch sorrow. 8 Wherefore I beseech you that ye would confirm your love toward him. 9 For to this

## **For Teacher Only: Verses for PASTORAL THEOLOGY II**

end also did I write, that I might know the proof of you, whether ye be obedient in all things. 10 To whom ye forgive any thing, I forgive also: for if I forgave any thing, to whom I forgave it, for your sakes forgave I it in the person of Christ;

- Titus 3:10-11 A man that is an heretick after the first and second admonition reject; 11 Knowing that he that is such is subverted, and sinneth, being condemned of himself.
- Revelation 2:2 I know thy works, and thy labour, and thy patience, and how thou canst not bear them which are evil: and thou hast tried them which say they are apostles, and are not, and hast found them liars:
- Revelation 2:14 But I have a few things against thee, because thou hast there them that hold the doctrine of Balaam, who taught Balac to cast a stumblingblock before the children of Israel, to eat things sacrificed unto idols, and to commit fornication.
- Revelation 2:20 Notwithstanding I have a few things against thee, because thou sufferest that woman Jezebel, which calleth herself a prophetess, to teach and to seduce my servants to commit fornication, and to eat things sacrificed unto idols.
- Revelation 2:24 But unto you I say, and unto the rest in Thyatira, as many as have not this doctrine, and which have not known the depths of Satan, as they speak; I will put upon you none other burden.

### **D.**

- Matthew 5:23-24 Therefore if thou bring thy gift to the altar, and there rememberest that thy brother hath ought against thee; 24 Leave there thy gift before the altar, and go thy way; first be reconciled to thy brother, and then come and offer thy gift.
- Matthew 18:15-17 Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. 16 But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. 17 And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.
- 1 Corinthians 5:3-7 For I verily, as absent in body, but present in spirit, have judged already, as though I were present, concerning him that hath so done this deed, 4 In the name of our Lord Jesus Christ, when ye are gathered together, and my spirit, with the power of our Lord Jesus Christ, 5 To deliver such an one unto Satan for the destruction of the flesh, that the spirit may be saved in the day of the Lord Jesus. 6 Your glorying is not good. Know ye not that a little leaven leaveneth the whole lump? 7 Purge out therefore the old leaven, that ye may be a new lump, as ye are unleavened. For even Christ our passover is sacrificed for us:
- 1 Corinthians 5:13 But them that are without God judgeth. Therefore put away from among yourselves that wicked person.
- 1 Timothy 5:20 Them that sin rebuke before all, that others also may fear.
- 1 Corinthians 11:2 Now I praise you, brethren, that ye remember me in all things, and keep the ordinances, as I delivered them to you.
- 2 Thessalonians 3:6 Now we command you, brethren, in the name of our Lord Jesus Christ, that ye withdraw yourselves from every brother that walketh disorderly, and not after the tradition which he received of us.
- Matthew 18:17 And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.
- Romans 16:17 Now I beseech you, brethren, mark them which cause divisions and offences contrary to the doctrine which ye have learned; and avoid them.
- Luke 17:3 Take heed to yourselves: If thy brother trespass against thee, rebuke him; and if he repent, forgive him.
- 1 Corinthians 12:26 And whether one member suffer, all the members suffer with it; or one member be honoured, all the members rejoice with it.
- Titus 3:10 A man that is an heretick after the first and second admonition reject;

## **For Teacher Only: Verses for PASTORAL THEOLOGY II**

- Galatians 6:1 Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted.

### **D.d.**

- Matthew 18:17 And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.
- 1 Corinthians 11:16 But if any man seem to be contentious, we have no such custom, neither the churches of God.
- Romans 16:17 Now I beseech you, brethren, mark them which cause divisions and offences contrary to the doctrine which ye have learned; and avoid them.
- 2 Thessalonians 3:6 Now we command you, brethren, in the name of our Lord Jesus Christ, that ye withdraw yourselves from every brother that walketh disorderly, and not after the tradition which he received of us.
- 2 Thessalonians 3:11 For we hear that there are some which walk among you disorderly, working not at all, but are busybodies.
- 1 Corinthians 6:5-7 I speak to your shame. Is it so, that there is not a wise man among you? no, not one that shall be able to judge between his brethren? 6 But brother goeth to law with brother, and that before the unbelievers. 7 Now therefore there is utterly a fault among you, because ye go to law one with another. Why do ye not rather take wrong? why do ye not rather suffer yourselves to be defrauded?

### **HOW A CHURCH SHOULD TREAT AN EVANGELIST**

- Ephesians 4:11 And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers;

### **SETTING UP A MISSIONARY CONFERENCE**

- Matthew 28:19-20 Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: 20 Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.
- Mark 16:15 And he said unto them, Go ye into all the world, and preach the gospel to every creature.

### **TEN THINGS TO REMEMBER IN BUILDING YOUR SUNDAY SCHOOL**

- Acts 20:18-21 And when they were come to him, he said unto them, Ye know, from the first day that I came into Asia, after what manner I have been with you at all seasons, 19 Serving the Lord with all humility of mind, and with many tears, and temptations, which befell me by the lying in wait of the Jews: 20 And how I kept back nothing that was profitable unto you, but have shewed you, and have taught you publickly, and from house to house, 21 Testifying both to the Jews, and also to the Greeks, repentance toward God, and faith toward our Lord Jesus Christ.
- Philippians 3:14 I press toward the mark for the prize of the high calling of God in Christ Jesus.

# Extras for Pastoral Theology II

## Things to do in opening a New Ministry

by Julie Gannaban

I asked Miss Julie Gannaban to put on paper the things she has found to be effective in laying the ground work for planting a new church. She has had very successful results in the work she has done. It would be wise if all of us would read this and follow her example. Please file this paper away so you can refer to it from time to time. **M.L. Brown**

### THINGS TO DO IN OPENING A NEW MINISTRY

#### **I. Survey places where there is no Bible believing Church or Baptist Church.**

- A. Go directly to the Municipal office of that town and ask for their Municipal Planning and Development Coordinator (KPDC) where you can acquire the following statistical data.
  1. Population of the town.
  2. No. of barangays or barrios.
  3. Map of the whole municipality.
  4. What religious sects exist
  5. Sources of Income and etc.
- B. Look and roam around and familiarize yourself with the town, where their public market is, Post office, PNP, place to get a ride and so on.
- C. If you have considered and prayed for the place the next step to do is:
  1. Scout for a place to stay, as much as possible the place must be within the town proper.
  2. Transfer at your convenient time but, be sure to have a contract of agreement in renting a house.
  3. Before transferring be sure to have with you the following:
    - bundles of gospel tracts and Source of Light lessons;
    - Extension class materials and Materials for adult Bible Study such as SOL Teachers Manual, Cutting Edge, Ngayon Ako'y Kristiyano Na, and 100 Bible Lessons;
    - Stamp bearing the name of that place. (Usually we use the Board name ex.  
**BAMA MINISTRY**  
**Centro, Camalaniugan, Cagayan**
- D. Fix and settle yourself after transferring before you start going out.

#### **II. When already settled in the place the next step to do is:**

- A. Begin your visitation by distributing gospel tracts through zoning system. Distribute area by area and do it house to house. While distributing gospel tracts be friendly with the people you met and try to ask their names and record it immediately in your small notebook which you must carry always with you. Remember, not to show them you are taking their names, they would wonder why.
- B. If you see an opportunity to share the Gospel with someone do it. After witnessing to them let them have the SOL lessons explaining it's a free Bible lesson.
- C. Upon reaching home after visitation, be sure to record the names of those you met and their place/street in your log book.
- D. Mark your map where you have been distributing tracts so you can remember what area you've been through.
- E. Continue to distribute tracts by area until you have finished certain districts and have many contacts with you.
- F. By the second week of your visitation go back for a friendly visit to those people whose names you have. Try to give them SOL lessons so that you will have reason to visit them again. As you do, this establish contacts with the members of the family you are visiting. Always look opportunities to witness. Remember to record all your new contacts in your visitation logbook.
- G. In the following weeks visit again your contacts and determine to get them saved. Give them SOL lessons and encourage them to continue their Bible lessons.
- H. Continue visiting those you have won to the Lord and find out if you can conduct a Bible study with them. Encourage these new converts to know more about the Bible by having a Bible study with them where they can invite friends and relatives.
- I. Continue gospel tracts distribution and follow-up with your new contacts. Follow-up is being held every week. Even if you are establishing more new contacts always pay a visit to those you met especially those you have won to the Lord. Always record the result; and status of their spiritual growth in your logbook in order to know how to deal with them the next time you visit.

#### **Some of the steps of our visitation are listed below:**

1. First, friendly visit;
2. Second, determine to present the gospel;
3. Checking of their salvation;
4. Assurance of Salvation
5. Give GROWTH = Go to church faithfully, Read your Bible every day, Obey the Lord in believer's baptism, Witness to others, Talk to God in prayer, and Holy Spirit control or be filled with the Spirit.

# Extras for Pastoral Theology II

6. Encourage to have Bible study with you. "G" in growth is Go to Bible study since there is no church yet;
  7. Importance of going/attending Bible study;
  8. Importance of Bible reading;
  9. Importance of Prayer and so on depending upon their spiritual need
- J. While visiting around seek opportunities to open children's extension classes where you see children and ask your contacts to help you gather children for Bible club. Those children's class are a good opportunity to have contacts with their parents.
- K. Pay a visit to those visitors who are attending your Bible studies. Be friendly always to these new contacts and establish your rapport with them. As much as possible give a weekly visit to those who are attending your Bible studies and try to detect their spiritual needs for your next lesson.
- L. Go back to the area where you have been distributing Gospel tracts. Befriend the people, and ask if they have read the tracts you gave them or simply ask if you can explain it to them. Give them SOL lessons afterward and follow them up until you can have Bible study with them.
- M. Press upon these new converts the importance of knowing the Bible by having a BS with you even a personal BS. It is much easier to handle small Bible study group, since you can have close contact with them and they are easy to follow-up. Family Bible study is very effective. You can conduct as many as 3 Bible studies in one area.
- N. Bible studies on week ends much better, depending upon the free time of these converts.
- O. Continue to follow-up these converts/contacts. Give them materials to read so that they will grow in their faith.
- P. Bible Study on Sunday afternoon is effective. Pray for your desired church location someday and open a BS in that area. This BS on Sunday afternoon is in preparation for your Sunday service one day. Converts will be used to attending BS and your Gospel Hour will have a bigger crowd because they are used to going at that time.
- Q. Try to gather all the people together that are attending your BS in a group fellowship (all Bible studies) so that they will know each other.  
It will encourage them to know that they are not the only saved in that place.
- R. Continue these Bible studies until you start a church service and then channel them in your church services

## III. Determine the time to begin the church.

This depends upon the spiritual condition of the believers. If you see they are ready, remember the following:

- A. Baptism a day before the first Sunday service is effective. You will have your members on your first Sunday service and you can give their Certificate of baptism as well.
- B. Plan your first Sunday service very well. See to it that the place is clean and comfortable. You must have your ushers and usherettes, special numbers, visitors slip, offering envelopes, and congregational songs ready. Welcome your congregation especially, new faces. Have someone control the kids and take care of your Children's Sunday School.
- C. Remember to brief your ushers & usherettes on what they are doing even those who are giving visitors slip and SOL lessons.
- D. Plan a big day or activities once a month and be enthusiastic about it.

## IV. It is very important that the missionary must:

- A. Maintain her/his reputation and standard of living.  
People usually look up to you and if your testimony is bad you hardly gain their respect.
- B. Be friendly and enthusiastic to those they are ministering to, especially to the young people. The missionary must show that missionary life is interesting and enjoyable or the tendency is that these people would not want to be a missionary one day even if they are being called.
- C. Show his love and concern for the people they are ministering to. If people see your sincerity in serving the Lord they will trust and believe you easily.
- D. Be careful in all her manner, especially the way she/he talks or even rebuke, the believers.
- E. Be dressed up clean and neat
- F. Not maintain too close familiarity with any convert.

# Extras for Pastoral Theology II

## **BEFORE YOU BEGIN A NEW MINISTRY**

by Pastor Gilbert Toquero, LaLoma Baptist Church,  
Philippines

### **I. MAKE A SURVEY OF THE AREA**

This area survey should be focused on a place where there is no Bible believing church or any Baptist church. This is very important so will know where and how you begin. Usually only small RCC or INC or JW churches are around.

**1. Go directly to the Municipal office of that town and ask for their Municipal Planning and Development Coordinator (MPDC) where you can acquire the necessary data and pertinent information of the place, to wit:**

- a) Population of the town
- b) Number of barangays or barrios
- c) Map of the whole town
- d) The kind and number of religious organization already existing
- e) Their livelihood or source of income
- f) Check also on the existing public schools, and hospitals

**2. Familiarize yourself with the town, the people especially the dialect they use, the market, Post office, telecommunication office, police station, place to get a ride and their means of transportation. This will make you feel the atmosphere of the place. Observe the character of the people, and then ask about the barangay leader of every area.**

**3. Should you consider working the place and have prayed about it, then the following are very helpful in pursuing the task:**

- a) Look for a place to stay, preferably near the town proper. You should take into consideration your safety in the place, access to transportation and other facilities.
- b) As you transfer, have a contract agreement with the owner of the house preferably in black and white (put everything in writing). Payments

must have receipts or you provide one (in case they are not used to issuing one).

c) There are several things you need to bring as you transfer:

-several packs of Gospel tracts and source of light materials (Course 1: Lesson 1) your visual aid and other Bible School files, teaching materials for both children and adults, Ngayon lkaw'y Kristyano Na, 100 Bible Lessons, song sheets for singing time. You may ask the assistance of the BAMA Office for other teaching materials you might need.

- always have a notebook where you can record and write the names of contacts, their history for the ministry, your finances, and other itinerary for the day.

- Bring also a guitar, Bibles and class records for the extension classes

- a prepared board for your identification like: BAMA Ministry or Cabatuan Baptist Mission Cabatuan, Isabela. You may hang the board in front of your house or gate where it can be easily seen.

d) Fix all your things before starting a new adventure.

### **II. YOUR NEW BEGINNING.....**

1. Begin distributing gospel tracts through zonal or baranggay system. Distribute area by area, house to house, and every person you meet in that baranggay. As you do this, always wear a smile and be friendly with those you meet by asking their names and addresses and record them immediately as soon as the conversation is over.
2. If an opportunity to witness is possible, go ahead. After sharing the gospel, hand the SOL material (course 1 Lesson 1) and explain what to do, always say it's a free Bible Lesson.
3. When you reach home, try to go over your record and check if there are names you missed and jot it down. Mark those with SOL materials, and log them in another part of your log book for follow up.
4. Mark also the map where you have finished and take note of the place where you stopped in the baranggay that day.

# Extras for Pastoral Theology II

5. Continue distributing tracts until you have covered the whole barangay and have already established contacts.
6. By the second week of your visitation, make a friendly visit to persons you have names and try to give them SOL (this a good reason for coming again and have something to start a conversation). As you do this, try to establish a good rapport with the members of the family. Always look for opportunities to share God's Word. Again as you reach home, record all the new contacts you had, the people who positively responded to the Gospel and the SOL material you gave out.
7. In the following weeks, continue to give out gospel tracts in the morning and make a follow up on the other contacts you had before in the morning, witness to them, give out SOL material and encourage to continue the lesson.
8. Continue visiting those you have won for the Lord and if he/she has free time, try to bring him/her along with you as you visit other areas you have not been to yet.
9. On your visitations, encourage them to know more about the Lord by having Bible Study with them in their house where they could invite friends and other relatives.
10. Now that you are making contacts, schedule your time and day for zone gospel tract distribution, visitation and follow-up and Bible Studies. Schedule the day you are in the vicinity of the town proper or barrio through the contacts you are scheduled to follow-up in the list. Make allowance for the travel time too.
11. In reaching the children, you may do this through your adult contacts, they may have children in the family who want to be knowledgeable about the Bible. Schedule your time for Extension classes. A preferred day is Saturday, when children stay home and play.
12. In both your visits, bring along SOL (Source of Light ) lesson materials for children and adults. This is also a good tool to make visitation and follow-up and encourage them to continue answering their lessons.

In all these, never forget to record the result. This will help you gauge their spiritual maturity and growth the next time you make visit.

## *STEPS TO A FRUITFUL VISITATION:*

- A) Make a friendly visit - you may choose good topics like sports, hobbies, household etc.
  - B) Second time to visit: present the gospel after a good casual talk
  - C) Third visit: check salvation and give assurance of salvation by going through **G-R-O-W-T-H** "G" stands for "go to Bible study while there is no church yet." While on the topic, stress the importance of attending Bible Studies, prayer and Bible reading.
13. Pay a visit to your Bible study visitors. Always be friendly to these new contacts and endeavor to establish rapport with them. Through this, you will be able to detect their spiritual needs for the next Bible study session.
  14. It is important that you visit also those areas you have distributed tracts before and make friends with them. Ask them about the gospel literature you handed them and try to explain it and afterwards, offer a Source of Light lesson material to answer. This might lead to another Bible study opportunity through constant follow-up.
  15. On your converts, continue to stress upon the importance of Bible Studies, pray with them and offer a personal Bible study at their convenience. Usually, family Bible Studies are very effective and you may conduct as many as 3 BS in one area.
  16. Your Bible Studies can be conducted at daytime or nighttime, on weekends or weekdays. If you don't have church services yet, you may schedule your BS in the afternoon of Sunday, this schedule may be a steppingstone for them to attend church once you start one in the near future. They'll be used to coming at that time.
  17. As you continue to make follow-ups to new believers, offer them materials or books to

# Extras for Pastoral Theology II

read necessary for their spiritual growth and as you pray to increase their faith.

18. Gather all your Bible study groups in one big event once every 2-3 months for fellowship so that they will get to know each other and thus encourage them to discover that they are not the only Christians in the place. Who knows, they might meet their relatives or other acquaintance there.
19. As you go on with your Bible studies, encourage them to come and request them to pray for a church of their own one day. You may ask them to start praying for a pastor to lead them.
20. Should there be a Pastor coming (who was called and has prayed for the ministry there), start introducing him along with his family (if any), by allowing him to speak before your group of BS.

## THE PIONEERING CHURCH:

A pioneering church is a "baby church" where most of the members are newly born again believers. They are to be nurtured by the Word of God consistently, patiently, tenderly and lovingly. They need to be taught the standards of Christianity, its ways and walk based on the Bible. This is where you bring in all your Bible study groups from all places and meet and worship God in Spirit in truth. When they start coming to church regularly and faithfully, close it and try to open one again through other contacts. This time, the barrio BS is very important. People there cannot sometimes come to church due to financial constraints or transport, offer a schedule once a week. As you pray to determine the time to begin the church, you must be guided by the following:

1. Schedule your baptism a day before the church meets formally. You might hold a fellowship among all the BS groups and have a picnic in a resort or beach where there is a place to baptize at the same time.
2. For your first Sunday service, see to it that the place is clean, comfortable and all fixtures and furniture are in order. Be sure to have the following ready:

- |                          |                            |
|--------------------------|----------------------------|
| ✓ offering envelopes     | ✓ altar table with flowers |
| ✓ offering plates or bag | ✓ visitor's slips          |
| ✓ songbooks/hymnals      | ✓ Bibles                   |
| ✓ SOL lessons            | ✓ guitar or organ          |

3. Good music is very necessary for every ministry, the song leader and the organist or guitarist should practice the songs before singing. Special numbers could be alternately done by the missionary or the Pastor or his wife for the time being while you continue to encourage the people to join practicing for the specials. Choir could come later when you have already a good number of people in the church who want to sing in groups.
4. Ushers and usherettes are coached to wear a friendly smile always and welcome the people as they enter in. Usher them to their seats and hand them a visitor's slip and guide them on how to fill up the form.
5. Children must have a Sunday school lesson too. For a while, you may merge the ages 4-12 in one class until you have trained someone to teach other age levels too. Make the children's class exciting and fun. Have visuals and songs to keep them enthusiastic.
6. Plan a big day or activities once a month to make the people look forward to that meeting.

## I AM A MISSIONARY.....

1. I must maintain a good reputation in the community and my standard of living.
2. I must always realise that people are watching me and looking after me.
3. I must be very careful in maintaining a good testimony before men to gain respect.
4. I must be a friend even to those who despise the Gospel, a help to those who criticize the work that I am doing.
5. I must show love and concern to people I am ministering to so they will see my sincerity and believe the Lord I am serving.
6. I must be clean and neat both in the home and in my personality. A good haircut and modest apparel is well pleasing to the Lord.
7. I must not practice over familiarity with any of the converts to avoid problems in the future.
8. I must not borrow money from any of the converts, members nor share any problem with them that pertains to the ministry; this will create doubts and they may lose their desire to serve God full time one day when they are called.
9. I must always bear in mind that it is God who called me and not any other person or group nor the enticement of money or support.

I must always remember that soul-winning is the major task that I must perform and offer to God.