

## Summary of PY Papers & Books

INTRODUCTION
<p><b>0.00 Introducing the Ministry Papers</b>            Introduces the foundational pages ('the ministry training church' and 'meeting one to one') and the training mindset papers, ('getting ministry done', 'church calendar', 'building a Christian library'). This first paper also has an index in the left-hand sidebar of all the Ministry Papers.</p>
FOUNDATIONAL PAPERS
<p><b>0.01 The ministry training church</b>            Asks the reader to work through 4 questions based on Ephesians 4:11-12. Building fellow workers into a team through training &amp; modelling your life is the key to making ministry happen. Intentional Ministry and relational ministry are explored in the context of investing in others.</p>
<p><b>0.02 Meeting one to one</b>            Looks at 1 Timothy 4 and the relational aspects of training others from the pastor down. Contains a chart of what areas need to be addressed, how you will do it, what should progress look like, and what happened, against the criteria of ministry skills, godliness, theological reflection. A suggested curriculum is first explored at the end of this paper.</p>
TRAINING MINDSET PAPERS
<p><b>0.03 Getting ministry done</b>            Looks at Acts 6:1-11. Training = time. Delegation is the beginning of 'wise' (intentional) ministry, sorting out what is really important in terms of training others. Getting yourself organized and mastering your workflow are discussed.</p>
<p><b>0.04 Church Calendar</b>            Looks at 1 Cor 9:19-23. Training = communication. Asks what is Paul's fixed goal in ministry and was he flexible? Setting up a yearly calendar gives shape to the year and helps you and your church be organised, resolves clashes early not when they happen. Ends with a sample calendar.</p>
<p><b>0.05 Building a Christian library</b>            Looks at 2 Tim 2:1-19. A Training library. Gives examples of essentials like a Bible Dictionary, a one-volume bible commentary, a dictionary of theology, a dictionary of church history, concordance etc. Moves on to describe a lending library for others and many titles are suggested, eg Graeme Goldsworthy, Gospel &amp; Kingdom; D.A. Carson A Call to Spiritual Reformation etc. Books cover Christian thinking and Christian living.</p>
<p><b>0.06 One Year Bible Reading Plan</b>            This one year reading diary with ensure that you complete reading the Bible in one year. Mark off each reading as you go.</p>

## 1. RELATIONSHIP WITH GOD

Small Groups
<p><b>1.01 Daily Time with God</b>            Colossians 1:28-2:15 is looked at, what is Paul's goal for every Christian but also the danger that prevents us from reaching this goal? The paper then examines the place of the Scriptures in the life of the Christian. Prayer is then discussed, in light of Philippians 4:4-7. Books are recommended such as 'Short Steps for Long Gains' (Matthias Media); 'For the love of God' (Don Carson); 'A Call to Spiritual Reformation' (Don Carson).</p>

## 2. RELATIONSHIP WITH OTHER BELIEVERS

Small Groups
<p><b>2.02 Joining a Small Group</b>            Acts 2:42-47 and Hebrews 10:24-25 are the starting points for this paper. Was meeting together a priority for the early Christians and should it be so for us? Then Ephesians 4:1-16 is looked at, all are ministers. A church of small groups is the conclusion.</p>
<p><b>2.03 Leading a Small group</b>            1 Peter 5:1-4 is looked at, what are under-shepherds and what are their motives? Relational ministry is in mind, your relationship with God, other believers, family relationships, personal evangelism, and relationships within</p>

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the whole church. The bible study leader needs to prepare well, generate discussion, and seed new groups. Support is needed to lead, organize yourself to meet regularly with your pastor/coach.

### 2.03 Small Group Prayer

Ephesians 6:17-20 is the passage examined. What should always accompany prayer? Small groups should pray together, everyone encouraged (but not forced) to pray. And keep praying as individuals! Set times each day, find creative ways to remind yourself to pray. Finishes with what (and what not) to pray for.

### 2.04 Hospitality Ministry

Acts 1:8 and 2:42-47 are the passages examined. God worked through the fellowship of believers. Then Colossians 4:2-6 shows what Paul asked the Colossians were asked to pray for and hospitality is part of this ministry. Start by inviting people. Luke 15:11-31 shows that part of the welcome to the prodigal son involves hospitality. The paper ends with an examination of 1 Thessalonians 2:1-16, sharing of the gospel message and our lives as well.

## 3. RELATIONSHIP WITH FAMILY/HOUSEHOLD

### Small Groups

#### 3.01 Christian Share-Households

The experience of the believers in Acts 2:42-47 is the basis for this paper. Asking questions like what did the believers have in common, how often did they meet, what would make your household more like their community? It then moves on to why you should read the bible together as a household, why fellowship is so important to us as Christians (Hebrews 10:23-25), why we 'break bread' together, the place of prayer. The study then goes on to look at 1 Corinthians 10:31-11:1, how not to put stumbling blocks in the way of others including those of the household of faith. It concludes with a list of things that we might do to as a plan for a godly household.

#### 3.02 Marriage Preparation

Begins by looking at Philippians 2:1-11. While not specifically about marriage, it encourages us to cultivate attitudes that will help our marriages. Commitment is then discussed in terms of a husband and wife (Genesis 2, Gen 3 then Ephesians 5:21-33) and how we can have a marriage as God intended. Book recommended here is Larry Crabb's 'The Marriage Builder'. Communication is then explored, sharing needs, sharing feelings, sharing opinions/concerns/expectations and sharing facts. Communication is vital. Another resource mentioned at the end of the paper is the 'The Five Love Languages' by Gary Chapman. The Prepare/Enrich course is also mentioned to finish off the paper.

#### 3.03 Raising Kids to Follow Jesus

A study of Acts 2:36-41 begins this paper. The Gospel message is for all members of the family including children. As Timothy learned the Scriptures from his mother and grandmother, so this paper encourages Christians to teach their children and to find creative ways to teach them the biblical truths. Prayer as a family is encouraged and the example of parents is also considered. The paper finishes with a short examination of the place of church in the life of a Christian family.

## 4. RELATIONSHIP WITH UNBELIEVERS

### Small Groups

#### 4.01 Personal Evangelism

Luke 24:13-27; 44-49 is the passage that begins this paper. The message of the Good News of Jesus Christ is for all, with the death and resurrection of Jesus being the focal point of the whole bible. The paper then gives an overview of '2 Ways to Live' and asks the reader to put the 6 points into their own words. Romans 10:10-15 and Colossians 4:2-6 are then studied, salvation is for all who call upon the name of Jesus – but we need to tell people the Good News! Make the most of every opportunity. Invest in your friends and invite them, make your life an example and make friends for life because you want them to hear the Good News.

#### 4.02 Personal Apologetics

1 Peter 3:15a says we need to be prepared to give an answer to anyone who asks us about our hope. But if we don't have an answer to someone's objection, we need to be honest and say we will find out. '2 Ways to Live' is again included, putting the gospel account into your own words. Common objections are then looked at e.g. how

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do you know God exists?, what about other religions, what about suffering, is the bible reliable, and tips are given for how to handle these common questions. However at all times the big picture is kept in view; we were made for relationship with God, sin got in the way, he sent Jesus to suffer and die to make us right with him etc.

### 4.03 Giving Your Testimony

1 Peter 3:13-18a asks what are we tempted to fear? Giving an answer for our faith/hope is important. Hebrews 10:19-25 is then examined in light of our testimony being important for our fellow believers as well as non-believers. The paper then shows how we can prepare our testimony, what to do and what not to do. Avoid Christian jargon. And grab the opportunities as they come up.

## 5. RELATIONSHIP WITH CHURCH MISSION

### Small Groups

#### 5.01 Join a Ministry Team

Begins with 1 Timothy 4:12-16. Timothy's gifts are clearly identified, and he is warned to watch closely his own life and teaching. This does not mean though that we ought not to seek training and work on our gifts. Philippians 2:1-11 is revisited with regards our attitudes and which ones we ought to adopt. Galatians 5:16-26 is also examined, with regards what is consistent/inconsistent in living by the Spirit. Fruits of the Spirit are also encouraged to be grown in us personally, in order to serve effectively in a team environment. The paper finishes with 1 Peter 4:7-11, looking at speaking and serving gifts, and how both serve the ministry team and church.

## 6. MINISTRY TEAMS

### Ministry Team

#### 6.01 Management Committee

Begins with an examination of Acts 6:1-7 and how a management problem was handled in the early church. The mission goes on, and we need to plan for the future, develop support roles and policies, invest in ministry infrastructure and not run lamington drives to fleece the outsiders. The nuts and bolts of a meeting (e.g. agenda) that can be helpful or a hindrance is given and hints about how to make a committee meeting more effective are also given. Communication is more likely to be the reason a ministry didn't fly, so communicate well with the church.

#### 6.01a Management Committee Issue Paper

Be prepared before you attend a committee meeting with this helpful form.

#### 6.02 Crèche Ministry

Begins by looking at Ephesians 4:11-16. What is the role of Bible teaching and what does it do for all God's people? Crèche ministry is seen as vital, and the paper then goes on to explore 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to crèche families. The paper also discusses ways to keep the Gospel at the core of what we do, while exploring creative ways to minister to crèche children. (Recommends Stephanie Carmichael's book, "Their God is so Big". Child Protection is the final part of this paper.

#### 6.03 Kids Church Ministry

Also begins by looking at Ephesians 4:1-16. Who are we ministering to? And who are we ministering with? What challenges do we face working in a team environment? These questions are explored, and then this paper also looks at 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to kid's church and their families. The paper discusses kid's church as inherently being a small group. Thus small group goals are explored in light of kid's church. Speaking the truth in love is a key to making this or any other small group ministry work. A profile of kids is given. The paper then recommends books like Stephanie Carmichael, "Their God is so Big", Scripture Union's "The A-Z of Ministry with Children", Colin Buchanan's CDs. It ends with a brief discussion of child protection.

#### 6.04 Kids Club Ministry

Also begins by examining Ephesians 4:1-16. Who are we ministering to? And who are we ministering with? What challenges do we face working in a team environment? These questions are explored, and then this paper also looks at 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to kids club attendees and their families. A profile of kids is given. The paper then looks at pathways of people from kids club to mature faith, and encourages the reader to think this through. Training resources are then given along with a brief discussion of child protection.

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### 6.05 Primary School Scripture

Also begins by examining Ephesians 4:1-16. Who are we ministering to? And who are we ministering with? What challenges do we face working in a team environment? These questions are explored, and then this paper also looks at 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to SRE kids and their families. A profile of SRE kids is given. The paper then highlights the fact that the average SRE lesson is 30 minutes, and gives ideas of what might work in an SRE class. 'Connect' (CEP/Youthworks) material is one of those cited as being useful. Again there is a brief discussion about child protection.

### 6.06 Youth Ministry

Also begins by examining Ephesians 4:1-16. Who are we ministering to and ministering with? What challenges do we face working in a team environment? These questions are explored, and then this paper also looks at 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to youth and their families. A profile of teenagers is given. What are challenges and opportunities for teenagers? Growth groups can be an important method of ministry to teenagers. Resources like Ken Moser's 'Changing the World' books 1 and 2, and John Dickson's 'Hanging in there' are mentioned. Child protection is mentioned again at the end.

### 6.07 High School Lunchtime Groups

Also begins by examining Ephesians 4:1-16. Who are we ministering to and ministering with? What challenges do we face working in a team environment? These questions are explored, and then this paper also looks at 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to youth and their families. A profile of a high-schooler is given. What are challenges and opportunities for high-schoolers? Building a core group at the school then reaching out to others & connecting to a local youth group is discussed. Resources like 'Two Ways to Live', and John Dickson's books 'A Sneaking Suspicion' and 'Hanging in there' are mentioned. Child protection is mentioned again at the end.

### 6.08 University Ministry

Also begins by examining Ephesians 4:1-16. Who are we ministering to and ministering with? What challenges do we face working in a team environment? These questions are explored, and then this paper also looks at 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to youth and their families. A profile of a Uni student is given. What are challenges and opportunities for Uni students? The key here is 1. Being actively involved in a growth group = grow and 2. Being actively involved in a ministry team = serve. Evangelism on campus is also discussed. Resources like John Dickson's books 'Promoting the gospel' and 'A spectator's guide to world religions' are mentioned, as is Mathias Media's 'Tough Questions'. A scenario is given of someone who needs to be challenged.

### 6.09 Pre-school Mum's Ministry

The three aims of pre-school mums' ministry are to ENCOURAGE church mums in their Christian life; to SHARE the gospel with community mums and their kids; to MODEL loving our children. Paper begins by examining Hebrews 10:19-25. How can we use this ministry to encourage young mums? Then this paper looks at Romans 1:16-20 and what does or doesn't cause us shame in terms of Gospel ministry. Then Titus 2:3-5 is looked at in terms of loving children, the role of older women in training children. A profile of a pre-school mum is given. What are challenges and opportunities for reaching young mums? Getting whole church involvement will work well towards making this ministry sustainable. A practical guide to setting it up and not being apologetic about it being Christian is then given. Resources like '2 Ways to Live' and 'Bridge to Life' are mentioned, and finishes with practical ways of ministering to young mums. e.g. meals for families with newborns.

## 7. MAIN MEETING MINISTRY

### Ministry Team

#### 7.01 Welcoming Ministry

This paper opens with 1 Peter 4:7-11 and how we as Christians need to relate to one another, especially in the context of welcoming. How can God be praised by our welcoming attitude? Why welcoming is important is examined, along with welcoming traps, and the pathway of good welcoming. Strategic welcoming is then examined, and Sunday welcoming – opening the front door gives practical tips for welcoming. The paper also includes practical aids like a follow-up slip and a newsletter sign-up for emailing the church newsletter out. The paper loses with morning tea – i.e. look after your visitors, and lastly how to close the back door. A sidebar gives the 36-hour principle. The main resource mentioned is Peter Corney's "The Welcoming Church".

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### 7.02 Excellent Sundays

This paper opens with Ephesians 4:11-16. What do the people listed in verse 11 have in common? What was the purpose of giving them the identified gifts? What should happen in such a church? What ought you to change in terms of playing your part in a ministry team? The paper then asks what is Scripture for? Then the 'big idea' is given as a principle for a church service. Think therefore about the song choices, are they 'we' or 'I' focussed? Do they teach good theology or poor theology? Where is your focus? Colossians 3:16 is looked at briefly, how does the music team help the word of Christ dwell richly in the congregation? Pace and flow are discussed, with regards allowing the big idea sinking in all the more. The personal appearance of the band can be off-putting, think about how you look. Hebrews 10:24-25 is briefly discussed, how can we encourage each other e.g. by being committed to church. Practice makes perfect, don't fudge it at church! Don't forget the sound person either. The resource mentioned is Matthias Media's "The Church Musician's Handbook".

### 7.03 Music Ministry

This paper opens with Ephesians 4:11-16. What do the people listed in verse 11 have in common? What was the purpose of giving them the identified gifts? What should happen in such a church? What ought you to change in terms of playing your part in a ministry team? The paper then asks what is Scripture for? Then the 'big idea' is given as a principle for a church service. Think therefore about the song choices, are they 'we' or 'I' focussed? Do they teach good theology or poor theology? Where is your focus? Colossians 3:16 is looked at briefly, how does the music team help the word of Christ dwell richly in the congregation? Pace and flow are discussed, with regards allowing the big idea sinking in all the more. The personal appearance of the band can be off-putting, think about how you look. Hebrews 10:24-25 is briefly discussed, how can we encourage each other e.g. by being committed to church. Practice makes perfect, don't fudge it at church! Don't forget the sound person either. The resource mentioned is Matthias Media's "The Church Musician's Handbook".

### 7.04 Audio Ministry

This paper opens with Ephesians 4:11-16. What do the people listed in verse 11 have in common? What was the purpose of giving them the identified gifts? What should happen in such a church? What ought you to change in terms of playing your part in a ministry team? The paper then asks about Philippians 2:-15, how do we make joy complete? How might audio/sound ministry fit into this idea? A sidebar about mixing is then provided. The 'big idea' is given as a principle for a church service that the sound person is there to ensure that the word is heard and heard clearly. Then the paper also looks at 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering through audio/sound. A simple illustration of a practical tip is to turn mics on and off. Hebrews 10:24-25 is briefly discussed, how can we encourage each other by being committed to church. More practical tips are given, e.g. be there at least a half an hour before the service, and listen attentively to what is going on and look for ways to make what is heard even clearer.

### 7.05 Preaching that Connects

This paper begins with three short bible studies, e.g. 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards ministering to youth and their families; Acts 13:13-41 what are Paul's starting and finishing points with the Jews; and Acts 17:16-34, what are Paul's starting and finishing points with the Gentiles? i.e. connect our hearers with Christ. The Luke 24:25-27 and 44-47 is looked at. How Christ preached from the Old Testament, what implications are there for us as we preach from the law, the prophets, the other OT writings, and the New Testament? Then 1 Corinthians 1:18-2:5, what is the centre of Paul's preaching? What does he mean when he says he only preaches Christ crucified? Then Ephesians 4:11-16 is briefly looked at. What role do Pastor-Teachers have in regards to growing people in Christ? Sidebars are included about how not to exegete. e.g. do not allegorise. Then 2 the BIG IDEA of a sermon is discussed, and connecting to lives i.e. APPLICATION is discussed. The paper moves onto effective communication and tool sot do this. Then Planning a talk is discussed, then a model talk is outlined, then a sermon feedback pro-forma, which flows into the next section The critique. Useful resources include are Graeme Goldsworthy's "Preaching the hole Bible as Christian Scripture", John Chapman's "Giving the Talk", Haddon Robinson's "Biblical Preaching", Peter Adam's "Speaking God's Word: a practical theology of expository preaching".

### 7.05a Preaching Feedback Form

### 7.06 Giving a Short Talk

Read 1 Corinthians 1:18-2:5, what is the centre of Paul's preaching? Then 1 Corinthians 9:19-23 and what is flexible and what is fixed with regards to giving the talk. Connect to Christ, connecting the talk itself, connecting to lives are examined, as well as connecting to listeners. Planning the talk is examined again, and then a model



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talk is outlined for the reader.

### 7.06a Giving a Short Talk Feedback Form

#### 7.07 Giving Kids Talks

What are some bad reasons and good reasons for a kids talk? Luke 18:150-17 is looked at, what Jesus said about little children. The reader is then asked what do you think are the key ingredients for a 'perfect' kids talk. A quick outline of 'dodgy' kids talks is given, i.e. what not to do. Rather a good kids talk is clear i.e. one talk = one point. It is also concrete, i.e. how do you explain an abstract thought like grace and make it concrete? (Examples of complex ideas given in a sidebar). Also it ought to be creative. The kids talk ought to get them involved. Script a clear statement of conclusion i.e. finish strongly! The last section looks at creative ideas, and gives some general tips for presenting well in church etc. The resource mentioned here is Sandy Galea's "Children's Talks – A Practical Guide".

### 7.07a Giving Kids Talks Feedback Form

#### 7.08 Leading Church

Read Colossians 3:12-17. What should God's people clothe themselves in? How does the word of Christ dwell in us richly? What should be happening when we meet together and what are the implications for how we lead church for regulars? For newcomers? Reader asked to also check out 1 Cor 14; 1 Tim 4:13-14; Eph 5:19; Heb 10:24-25 for Christian meetings. Then start from the end – i.e. find out what the big idea is before you plan! Look at all aspects of the service; do they serve the big idea? Worship is a word that is also looked at – don't use it to speak of the church service or you're doing the word a dis-service! Short outlines of a suggested service are given in the sidebar, then putting it all together looks at the various elements of a service, e.g. starting the meeting, introducing songs, the welcome, announcements, the collection, the kids talk, as we head out etc. A feedback form for leading church is given to help the leader reflect on things they did. The last page covers preparations, e.g. scripting your leading notes, prepare your words carefully, and variety in leading is not a bad thing. Lastly think about mic placement, so that people can hear you.

### 7.08a Leading Church Feedback Form

#### 7.09 Setup-pieces/Drama Kids Talks

Read Colossians 3:12-17. What should God's people clothe themselves in? How does the word of Christ dwell in us richly? What is our motivation for what we say and do? What will it mean for our set-up pieces to glorify God? The paper then goes on to talk about setting it up. Does your idea match the big idea of the preacher? Has your idea been distilled into a key theme or question? Can it give a short and snappy sample of the big idea? Adding creativity is then looked at. Get your drama to dwell in people's minds. Scripting is hugely important so spend time getting it right. A drama feedback form is included for people to fill out. The paper ends with icing on the cake e.g. costumes, pros etc that help cement the idea. The dos and don'ts of drama are then listed, and then three passages of Scripture are given as samples for the drama writer to try and distil into punchy set-up pieces. (2 Tim 3:14-4:5; Exo 12:21-30; Eph 1:1-15).

#### 7.10 Bible Readings in Church

Read 2 Timothy 3:14-17. What role does Scripture play in the lives of God's people? What should happen when we hear it read out? What are the implications of this for the church? Then reader is directed to 1 Timothy 4:11-16. What importance does Paul place on the public reading of the Scriptures? What does devote yourself mean for us? Bible reading means bible study, we need to understand the text to read it out loud with more effectiveness. Check the difficult names and words with the preacher, if you pronounce it the same way it's less distracting for the hearers. Again aim to find the big idea of the passage. Dos and Don'ts are listed, do practice reading aloud etc. On the day, do pray again, do make sure the mic is well placed, do allow people time to find the passage etc. A sample reading is given on the back page, which has been formatted with where to accent the words etc.

### 7.10a Bible Readings in Church Feedback Form

#### 7.11 Leading Prayer in Church

Read Acts 2:42 & Acts 6:4. Ministry of the Word is tightly bound up with prayer. How might our prayers as God's people reflect the link between word and prayer? Then read Ephesians 6:17-20, word and prayer are linked again. What is Paul's chief concern in verses 19-20? What are the implications of this for our priorities in public prayer? Then Ephesians 1:3-14 and Ephesians 1:15-23 are looked at. How does Paul maintain his focus on the gospel and what spiritual blessings flow from this focus? What is Paul's model gospel prayer in Eph 1:15-23? How might we benefit from the study of prayers like these? Sidebar mentions D.A. Carson's "A Call to Spiritual Reformation –



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Priorities from Paul and his Prayers". Do's and Don'ts are then given, e.g. do prepare, do work out a clear structure for your prayers, don't use filler words like "just", "um" etc. A general model is then given ("ACTS"), also a response to the word that has just been presented, or communal prayer as variations on what you can do.

### **7.11a Leading Prayer in Church Feedback From**

#### **7.12 Child Protection**

The paper begins with 1 Peter 5:1-4 – church leaders are described, and what our attitude as leaders should be. How can we better serve children and young people in our churches? Our policy needs to be published around the church (e.g. Breaking the Silence, Safe Ministry etc). The paper then examines the impact of abuse – we cannot ignore or cover up abuse. The paper then talks about what should be reported and mentions to whom, but this paper specifically addresses the context of the Presbyterian Church. A code of conduct is then given on page 3, which is all about boundaries. A sidebar with phone numbers on which reports can be made is given on the right-hand side of the last page. The paper then finishes with examining 1 Peter 1:15, why is it important for us to be holy? How do you deal appropriately with a child or young person who wants to talk to you privately about a matter? How do you manage and/or discipline children? What is the name of the Child Protection officer in your church?