



## *Helping, Encouraging, And Refreshing, Together*

Coming alongside the Pastor, his family, and the local church to assist in areas of encouragement, evangelism and education.

# Enduring Ministry Structures I

These six topics emphasize service and discipleship in the local church:

- The H.O.L.D. Ministry (Helping Outreaches Link Discipleship)
- Discipleship Organization
- Suggestions for Visitor / New Member Outreach
- Christ-like Caring Ministry Ideas (For ladies given to edifying others)
- Tips for Visiting the Elderly, Widows and Shut-Ins
- Ministry to “Forgotten” People

*“Study to shew thyself approved unto God,  
a workman that needeth not to be ashamed,  
rightly dividing the word of truth.”*

*II Timothy 2:15*

More Bible study helps are available at [www.kjvhearthelps.com](http://www.kjvhearthelps.com)

# ~ THE H.O.L.D. MINISTRY ~

(Helping Outreaches Link Discipleship)

OUTREACH ~ Utilize church tracts with John / Romans and Salvation Bible Study (available for free download by going to our website, and clicking on the appropriate link on the “FREE” page). Suggested methods for distribution of materials:

- Door-to-door tract saturation (We leave John / Romans with those folks we are able to speak to; showing the prospect how the Salvation Bible Study corresponds to the John / Romans is an excellent witnessing inroad.)
- New move-ins / neighbors
- VBS or other special event follow-up

INREACH ~ Consider linking discipleship with a service (before or after) to establish the habit of regular church attendance and for an additional opportunity to fellowship.

- Visitors
- New members
- Follow-up: bus parents, fatherless
- Hardship: widows, widowers, shut-ins, grieving, convalescing
- Sunday School classes
- Others: nursing homes, hospitals, VA facilities, shelters

“And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.” II Timothy 2:2

## One Anothering in the Lord (Ministry training in simple, practical skills)

Acts 1:8	Soulwinning
Acts 5:42	Practical discipleship: in homes / church / neutral ground
I Peter 4:9	Hospitality
Matthew 25:40	Visiting
I Peter 3:8	Card writing
I Peter 4:10	Phone calls
Galatians 5:13	Collating / stamping
James 5:16	Praying

“And the Lord make you to increase and abound in love one toward another, and toward all men, even as we do toward you:” I Thessalonians 3:12

# ~ DISCIPLESHIP ORGANIZATION ~

“And daily in the temple, and in every house, they ceased not to teach and preach Jesus Christ.” Acts 5:42

- ~ All interested (Coordinators as well as Disciplers) should fill out Discipleship Lesson One. Be prepared ahead of time for the material that will be covered.
- ~ Be careful to maintain proper:
  - Attitude – Loyal, faithful, and caring
  - Behavior – Humble, an obedient servant
  - Focus – Stick to the material

## Discipleship Coordinator Responsibilities

“Let all things be done decently and in order.” I Corinthians 14:40

- Maintain discipleship materials inventory
- Watch for new families to link into Discipleship Program
- Train new disciplers (see Discipler’s Responsibilities, below)
- Be available to answer questions as they arise
- Maintain accountability to the pastor, and the disciplee
- Delegate participants into workable groups
- Maintain good communications at all times
- Adjust and be flexible as needed
- Allow discipler an “out” when needed
- Commend and reward (good disciplers are spiritual treasures ~ take good care of them)
- Have certificates of completion ready for presentation at conclusion of Discipleship Program
- Consider doing Discipleship before or after regularly scheduled church services, to establish the habit of faithful church attendance

## Discipler’s Responsibilities

- Qualifications: Faithful, mature church members full of Godly wisdom (James 3:17-18)
- Good communications with coordinator and disciplee
- Have student fill out lessons one week in advance
- Know and stick to the material ~ have ongoing questions and answers over each lesson
- Introduce disciplee to at least three or four other church families to integrate him into the congregation
- Let coordinator know a week ahead when discipleship will be completed

## Goals of Discipleship

The goal of Biblical discipleship is to train obedient followers of Christ to deny self, abide in the Word, have fruit that remains, and love the brethren (John 15); and to carry out the great commission (Matt. 28:18-20, Acts 1:8). Discipleship should also integrate new believers into the local church where they can see souls saved and baptized, as well as continue “staunchly in the apostles’ doctrine and fellowship, and in breaking of bread, and in prayers” (Acts 2:41-42).

# ~ SUGGESTIONS FOR VISITOR / NEW MEMBER OUTREACH ~

“Let every one of us please his neighbour for his good to edification.” Romans 15:2

Determine to go, visit and reach the community.

Greet people at the church door, Welcome Center and in Sunday School.

Encourage members to continue friendliness in Sunday School, and before and after church.

Sunday School member or other individual could make a phone call thanking visitor for coming.

Send a letter from the church informing new members of specific ministry opportunities.

Sunday School leaders could set up an appointment for a visit, or at least have prayer with prospect on the phone.

Consider having a special after-the-service afterglow for new members / visitors on a monthly or quarterly basis.

Church secretary or other individual could call prospect when afterglow (especially for them!) has been scheduled.

From the pulpit and in Sunday School classes, encourage new members to be faithful in church attendance, be friendly, and find ways to actively serve the Lord.

Individuals or families should be encouraged to invite new members / visitors over for a meal, and/or for fellowship.

Train new converts how to study the Bible through discipleship (consider using H.E.A.R.T. Ministry Bible studies), Doctrines Class, or Bible Institute.

Have training sessions to train them how to win souls, disciple and visit others.

Make yourself available to visit their sick or unsaved loved ones and friends.

Make prospects aware of all the programs the church has for their children.

Be available to do good things for prospects; encourage others to do the same.

Do all you can to influence new members / visitors to use their time, talents and treasures for the glory of God.

## ~ LADIES: CHRIST-LIKE CARING MINISTRY IDEAS ~

“Work smarter, not harder!” The key is not to necessarily set aside a whole day, or portion of a day, to do any of the following things, but to become so aware of opportunities that you are able to “feather” them into what you are *already* doing. It will only take a small amount of “extra” time, but will be well worth the effort. You will encourage others, and you will be encouraged yourself.

- Send an e-mail. The easiest and quickest way to let someone know you are thinking of and/or praying for them. An especially great tool to encourage missionaries or those serving the Lord in distant locations. Have a list of e-mail addresses and rotate through it until you've written to all ~ then start over again! A wonderful way to keep informed about specific needs friends / missionaries have, and can be done in just a few minutes. No stamp needed, no trip to the mailbox. Just press enter!
- Send a card. Assemble postcards, cards, stamps, address labels, and address book all in one convenient place. If you put these items in something portable, it would be a great thing to take with you when you anticipate time in a waiting room!
- Make a phone call. Jot down the individual's phone number, then call while you are washing dishes, packing lunches, folding laundry, etc. If you have a cell phone, take it with you when you run errands and make an encouraging call while you wait (for a prescription to be filled, for a child taking a music lesson, at soccer practice, etc.).
- Take a meal. When preparing meals for your own family, consider making a double batch and freezing the extra in a disposable pan. When a need arises (a funeral, a new baby, an illness), you will be well on your way to putting a meal together right out of your own freezer.
- When you make treats or other bakery for your own family, wrap and freeze some in smaller portions. Use these when you or a family member will be seeing someone in need of encouragement. Being frozen is not a problem ~ food will stay fresh until you need it, and will thaw before you get where you're going. Plan ahead of time to make a batch of zucchini, banana, or some other quick bread your family enjoys. Double the batch, and bake some in muffins or “personal-sized” loaves. (Most dollar stores sell inexpensive aluminum foil disposable pans.)
- Run an errand. When you are going to do your own grocery shopping, allow a little extra time when possible. Call a widow or shut-in who lives in the area where you will be shopping, and ask if you can pick up something for them. Even if they say no, they will be thrilled that you offered. If they do need something, praise God for the opportunity to be used of Him to meet that need. You are shopping anyway ~ it won't take long to pick up a few extra items. On the way home, drop them off, and spend as much time as you are able visiting with the widow or shut-in. You might pray, share a Scripture, bring a tape of a preaching service from the church, or bring some home-made treat for them to enjoy.
- If your schedule permits, offer to take someone who has no other transportation to doctor's appointments. On the way home, stop for an inexpensive lunch out ~ they will certainly enjoy the opportunity to get out for awhile.
- Make a visit. Call and ask if they have time for a visit. If you've prepared ahead of time and have something to take them, this would be a great time to take something along! If they are not able to visit, or do not feel well, they will still appreciate the fact that you tried. Ask if they have any special prayers requests and offer to have a word of prayer with them on the phone.

## ~ TIPS FOR VISITING THE ELDERLY, WIDOWS AND SHUT-INS ~

“Pure religion and undefiled before God and the Father is this, To visit the fatherless and widows in their affliction, and to keep himself unspotted from the world.” James 1:27

1. Be a good listener. “Wherefore, my beloved brethren, let every man be swift to hear, slow to speak . . .” James 1:19
2. Try to love, encourage, and comfort them. “Wherefore comfort yourselves together, and edify one another . . .” I Thessalonians 5:11
3. Try to get them to laugh. “A merry heart doeth good like a medicine: but a broken spirit drieth the bones.” Proverbs 17:22
4. Before taking cookies or candy make sure they are not diabetic.
5. Be positive, and let them know what is going on in the church.
6. If they are an elderly shut-in, try to get them to exercise their mind by getting them to sing a hymn, quote a familiar Scripture with you, or pray.
7. Take your children or grandchildren with you. Encourage them to make homemade cards or gifts.
8. Share a Scripture, sing a familiar song, and pray with them.
9. Never let them be critical of the church, pastor, or their family.
10. If they are negative, depressed and you cannot cheer them up make your visit brief.
11. Visit with the intention of being a blessing to them, but do not be surprised if they are more of a blessing to you.

Don't forget the Lord's words from Matthew 25:40 ~

*“Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.”*

# **~ MINISTRY TO “FORGOTTEN” PEOPLE ~**

(an example of “one-anothering” in the Lord ~ James 1:27, Matthew 25:34-40)

Following is a list of places where people can be “forgotten”. Consider developing an outreach to these or other individuals the Lord places upon your heart ~ *look* for opportunities to be a blessing!

## **INSTITUTIONALIZED**

- V.A. residents
- Nursing homes
- Hospitals
- Cancer homes
- Long-term convalescents

## **WIDOWS / WIDOWERS**

- Physical setback
- Lonely / need comforting
- Need transportation
- Need friends / fellowship

## **FOLKS WHO RECENTLY LOST A LOVED ONE ~ Provide comfort**

## **ELDERLY / SHUT-IN**

- Bring simple things to them
  - Meal / soup when sick
  - Cards / tapes / church bulletins / crafts
  - Children / friends ~ sing, read Scripture, pray

## **MEMBERS AT HOME**

- Serious health problems
- Convalescing from surgery (include spouses and children / meals, support, etc.)
- Out of work

## **CAREGIVERS**

## **REFERRALS ~ From membership, staff, neighbors, etc.**

## **BUS PARENT / ADULT FOLLOW-UP**

## **MISSIONARIES**

- Send encouraging e-mails
- Send cards for birthdays, anniversary
- Send care packages

## **NEIGHBORS**

Bake, mow lawn, shovel snow, etc. ~ build a relationship through which you can share Christ!