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Christian Mentoring from A to Z Compact Disc Instruction Book

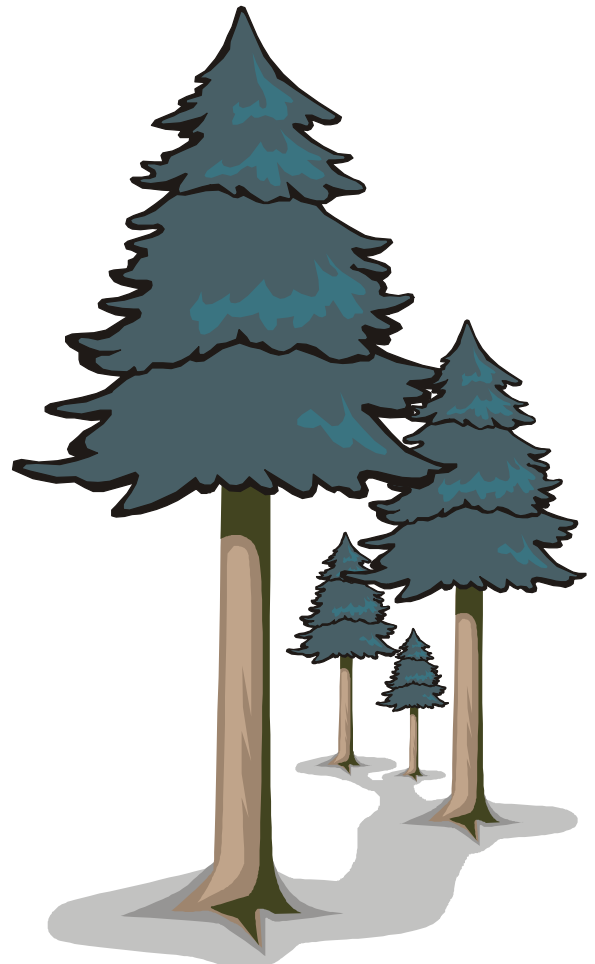
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Dear Friends,

Christian Mentoring from A to Z is the discipleship ministry of Valley Forge Baptist Temple.

It is our pleasure to make it available to other Independent Fundamental Baptist churches and missionaries. If your ministry friends are interested in this material, please put them in contact with us. This will help us defray the costs of producing the material.

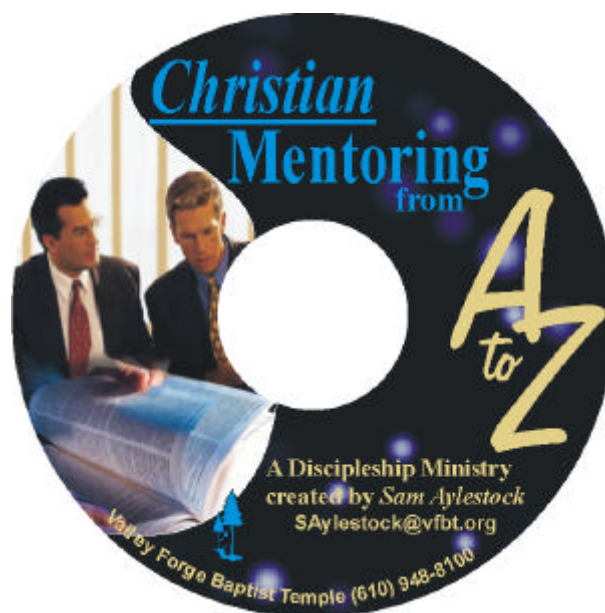
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How to Begin and Manage a Discipleship Ministry

Our discipleship began with one. One discipler prepared his materials and asked a new convert, his Timothy, to meet with him. Immediately one became two. The success of that Timothy's spiritual growth toward Christlikeness was impressive. Our one discipler trained six dedicated Christians to disciple others. These six were among the most faithful, committed Christians we had. This was important to us because a person will reproduce what they currently are, not what they hope to be in the future.

We developed the discipleship materials, duplicated them for each discipler and Timothy, established a simple system of accountability, and unleashed the laity to invest themselves in the lives of others. The growth and blessings have been manifold. Here are the steps we would suggest to begin your discipleship ministry:



First, you need to understand the philosophy behind this discipleship ministry. Too many people view discipleship as “covering material” with a new convert. It is much more than that; and it is primarily *NOT* that.

- Using your A to Z CD print the Philosophy of Discipleship Training Book.
- Study this material. You are welcome to contact Sam Aylestock at Valley Forge Baptist Temple, 616 S. Trappe Road, Collegeville, PA 19426, (610) 948-8100. We use a video entitled *A Call To Joy Discipler Training Video* from Billy Hanks on discipling others. It is excellent and may be purchased from International Evangelism Association, P.O. Box 1174, Salado, TX 76571, (817) 947-3030.
- Once you are comfortable with the concepts, prepare to train others.

Second, prepare your discipleship training materials and your discipler materials. To accomplish this see the following pages entitled:

- Preparing Your Discipler Training Materials (Page 4)
- Preparing Your Discipler Books (Page 5)
- How to Assemble the *Spiritual Journal* (Page 6)

In our Discipler Training Class we use these three pieces of material. The training book helps your disciplers understand the concept of discipleship. The discipler book is the book they will use when they meet with their Timothys. We do each lesson in the training class so our disciplers fully understand the material. The Spiritual Journal will be used by your disciplers as they have their personal devotions. The Spiritual Journal and the D Lesson are the core of the discipleship ministry.

Third, prepare the materials that will be used by the new converts (Timothys). To accomplish this see the page entitled Preparing Your Timothy's Material (page 7).

Fourth, organize administratively to handle the discipleship ministry. Here is what we do:

1. My visitation secretary maintains a notebook which contains the following information: (these forms are on the CD)
 - Who our disciplers are (use the Discippler Data Form). This keeps a record of everyone who has been through discipler training and contains information that helps me match up a discipler and a Timothy.
 - Who are being disciplined and what lessons they are on (use the Assignment Accountability Form).

NOTE: I know the status of the discipleship assignments. This keeps the disciplers accountable.
2. We speak to all new converts and new comers to our church about our discipleship ministry. If they agree to discipleship then we will make an assignment to one of our disciplers.
3. We then secure a commitment from a discipler to work with the Timothy. We give him a packet of discipleship materials – the lessons that the Timothy will need (Lessons A-H). We try to match discipler to Timothy based on age, marital status, and geographical location as much as possible. We always match gender. Our disciplers know that the person they are being asked to disciple has already been approached about discipleship.
4. We fill out an Assignment Accountability *Form* and place it in the Discipleship Notebook. Then we start monitoring it to be sure that the discipleship begins.
5. When a discipler and his Timothy completes lessons A-H they have the option to:
 - Continue the relationship with lesson I (Invisible Enemy) and following.
 - Stop meeting together and let the Timothy do the rest of the lessons in our Firm Foundations Classes. Firm Foundations 1 covers lessons I-Q. Firm Foundations 2 covers lessons R-Z. Though the choice is theirs, we encourage them to continue the one-on-one discipling. The new convert will learn much more from the one-on-one relationship than just sitting in a class to get the content.
 - Stop meeting together and let a new discipler begin lesson I (Invisible Enemy) with the Timothy.
6. When a discipler and his Timothy complete all 26 lessons (in a one-on-one relationship), the Timothy is given a certificate in front of the church family.

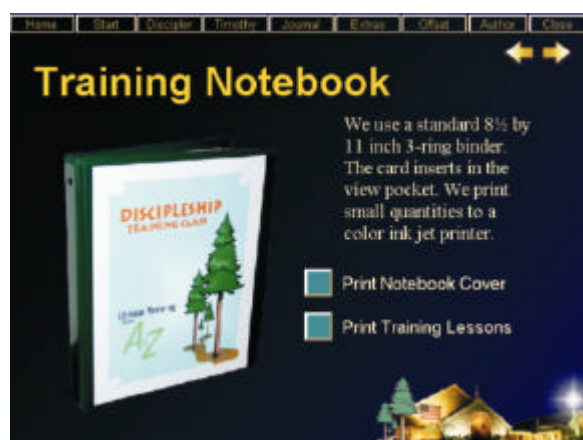
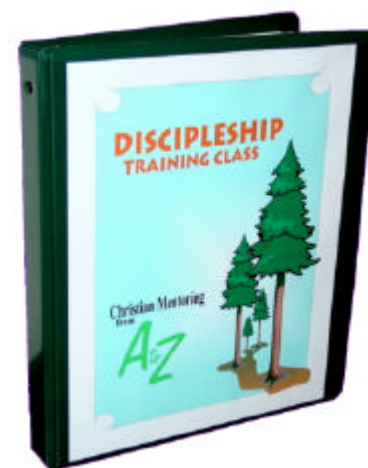
Preparing Your Disciplesh Training Materials

Your *Christian Mentoring from A to Z* compact disc contains all the files needed to produce your discipler training material. We give our disciplers-in-training three pieces of material:

1. Philosophy of Discipleship Training Book
2. Disciplesh Book 1 (Lessons A-H)
3. A Spiritual Journal

Assembling Your Philosophy of Discipleship Training Book

1. Print the front cover.
2. Print the Philosophy of Discipleship Training Lessons. Use this screen:



Miscellaneous Ideas

1. We print our front covers on a color inkjet printer. Quantities do not demand offset printing.
2. We use a standard 8 1/2 by 11 inch 3-ring binder with a view pocket. We give the training notebook to our disciplers. They are given blank envelopes to use to make anonymous contributions to offset the cost of the books if they are able to. Many pay for their own material this way.
3. Whoever oversees your discipleship ministry must keep accurate records of who is being discipled and what material they have been taught. We use two forms to help us with this. These forms are on your CD: Disciplesh Data Form and Assignment Accountability Form. Each new discipler at the end of the 12-week training class fills out the Disciplesh Data Form. We keep this on file in a notebook to know who is available for us to ask to disciple. The Assignment Accountability Form is used each time a new discipleship begins and is checked off weekly as the discipleship meetings occur. We monitor this form from week to week and take action if the discipleship sessions are not occurring.
4. Your biggest obstacle creating a discipleship ministry is getting people to understand what discipleship is. They will intuitively think that it is "covering lessons." It is not! Discipleship is teaching through your relationship with your Timothy. Study the training materials.

Preparing Your Discipler Books

Your *Christian Mentoring from A to Z* compact disc contains all the files needed to produce your discipler material. We put together three discipler books:

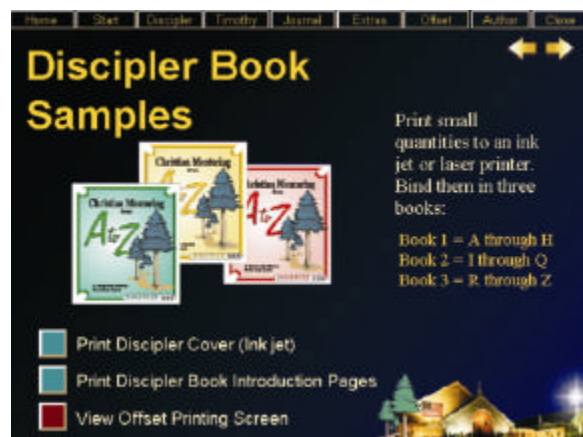
1. Discipler book 1 (Lessons A-H)
2. Discipler book 2 (Lessons I-Q)
3. Discipler book 3 (Lessons R-Z)

Assembling Your Discipler Book

The content of a discipler book is arranged in this order:

1. Front cover
2. Introduction pages
3. Lessons A-H or I-Q or R-Z depending upon which book you are creating.

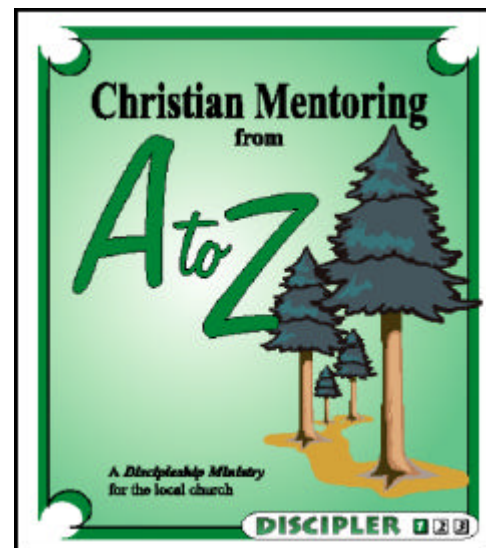
Use these screens:



Miscellaneous Ideas

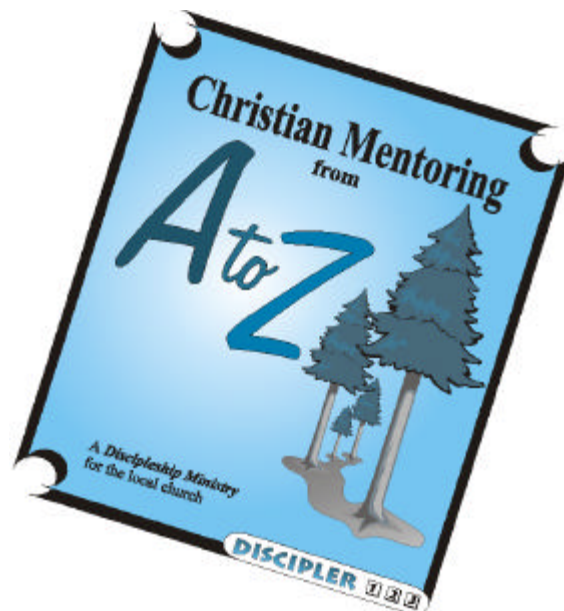
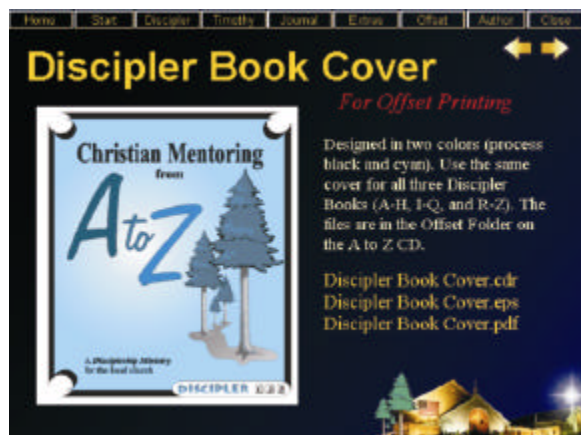
1. We print our front covers on a color inkjet printer. Quantities used do not demand offset printing. To print the covers offset, follow the *Alternative Discipler Book Cover* instructions below.
2. We assemble our discipler books using an inexpensive GBC binding machine or a plastic coil binding machine.
3. We do not charge our disciplers for the discipler books. They are given blank envelopes with which to make anonymous contributions to offset the cost of the books if they are able to. Many pay for their own material this way.
4. We assemble our discipler books with a color cardstock divider between each lesson to make it easier to find the beginning of the lessons.
5. The front cover of the discipler books has a place to check off whether it is Book 1 (Lessons A-H), Book 2 (Lessons I-Q), or Book 3 (Lessons R-Z).

How to Begin and Manage a Discipleship Ministry



Alternative Discipler Book Cover (Offset Printing)

Use this screen:



Follow the instructions on the screen. You will need to take the CD to a local print shop or service bureau. They will download the *Discipler Book Cover.cdr*, *Discipler Book Cover.eps*, or *Discipler Book Cover.pdf* file to their imagesetter to produce negatives that the print shop will use to burn printing plates for their offset press.

How to Assemble the Spiritual Journal

Your *Christian Mentoring from A to Z* compact disc contains all the files needed to produce your own Spiritual Journal.

Assembling a Spiritual Journal

Purchase a 5 ½ by 8 ½ inch-~~ing~~ binder (notebook) with a front view pocket. Using your CD, go to Spiritual Journal screen and print the appropriate pages. The Spiritual Journal contents are arranged in this order:

1. Front cover for the view pocket of the 5 ½ by 8 ½ inch 3-ring binder.
2. Instruction page for the Quiet Time section.
3. Quiet Time section (13 weeks worth of pages).
4. Instruction page for the Note Taking section.
5. Note Taking section (13 weeks worth of pages).
6. Instruction page for the Prayer Journal section.
7. Prayer Journal section (13 weeks worth of pages).



To print the View Pocket Card for your 5 ½ by 8 ½ inch-~~ing~~ binder, use these screens:



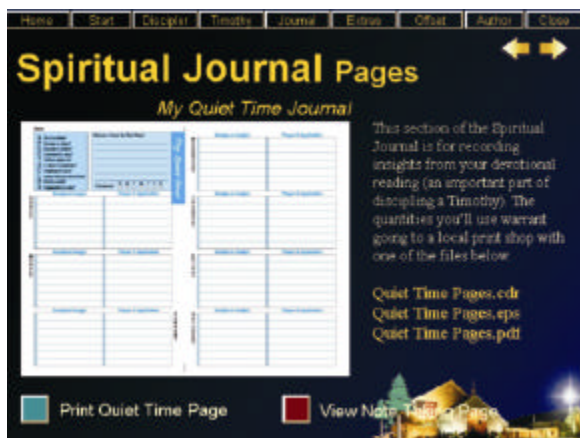
Acrobat Reader will launch with your Spiritual Journal Cover file open and ready to send to your printer.

To print the instruction pages for the three sections of the Spiritual Journal, use this screen:



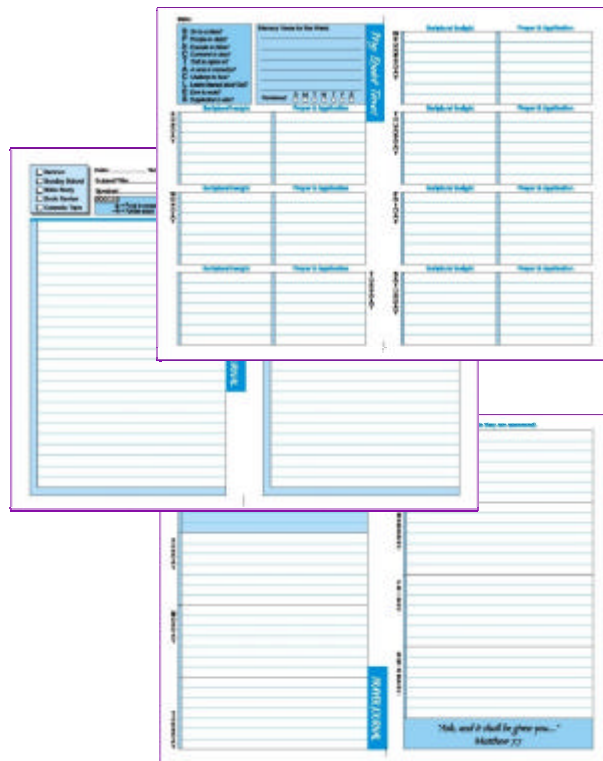
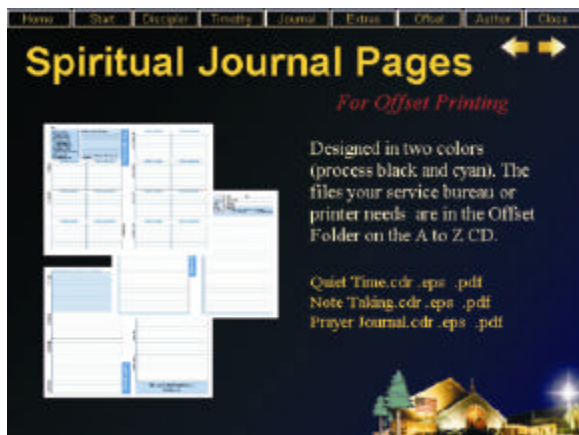
Acrobat Reader will launch with your files open and ready to send to your printer.

To print the fill-in pages for the three sections of the Spiritual Journal, use this screen:



You can print the Quiet Time, Note Taking, and Prayer Journal Pages to your computer's printer by following the screens above, however, because of the quantities you will use you should take the CD to your local print shop and have these pages printed on an offset press.

To have the three sections of the Spiritual Journal printed **OFFSET**, use this screen:



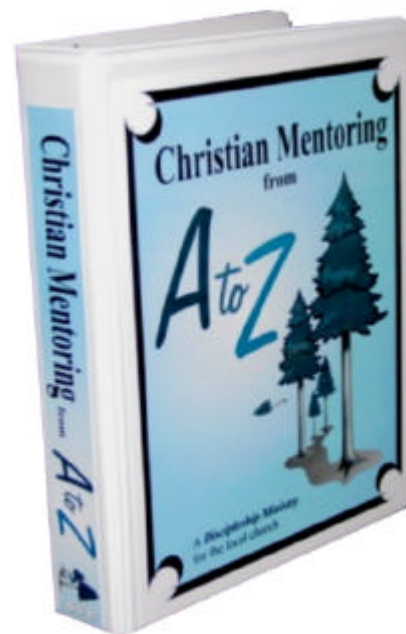
Follow the instructions on the screen. You will need to take the CD to a local print shop or service bureau. They will download the *Quiet Time*, *Note Taking*, and *Prayer Journal* (.cdr, .eps, or .pdf) files to their imagesetter to produce negatives that the print shop will use to burn printing plates for their offset press.

Miscellaneous Ideas

1. We print our front cover inserts in color to give the notebook a first class appearance. Because of the quantity we use, we take our CD to a local print shop and have them print the file to their color laser printer.
2. We photocopy the three instruction pages on our church's copy machine. It is done on color cardstock and therefore acts as a divider page between the three sections of the Spiritual Journal. The instruction page precedes the section it is explaining.
3. We send the A to Z CD to the Service Bureau to print negatives of the Quiet Times Journal, Note Taking Journal, and the Prayer Journal. The negatives are used by a local print shop to print these pages in black and color ink.
4. The D Lesson explains how to use the Spiritual Journal.
5. We give the first journal to the Timothy that is being disciplined. We make subsequent journal pages available to our people in our church bookstore.
6. We assemble our journals with enough pages to last three months.

Preparing Your Timothy's Material

Your *Christian Mentoring from A to Z* compact disc contains all the files needed to produce your Timothy materials.

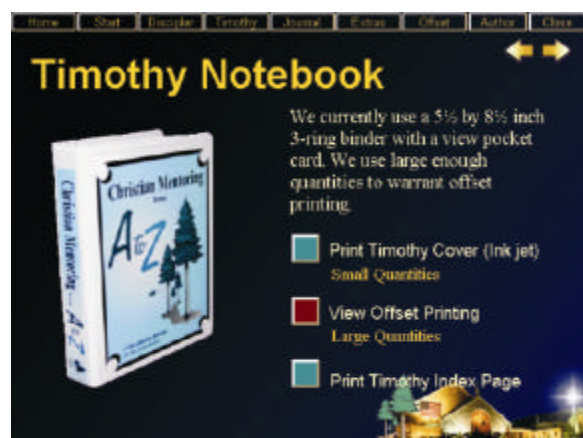


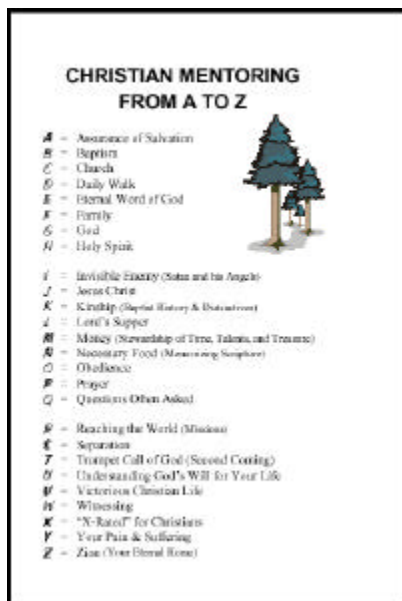
Assembling Your Timothy Notebook

1. Buy a 5 ½ by 8 ½ inch 3-ring binder (notebook) with a front view pocket. Print and insert the front cover and spine in the view pockets (Cover – Timothy Notebook).
2. Insert the index page (*Timothy Index Page*).
3. Insert the A Lesson, *Assurance of Salvation*.

When we give the A-H Timothy notebook to our Timothys it only contains the A lesson. Each subsequent lesson is distributed when the discipleship session takes place. This is to help the Timothy with “bite-sized” material. A whole notebook may appear to be too much material and discourage your Timothy. Therefore, lessons to distribute later for notebook one are: Baptism, Church, Daily Walk, Eternal Word of God, Family, God, Holy Spirit

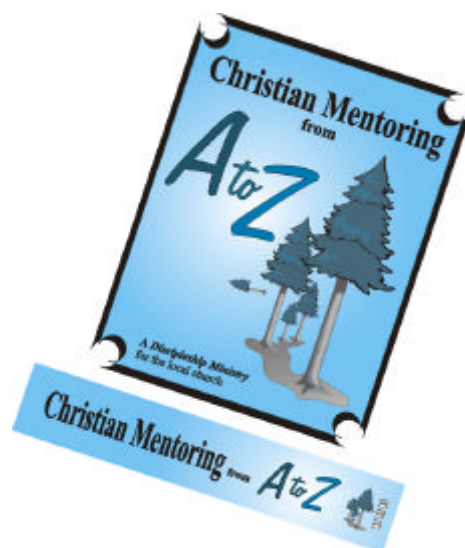
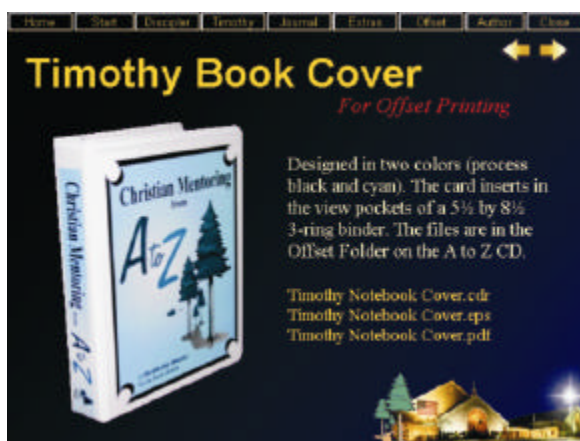
To print the Timothy notebook cover, index page and lessons, use these screens:





Miscellaneous Ideas

1. The initial discipleship commitment is to do lessons A-H. We give the first 3-ring binder and lessons to our Timothys. If they want to continue discipleship after the H lesson, they will buy the 3-ring binder in our church bookstore, and we will supply the lessons at no charge.
2. The necessary files are included on the CD if you use enough Timothy notebooks to require printing the cover on an offset press.



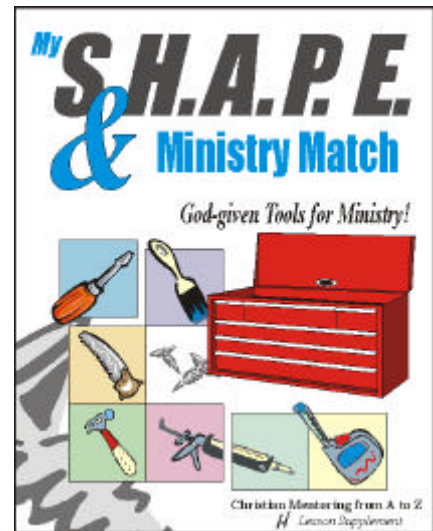
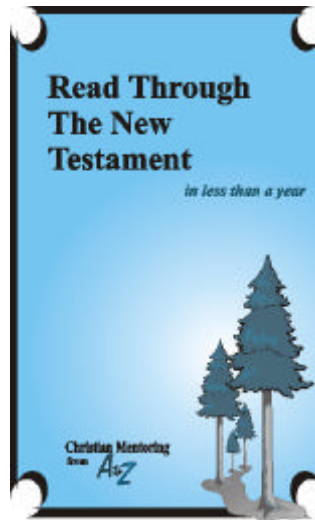
Supplemental Discipling Material You Can Order

Here is a list of supplemental material we use in discipling. You may order these supplies from the vendors. In the first margin box on page one of each discipler lesson there is a checklist of supplies needed for that lesson. Order these supplements ahead of time and keep a supply on hand. You may want to substitute these with material familiar to you. Of this list of supplements below the only crucial supplement is **The Trail of Blood**. Your Timothy will not be able to answer some questions without it.

- **Life's Greatest Discovery tract** – The Reapers, P.O. Box 796541, Dallas, TX 75379, (972) 509-9240.
- **Amazing Grace tract** – Forward Leadership Resources, 3526 Lakeview Parkway, Suite B-230, Rowlett, TX 75088, (972) 475-8043, email forward@airmail.net
- **God's Secret of Success**, by Art DeMoss – Arthur DeMoss Foundation, Phillips Point, West Tower, Suite 1600, 777 South Flagler Drive, West Palm Beach, FL 33401, (561) 804-9000, Fax (561) 804-9025.
- **Godliness Through Discipline**, by Jay Adams – Presbyterian and Reformed Printing, (800) 631-0094.
- **The Trail of Blood**, by J.M. Carroll, Ashland Avenue Baptist Church, 163 North Ashland Avenue, Lexington, KY 40502, (606) 266-4341.
- **How To Successfully Memorize & Review Scripture**, by Ron Hood, Spiritual Success Institute, 210 Beacon Street, Greenville, SC 29609, (803) 271-3434.
- **A Call to Joy Discipler Training Video**, International Evangelism Association, P.O. Box 1174, Salado, TX 76571, (254) 947-3030.
- **Storehouse Tithing Tract**. We have designed a Storehouse Tithing Tract that can be printed from the Extras screen of the CD.
- **New Testament Bible Reading Guide**. We have designed a Bible Reading Guide that can be printed from the Extras screen of the CD.

Printing the Storehouse Tithing Tract, the Bible Reading Guide, and My S.H.A.P.E. and Ministry Match

Your *Christian Mentoring from A to Z* compact disc contains all the files needed to produce the Storehouse Tithing Tract, Bible Reading Guide, and My S.H.A.P.E. & Ministry Match. Follow this screen:



Miscellaneous Ideas

1. We print the Storehouse Tithing Tract and Bible Reading Guide in two colors (they can be printed in black only). This is done at a local print shop. Offset printing produces a high quality product.
2. Print a hard copy of these files so your service bureau can see what it is you want.
3. Take the CD to your service bureau and get negatives of these files Storehouse Tithing Tract, Bible Reading Guide (.cdr, .eps, .pdf).

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4. Deliver the negatives to your local print shop. The print shop will work with you to give you the quantity, ink color, and paper selection you want for these printed products.
5. We print the S.H.A.P.E. booklet cover on our color inkjet printer.
6. The inside pages are duplicated on our copy machine.

For Churches Doing Offset Printing of Materials

Your *Christian Mentoring from A to Z* compact disc contains the required files to produce the negatives needed to burn printing plates for offset printing. Follow these steps:

1. Take the A to Z CD to your local service bureau or print shop.
2. Launch the A to Z program and go to the Extras screen. Click on the button "For Churches Doing Offset Printing of Materials." The pdf files can be imported into Quark, PageMaker, or InDesign and color separated. Their corresponding eps files are in the Offset folder for service bureaus that prefer that format. The original cdr files are included in the Offset folder.
3. Deliver the negatives to your local print shop. The print shop will work with you to give you the quantity, ink color, and paper selection you want for these printed products.