

COMMUNICATING GOD'S WORD

Training Teachers Booklet

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COMMUNICATING GOD'S WORD

INTRODUCTION

*But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.
But do this with gentleness and respect, (1 Peter 3:15)*

Preach the Word; be prepared in season and out of season; correct, rebuke and encourage--with great patience and careful instruction. (2 Timothy 4:2)

Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone. (Colossians 4:6)

- I. Where are the opportunities for us to share the Word of God?
 - A. Realize that there are many times that we are given the opportunity to share.
 - B. There is only one pulpit, but what about?:
 1. Sunday School / Children's Church
 2. Youth Group
 3. Bible Studies
 4. Home Groups
 5. Special Functions
 6. Men's / Women's Meetings
 7. Mom's & Tot's
 8. Nursing Homes
 9. One - on - One

II. Who can share the Word of God?

- A. Those with a (living and growing) relationship with Jesus.

And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others. (2 Timothy 2:2)

- B. Those willing to share the Word of God.
 1. Commanded to teach

19 Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28:19-20)

- a. take the responsibility
- b. take it seriously
- c. Teach....make disciples - not decisions

3. Faithful. Consistent, reliable, steadfast.

And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others. (2 Timothy 2:2)

C. Those that are themselves teachable.

1. II Timothy 2:2 First be taught, then teach.
2. Blind leading blind.

They worship me in vain; their teachings are but rules taught by men. Leave them; they are blind guides. If a blind man leads a blind man, both will fall into a pit." (Matthew 15:9,14)

3. Never able to come to knowledge of truth.

6 They are the kind who worm their way into homes and gain control over weak-willed women, who are loaded down with sins and are swayed by all kinds of evil desires, 7 always learning but never able to acknowledge the truth. (2 Timothy 3:6-7)

D. Those that are apt (able) to teach.

1. Aptitude - apt - inclined to (not one who has no inclination or patience). Quick to learn, to understand (not one who has trouble learning). II Timothy 3:7 Not one who hears but never grasps truth.

Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, (1 Timothy 3:2)

And the Lord's servant must not quarrel; instead, he must be kind to everyone, able to teach, not resentful. (2 Timothy 2:24)

III. Our example is important.

- A. The thing that brings respect is example - a good example. Bad examples produces disrespect.

B. Be an example of the believer.

Follow my example, as I follow the example of Christ. (1 Corinthians 11:1)

C. Be an example in:

1. Word - Manner of speech
Honesty of speech
Sobriety of speech
2. Manner of life: dress, appearance, personal hygiene.
3. Spirit - the attitude you portray in joy, in disappointment, towards authority, towards anyone, in problems. "Am I steady, level or up and down?"
4. In Faith - not only hearing, believing, acting in obedience, (aspects of faith), but also faithfulness, committed, reliable, dependable, trustworthy.
5. In Purity - singleness of heart, one way committed to a purpose as well as morality. Thought - Word - Action - Attitude.
Moral conduct is part of this; singleness, purity of motive and purpose, the other part.
6. If I am a TEACHER, I automatically become a teacher in all areas - people can't sort out what to believe in me and what to overlook. I must be consistent.
7. We can limit what people can hear and receive of God's truths by the way we live....our example

For Ezra had devoted himself to the study and observance of the Law of the LORD, and to teaching its decrees and laws in Israel. (Ezra 7:10)

IV. The example of Jesus

In my former book, Theophilus, I wrote about all that Jesus began to do and to teach (Acts 1:1)

- A. The teachings of Jesus deal with practical matters.
- B. The teachings of Jesus show more concern for the heart than for the head.
 1. One way Jesus responded to the needs of the people was to teach them.
 2. To the multitudes he shared the Kingdom of God and taught them through the parables.
 3. Jesus taught and trained his disciples.

- i. Large group sharing
- ii. Small group sharing
- iii. Individual sharing

V. What things did Jesus share and teach.

- A. The Rabbis taught about many petty detail things.
 - 1. How much weight could one carry on the Sabbath?
 - 2. How far could the burden be carried?
 - 3. What is the proper length of the fringes of one's robe?
- B. Be careful not to get caught up with these fringe areas.
- C. Jesus dealt with the basics of life: Beatitudes and Sermon on the Mount
 - 1. Relationships: With God, others, conflicts
 - 2. Values: Material and spiritual
 - 3. Faith
 - 4. Judging
 - 5. Trust / anxiety
 - 6. Fruitfulness in our lives

VI. What are some things we can / should be sharing?

You must teach what is in accord with sound doctrine. Teach the older men to be temperate, worthy of respect, self-controlled, and sound in faith, in love and in endurance. Likewise, teach the older women to be reverent in the way they live, not to be slanderers or addicted to much wine, but to teach what is good. Then they can train the younger women to love their husbands and children, to be self-controlled and pure, to be busy at home, to be kind, and to be subject to their husbands, so that no-one will malign the word of God. Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.
(Titus 2:1-8)

- A. Teach / share what is sound, not minor points.
- B. Older men: temperance, respectable, self-controlled, steadfast, loving.
- C. Older women: reverent conduct, don't gossip, don't get drunk.
- D. Younger women: love husbands and children, self-controlled, busy at home, kind, subject to husband.
- E. Younger men: self-controlled, show integrity, seriousness, soundness of speech, respect for elders.

VII. Are there some practical everyday ways that we can share the truths of God's Word?

Then they can train the younger women to love their husbands and children, (Titus 2:4)

A. Look at the skills, abilities that you have and how you can share them with others.

1. Office skills
2. Cooking skills
3. Mechanical skills
4. Computer skills
5. Sewing skills

B. Use the opportunities to share these natural, practical skills to also share truths from God's Word.

1. Through your example and attitudes.
2. Through taking time to share scripture and pray.
3. Through sharing testimony of God's help for you in similar situations.

PERSONAL STUDY AND PREPARATION

I. What is the first principle of studying God's Word?

- A. God's Word is *INSPIRED* by the Holy Spirit. Literally, this means His Word is "God-Breathed".

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, (2 Timothy 3:16)

- B. God "breathed" His thoughts into the minds of men and they expressed exactly those thoughts in written form.

Above all, you must understand that no prophecy of Scripture came about by the prophet's own interpretation. For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit. (2 Peter 1:20-21)

- C. God wrote it using 40 to 44 authors over a span of 2,000 to 2,200 years.

II. What is the second principle we must know about studying God's Word?

- A. A person cannot interpret God's Word any way he wants. In order to understand God's Word, we also must be inspired by the Holy Spirit.

But it is the spirit in a man, the breath of the Almighty, that gives him understanding. (Job 32:8)

- B. The Bible says there is one interpretation and that is God's.

"We both had dreams," they answered, "but there is no-one to interpret them." Then Joseph said to them, "Do not interpretations belong to God? Tell me your dreams." (Genesis 40:8)

Above all, you must understand that no prophecy of Scripture came about by the prophet's own interpretation. (2 Peter 1:20)

III. Some thoughts and cautions concerning personal study.

- A. The difference between:

1. Reading: It is important to read on a consistent basis, have a plan. (Through the Bible in a year, Psalms, Proverbs.) Discipline and commitment is necessary.
2. Studying: Not just to preach and teach, but for your daily communing with God, for personal growth. Not just for a reason, but to begin to understand God's Word to us as individuals.

3. Meditating: A verse to think about during the day, on the bus, working. This will also involve memorization.

- What does it say?
- What does it mean?
- What must I do?

B. Basis for reading, studying, and meditating is that we use it in our daily lives.

C. Cautions:

1. Proof text instead of context.
2. Don't worship the Bible or a particular translation.
3. Don't use it to condemn people.
4. Don't always be looking for new revelation.
 - Always wanting to be first with something new.
 - Look for the fruit.
 - Stay with the basics. (2 Timothy 4:3-4)
 - Is anyone else teaching it?
 - Check with those I trust.
 - What are you hearing?
 - What is the emphasis across the country?

D. How the Bible influences prophecy, prophetic prayer.

- Read, study, memorize, meditate on the Word.
- The Spirit of God uses the Word in us to draw from for prophecy.
- The translation people read can many times be identified in their prophecy.

IV. What are some tools or sources we can use to help us study the Bible?

A. Bible with good, plain print so that you can mark in it and take notes in the margins. Also, use many translations in your study.

B. A Bible Dictionary is helpful to understand background and history.

C. A Concordance.

V. Why should we study the Word of God?

A. Study means to apply oneself to gaining knowledge. The devotion to gaining knowledge. Set yourself, determination. The pursuit of knowledge, as by reading, observation, or research.

*"For Ezra had devoted (prepared his heart) himself to the study and observance of the Law of the Lord and to teaching its decrees and laws in Israel."
(Ezra 7:10)*

- B. We study to gain knowledge; to observe the law? We study not just for head knowledge but for heart knowledge and to observe and do; to teach and to share so others can share.

And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others. (2 Timothy 2:2)

- C. Proverbs 2:1-6

vs. 1 **if** you accept - store up (hear, read, memorize God's Word)

vs. 2 **if** you turn your ear to wisdom

if you apply your heart to understanding

- listen to God, to preachers, teachers - determine to hear for yourself not for someone else - don't always be thinking: I sure wish so and so had heard that.

vs. 3 **if** you call out for insight

if you cry aloud for understanding

- prayer, asking the Holy Spirit to guide and lead us.

But when he, the Spirit of truth, comes, he will guide you into all truth. He will not speak on his own; he will speak only what he hears, and he will tell you what is yet to come. (John 16:13)

vs. 4 **if** you look for it (silver - mine for it)

if you search for it (hidden treasure, dig for it)

- Study - dig it out. Don't just assume everything you hear is right. Bereans - heard and checked it out.

Now the Bereans were of more noble character than the Thessalonians, for they received the message with great eagerness and examined the Scriptures every day to see if what Paul said was true. (Acts 17:11)

vs. 5-6 **Then** God/you will:

- understand the fear of the Lord
- find the knowledge of God

vs. 6-10 God gives wisdom and from His mouth come knowledge and understanding.

- victory; shield; guards the course; protects; right and wrong

- D. How does wisdom benefit?

Verses 10-22

- vs. 10-15 1. delivers us from the evil ways of men.

- vs. 16-19 2. keeps us from the adulteress (a woman outside the circle of a man's proper relationship) - can apply not just to the physical.
- vs. 20-22 3. preserves one's life and character.
Not only delivers but benefits.

Chapter 3:1-12

- vs. 1-2 1. Long life and peace
- vs. 3-4 2. Favor with God and man
- vs. 5-6 3. Guidance
- vs. 7-8 4. Health and refreshment
- vs. 9-10 5. Prosperity
- vs. 11-12 6. Proper response to discipline

VI. What are some methods of Bible study?

A. No matter which type or method of Bible study you choose to use, there are three basic steps to follow:

1. Observation -- What is this passage about or what does it say?
2. Interpretation -- What does this passage mean?
3. Application -- How can I apply the meaning of this passage to my life?

B. Read with a purpose (5 W's and an H)

1. **Who** wrote it? Who said it? Who are the major characters? Who are the people mentioned? To whom is the author speaking? About whom is he speaking?
2. **What** are the main events? What are the major ideas? What are the major teachings? What are these people like? What does he talk about the most? What is his purpose in saying that?
3. **When** was it written? When did this event take place? When will it happen? When did he say it? When did he do it?
4. **Where** was this done? Where was this said? Where will it happen?
5. **Why** was there a need for this to be written? Why was this mentioned? Why was so much or so little space devoted to this particular event or teaching? Why was this reference mentioned? Why should they do such and such?
6. **How** is it done? How did it happen? How is this truth illustrated?

C. Look for: if/then/therefores/wherefores

1. I Chronicles 28:9 if you seek He will be found
2. What we have just done in Proverbs 2 is an example of this type of study. Look for an order to things. For instance, if I do something, what is the result? Or how does God say to do it and then move towards doing it that way.

D. Word Study

Know what the word means before building your whole study on it. Use dictionaries - Bible and English - other translations. Some recommended books are Vine's *Word Studies of the Old and New Testaments*, *All the Men of the Bible* and *All the Women of the Bible* by Lockyer.

Examples:

Likewise, ye wives, [be] in subjection to your own husbands; that, if any obey not the word, they also may without the word be won by the conversation of the wives; (1 Peter 3:1 KJV)

Wives, in the same way be submissive to your husbands so that, if any of them do not believe the word, they may be won over without words by the behavior of their wives, (1 Peter 3:1 NIV)

Conversation - really means lifestyle, behavior

Let him that is taught in the word communicate unto him that teacheth in all good things. (Galatians 6:6 KJV)

Anyone who receives instruction in the word must share all good things with his instructor. (Galatians 6:6)

But to do good and to communicate forget not: for with such sacrifices God is well pleased. (Hebrews 13:16 AV)

And do not forget to do good and to share with others, for with such sacrifices God is pleased. (Hebrews 13:16)

Communicate - really means sharing, giving

Caleb's name means "dog". Rather than looking at this negatively, we can see he was loyal to his Master's voice.... *"he wholly followed the Lord."*

E. Cross-reference

Don't stop with just one scripture that says what we want it to say. If your Bible does not have its own cross-reference in it begin to make your own. As you read something that is similar, says the same thing, jot the other reference beside it.

1. Example:

Psalm 40:6	I Samuel 15:22
Hosea 6:6	Proverbs 21:3
Matthew 9:13, 12:7	Hebrews 10:6-7
Psalm 51:16	

2. Mark your Bible: Color code; Symbols; Date; Specific answers; specific promises. Use margins to make notes

F. Thoughts, themes, or subjects (Luke 24:27)

1. When using this method:

- a. Set a goal. Study subjects that God is dealing with you about, subjects that your pastor is dealing with, a thought that has come up in conversation, or subjects or themes you may have opportunity to teach.
- b. With the help of a concordance, list scriptures from Genesis to Revelation on a pad of paper, skipping several lines between each. Next, in your own words, write out the meaning next to the scripture reference.
- c. After covering your subject in the Bible, arrange your scriptures into a logical order. ie. The Blood of Jesus: show how God progressively revealed truth about Redemption.
- d. Result: You will have a good understanding of the flow of a certain subject through the Bible. Your teaching will flow and study in this method will aid you also in the prophetic realm.

2. Example: Putting on, clothing ourselves, wearing a garment, ornament, etc.
Proverbs 3:3,21-22; Proverbs 1:9; Proverbs 6:20-21;
Proverbs 7:3; Colossians 3:12-15; Ephesians 6:10-18;
I Peter 3:3-4

3. Personalize by listing the things talked about in the scriptures and begin working on the ones necessary or missing in your life.

G. Book Study--for general knowledge. Here are some helpful hints:

1. Outline each chapter. Do your own and / or compare with one that might be in your Bible.
2. Go verse-by-verse, applying the principle of "subject study".
3. Underline important memory verses.
4. Make note of author, dates, location, to whom written.
5. What is the message, the promise, the shadow of Christ, the Church?

H. Character Study

1. Choose heroes of the Bible and study their lives. (Use your concordance as in subject study to locate all the verses where they are listed. Also, use book study outlines to locate more detailed stories.)
 - Why did God choose to use them?
 - What character qualities did they have?
 - How did God prepare them?
 - What were their weaknesses?
2. Perhaps start a notebook, "Heroes of the Bible"
 - your own studies
 - teachings you hear
 - reports on books you read.

I. Old Testament type - New Testament fulfillment

Examples:

Passover - Communion
Crossing the Red Sea - Water Baptism
David's Tabernacle - Praise and Worship

J. Lists

Examples:

Galatians 5:16-26 (fruits of the spirit)
Colossians 3:5-17 (put off, put on)

II Peter 1:3-9 (add to)

K. Law of First Mention

Examples:

Genesis (beginnings) Genesis
Prayer - Genesis 4:26
Blood Covenant - Genesis 3:21 (Skins of animals indicated shedding of blood.)

L. New Testament quotes with Old Testament original

1. Example: Romans 15:9-12 contains quotes from:
II Samuel 22:50
Psalm 18:49
Deuteronomy 32:43
Psalm 117:1
2. Go back and see where and why from the Old Testament - how does it fit in the New Testament?

M. Exposition (Explaining)

- word by word
- verse by verse
- chapter by chapter

N. ABC Bible Study

1. A -- Analysis: Give each paragraph a title. Then give a title to the entire passage.
2. B -- Best Verse: Pick a verse that summarizes the theme of the passage and memorize it.
3. C -- Contract: Write out a prayer (a contract with God), mentioning specific ways you want to apply this passage to your life.

O. Extra ideas:

1. Study of Prayers in the Bible.
 - a. Who was praying? Were they a child of God?
 - b. What caused them to pray?
 - c. How were they praying, on their knees, standing, on their face?
 - d. To whom did they address their prayer?

- e. Did the prayer show the one praying knew god's power?
- f. Was it a prayer of Praise, Supplication, Petition, or Intercession?
- g. How long did they pray?
- h. Did the answer come at once?
- i. What was the revealed result of the prayer?

2. Finding Christ in the scriptures.

- a. Luke 24:27 - gives us the clue that Christ can be found in many places besides the New Testament.
- b. Find types of Christ in the OT sacrifices.
- c. See Him shadowed in the OT leaders.
- d. List the names given Him by scripture.
- e. Make an outline of the different works He performed.

3. Study the questions asked in the Bible.

The scripture covers all types of people and situations. Many of the problems we face are covered and answers given that are of great value to us. Jesus asked lots of questions. He was asked questions.

COMMUNICATING GOD'S WORD WITH INSPIRATION

I. What is inspiration?

- A. Ability of a speaker to stir the heart of the hearer to life of the message.
- B. Stimulation of the mind or emotions to a high level of feeling or activity.
- C. The condition of being so stimulated.
- D. Theology. Divine guidance or influence exerted directly on the mind and soul of humankind.

II. Inspiration

Had it not been for you, I should have remained what I was when we first met, a prejudiced, narrow-minded being, with contracted sympathies and false knowledge, wasting my life on obsolete trifles, and utterly insensible to the privilege of living in this wondrous age of change and progress. -Benjamin Disraeli (1804–81)

- A. Our inspiration comes from God. (2 Timothy 3:16 NIV)

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.

NASB says “inspired” and NKJV says “by inspiration.”

- B. To speak with inspiration, we must be inspired. We can only give what we have.

The good man brings good things out of the good stored up in his heart, and the evil man brings evil things out of the evil stored up in his heart. For out of the overflow of his heart his mouth speaks. (Luke 6:45 NIV)

- C. Because His word is inspired, we are to speak it with inspiration.

If anyone speaks, he should do it as one speaking the very words of God. (1 Peter 4:11 NIV)

III. How do we receive the inspiration of God into our lives?

- A. Through prayer

"Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. For everyone who asks receives; he who seeks finds; and to him who knocks, the door will be opened. "Which of you, if his son asks for bread, will give him a stone? Or if he asks for a fish, will give him a snake? If you, then, though you are evil, know how to give good gifts to your children, how much more will your Father in heaven give good gifts to those who ask him! (Matthew 7:7-11 NIV)

B. Through the study and meditation of God's word

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. (2 Timothy 2:15 NIV)

C. Through a life-style that lives the message

Anyone who listens to the word but does not do what it says is like a man who looks at his face in mirror and, after looking at himself, goes away and immediately forgets what he looks like. But the man who looks intently into the perfect law that gives freedom, and continues to do this, not forgetting what he has heard, but doing it -- he will be blessed in what he does. (James 1:23-25 NIV)

D. Through experiencing the power of God working in your life

Jesus replied, "You are in error because you do not know the Scriptures or the power of God. (Matthew 22:29 NIV)

E. Through God given experiences that communicate truth

That which was from the beginning, which we have heard, which we have seen with our eyes, which we have looked at and our hands have touched -- this we proclaim concerning the Word of life. The life appeared; we have seen it and testify to it, and we proclaim to you the eternal life, which was with the Father and has appeared to us. We proclaim to you what we have seen and heard, so that you also may have fellowship with us. And our fellowship is with the Father and with his Son, Jesus Christ. (1 John 1:1-3 NIV)

F. Through receiving inspired ministry

My message and my preaching were not with wise and persuasive words, but with a demonstration of the Spirit's power, so that your faith might not rest on men's wisdom, but on God's power. (1 Corinthians 2:4-5 NIV)

...because our gospel came to you not simply with words, but also with power, with the Holy Spirit and with deep conviction. You know how we lived among you for your sake. You became imitators of us and of the Lord; in spite of severe suffering, you welcomed the message with the joy given by the Holy Spirit. And so you became a model to all the believers in Macedonia and Achaia. (1 Thessalonians 1:5-7 NIV)

IV. What makes us inspired messengers of God's word

A. The anointing of the Holy Spirit

"The Spirit of the Lord is on me, because he has anointed me to preach good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to release the oppressed, (Luke 4:18 18 NIV)

B. The conviction of our faith

because our gospel came to you not simply with words, but also with power, with the Holy Spirit and with deep conviction. You know how we lived among you for your sake. (1 Thessalonians 1:5 NIV)

D. The passion to communicate God's word

Yet when I preach the gospel, I cannot boast, for I am compelled to preach. Woe to me if I do not preach the gospel! (1 Corinthians 9:16 NIV)

E. Knowing and embracing the mission of God's choice

But when God, who set me apart from birth and called me by his grace, was pleased to reveal his Son in me so that I might preach him among the Gentiles..., (Galatians 1:15-16 NIV)

F. The revelation of God's message

For I received from the Lord what I also passed on to you: The Lord Jesus, on the night he was betrayed, took bread, (1 Corinthians 11:23 NIV)

G. Having compassion for those the message is directed

When Jesus landed and saw a large crowd, he had compassion on them, because they were like sheep without a shepherd. So he began teaching them many things. (Mark 6:34 NIV)

V. Some practical ways to be inspirational

- A. Establish contact with the people
- B. Capture their attention
- C. Keep the message alive to the need
- D. Keep voice fresh, alive, easy to hear
- E. Maintain eye contact as much as possible
- F. Speak clearly and plainly

- G. Let the style of the delivery be in agreement with the content of the message
- H. Stay alert to the response so that you know how effectual you are

VI. Examples of inspired messages

- A. Acts 2:14-41
- B. Acts 5:34-41

VII. Conclusion:

An inspired message is not judged by how well you deliver the message, or by how good you feel about it, but rather it is judged by the results it produces. The question is, "Is anyone inspired?"

COMMUNICATING GOD'S WORD USING DIFFERENT MEDIUMS

I. Definitions:

- A. **Communication:** a process by which information is exchanged between individuals through a common system of symbols, signs or behavior
- B. **Communicate:** to transmit information, thought, or feeling so that it is satisfactorily received or understood
- C. **Medium:** An intervening substance through which something else is transmitted or carried on. An agency by which something is accomplished, conveyed, or transferred.

II. Biblical Permission:

- A. God created all things to be used for His glory--therefore we can feel free to use whatever we can to further the communication of God's Word to help meet the specific needs of those to whom we are ministering. Pray for the liberty to use this creation to communicate His Word.

*"You are worthy, our Lord and God, to receive glory and honor and power, for you created all things, and by your will (pleasure, desire KJV) they were created and have their being."
(Revelation 4:11NIV)*

- B. Jesus used whatever He needed to communicate His truths.

- 1. Parables (symbolic stories which communicated his truths) Sower (Matthew 13:3) Prodigal Son (Luke 15:11) etc.
- 2. Physical needs: a boat (Luke 5:1-3) etc.
- 3. Illustrations

III. Why Bother? How people learn: God created us with 5 different senses--the more we employ in learning--the more we will grasp the information.

- A. Hearing 15%
- B. Seeing 50%
- C. Saying 75%
- D. Doing 90%

IV. Basic questions that need to be answered whenever teaching. Answer these questions and then select the medium/method that will best accomplish your goal to successfully communicate the material.

1. **Why** are you communicating? What is the reason you are spending your time and the audience's time? Have a definite goal in mind.
2. **What** message are you trying to communicate? What are the specifics of this lesson? The points that you want your audience to satisfactorily receive and understand?
3. **Who** is your audience? Age, background, type of setting, number, Christian or non-Christian?
4. **Where** are you communicating? Outside, inside large room, one on one, small room?
5. **How** are you going to communicate this message? Which of the mediums will best cause your audience to receive and understand the information, thoughts or feelings that you have deemed important?
6. **When** are you communicating? How much time do you have--so how much time can you give to set the scene, grab attentions, etc.?

V. Some different examples of Mediums:

- A. Illustrations: Material used to clarify or explain. Visual matter used to clarify or decorate a text.
- B. Props: simple objects used to capture attention, enhance material
- C. Video, DVD's to illustrate points, introduce a topic
- D. Drama/skits/Role playing/ Story telling. Communicates Bible stories, modern life application, or concepts
- E. Object lessons: Attention grabbers, memory verse introductions or reviews, illustrating concepts that are perhaps difficult to grasp by word only
- F. Crafts. Reinforcement,
- G. Art/murals (Creative Writing and "physical art) Illustration of point, helps teach evaluate if the students "grasped" the content, individually or in groups
- H. Music. Reinforcement, instruction, mood setting,
- I. Small groups: discussions, debates, research and then share with larger group
- J. Lectures

VI. Guidelines:

- A. Pray, inviting the Holy Spirit the True teacher to inspire you.

Then Manoah prayed to the LORD: "O Lord, I beg you, let the man of God you sent to us come

again to teach us how to bring up the boy who is to be born." (Judges 13:8 NIV)

We can pray for the Holy Spirit to inspire us, to cause us to be creative in our use of materials and mediums. Practice waiting on Him--asking Him for new and creative ways to deliver a truth that will be applicable to the current situation you are in.

- B. Focus on message--not on medium. The medium must enhance the "meat" not distract from it.
- C. Always have a definite purpose in mind for every part of the lesson.
- D. Be prepared. You must be familiar with the medium you are using. Make sure you have everything you need in order and ready to go
- E. Use them as seasoning--lightly spread throughout the lesson. They are in themselves not the "meat" of the lesson--it's the Word.
- F. Use them as reference points for future lessons. (Remember when....
- G. Make sure you use materials your target group can relate to. Keep things up- dated.
- H. Remember: Communication has not happened until it has satisfactorily been received or understood.

VII. How do you know this has taken place?

- A. By Observing changes in behavior: watch as you are teaching to see if body language, facial expressions and classroom climate shows they are with you.
- B. By Reviewing: Just ask! Also the use of reviewing questions or mediums can help
- C. By Evaluation: Take time at the end of your sessions to review in your mind areas that you felt were successful, areas that you might change in the future--learn from your experience.
- D. By Faith: *so is my word that goes out from my mouth: It will not return to me empty, but will accomplish what I desire and achieve the purpose for which I sent it. (Isaiah 55:11NIV)*

HOW TO PREPARE AND SPEAK

I. Know your assignment

- A. When and where are you to speak?
- B. How long are you to speak?
- C. Are you expected to preach, teach, share? What is the type of presentation you are asked to give?
- D. Is there an assigned topic, theme, or emphasis? What exactly are you to cover?
- E. What is the setting? Church service, Youth meeting, Sunday School class, Youth Camp, Home Bible study, etc.
- F. Who is in charge? Who is the Moderator? Who will you turn over to when you are finished?
- G. How should you finish? Altar call, Prayer, etc

II. Know your audience

- A. What is the group?
 - Church, youth group, Bible study group, etc
- B. Are they Christian or Non-Christian?
- C. What ages are involved?
- D. Do they have the background to understand your presentation?

III. Know your topic

- A. Research, study, speak to experts.
 - Sources for study: Bible, books on the topic, tapes.
 - Use your own experience as supportive material.
 - Have more material than you will be able to present because it will give you confidence in your presentation.
- B. Choose a point of focus
 1. Assigned
 2. Area of special interest or knowledge
 3. Know what you want to accomplish by your talk.

IV. Developing your Outline

- A. Introduction
 - Must be clear and to the point. Must be interesting so as to get their attention quickly.
- B. Information (the body of the talk)

- Give enough information to clarify and support your point of emphasis.
- Stay on track. Don't stray from your point.

One of the simplest yet most frequently forgotten aspects of a good and effective presentation is learning and using the proper ways to take the best of the presentation off the top, leaving the side avenues and "extras" behind. To do this we should take all of the background material that has been gleaned, pare it down by trimming off the fat and excess, until what is left is the information which is vital to accomplishing our goal. If this important step is deleted, our presentation will probably have a scatter-gun effect. We will hit a broad area and MAYBE hit the target, but then again, maybe not. If we do not hit our goal, it will lead to frustration in us and in our audience.

- Use Scriptures (Not too many)
- Use examples (One per point)
- Use Illustrations (One per point)
- Don't try to make too many points. You will weaken your presentation.

C. Conclusion (Summary and Application)

- Restate your premise.
- Give the audience a practical way to apply what you have said.
- Close appropriately for the assignment and setting.
- Solicit response if appropriate
- Prayer
- Thank them for the opportunity
- Thank them for listening
- Turn over to the person in charge

V. Presenting your talk

A. Be prepared

- Research your topic
- Develop your outline
- Practice your talk in advance

B. Personal appearance

- Clean and smart
- Dressed appropriately for the audience and the occasion
- Better to be overdressed than underdressed

- C. Posture
- Stand straight
 - Don't shuffle nervously
 - Don't lean on podium
- D. Maintain eye contact with your audience
- Look individuals in the eye
 - Turn your head as you speak so as to look directly at each section of the audience
- E. Speak clearly and loudly. The point of the exercise is to be heard and understood.
- Form your words distinctly
 - Project your voice...aim your voice at the back row, the farthest person from you
 - Speak from your chest, not your mouth or throat.
 - These principles should be applied whenever speaking or praying in public
- F. Use proper English
- Use language appropriate to your audience (education, age, other factors)
 - Avoid "stilted speech", "Religious tones", "Pompous Words", "Christian Slang"
 - Use street talk and slang only for emphasis. If you overdo it you will weaken your presentation.
- We must make sure that our use of vocabulary is suitable to the age and comprehension level of those to whom we are speaking. Also, we sometimes tend to have our own unique vocabulary which we assume everyone else understands. Using terms such as "born-again", "redemption", or "anointing" with unbelievers or new Christians may bring misunderstanding unless we explain the meaning of such terms.
- G. Speak with enthusiasm and energy
- Avoid monotone
 - Put energy into your voice
 - Enthusiasm is contagious! (So is boredom)
- H. Avoid distracting mannerisms
- Watch how you use your hands

- Get rid of the "ums", "and-uhs", and "you knows"

VI. Additional Insights

A. Use notes in making your presentation

- As a beginner, so you will have enough to say
- As an experienced speaker, so you won't say too much!
- Stay on track, make your point, no "rabbit trails"
- You owe your audience a clear, simple, coherent, understandable presentation

B. Know when to stop

- Stop when your time is finished
- Stop when you have made your point
- Stop when you have nothing to say
- Stop when people stop listening
- Stop when the Holy Spirit stops

C. Be yourself

- Don't try to act or sound like someone else
- It is distracting and comes across as "phoney"
- Don't try to speak as an authority on a subject you know nothing about.

D. Learn and improve

- Ask someone to evaluate your presentation and point out strong and weak points
- Make a tape of your talk and evaluate yourself
- Practice
- Say "Yes" to every opportunity to speak to a group

BIBLE STUDY RESOURCES AND REFERENCE BOOKS

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, (2 Timothy 3:16 NIV)

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. (2 Timothy 2:15 NIV)

Bible Study, like other forms of work, is made easier and more effective if one uses the right tools and uses them skillfully. In this lesson, we will look at some of the common Bible Study tools and the basics of how to use them effectively.

I. CONCORDANCE

- A. A Concordance is a list of the words in the Bible. If you know a word or phrase but not where it is found, you look for it in a Concordance. The Concordance will give you a list of places where that word or phrase is found in the Bible. An Exhaustive Concordance lists every word in the Bible. Other Concordances list the most common words or phrases and their locations. **A Concordance is specific to a translation of the Bible, such as KJV, RSV, NIV.**
- B. A Concordance should be your first Bible Study tool. You can use your Concordance to find the verse where a word is used, or you can use it to find all the places where a word or phrase is used so that you can compare the passages and develop your study further.
- C. Two Concordances you may want to consider are the Strong's Exhaustive Concordance for its completeness and the Cruden's Concordance for its ease of use. These are keyed to the KJV. Look for a concordance keyed to your intended study Bible.

II. BIBLE DICTIONARY

- A. A Bible Dictionary is a book that gives the meaning of words used in the Bible. You look up the word in the Bible Dictionary and it gives a definition. Bible Dictionaries vary greatly from each other in depth of detail and style.
- B. Some Bible Dictionaries give a great amount of detail in the definitions. They may give the spelling and meaning of the word in the original language ie, Hebrew or Greek, then give the meaning in English. Some Bible Dictionaries also give background on the use of the word and some of the detail you would expect to find in an encyclopaedia. There are some very technical Bible Dictionaries that require knowledge of Hebrew or Greek, but these are not practical for most of the Bible Study we would be doing.

- C. A Bible dictionary should be your second Bible Study tool. Choose one that has enough information to make its use worthwhile, but not so much technical information that you get bogged down in it. Visit a Christian book shop and look at some of the Bible Dictionaries on offer. Choose a particular word and look it up in more than one Bible Dictionary to compare the kind and amount of information they give.

III. BIBLE ENCYCLOPEDIA

- A. A Bible Encyclopedia is a book or set of volumes that goes beyond the information available from a Bible Dictionary. It usually gives word meanings and origin, but also gives background, geographical, and historical information.
- B. A Bible Encyclopedia is a good study tool to have available, but you may not need to own one. Because they are usually in more than one volume, they can be quite expensive. Consider whether your church has a Reference Library or whether there is a public library nearby where you can use such reference books.

IV. BIBLE HANDBOOK

- A. A Bible Handbook is like a mini-encyclopedia. Usually in one volume, a Bible Handbook gives a variety of information on many popular topics. Its information is not very detailed but can be very helpful for personal study and preparation.
- B. A Bible Handbook is probably your third Bible Study tool. Bible Handbooks vary greatly in style and quality. Before deciding on one, visit a Christian book shop or library and compare as many as are on offer to see which you prefer. Have a particular topic or item in mind to research and compare the information available and how it is presented in each of the Bible Handbooks.

V. COMMENTARY

- A. A Commentary is different from all the other tools we have discussed so far in that all the others deal with facts and information and a Commentary deals with interpretation and opinion.
- B. A Commentary is an exposition of what someone believes a particular passage of the Bible means and how it should be interpreted and applied. Obviously, a Commentary will express the doctrinal opinion of the person who wrote it.

- C. Commentaries vary in depth, detail, style, intent, and theology. Some are intended for academic study, some for sermon preparation, and some for personal insight and application.
- D. Commentaries can be purchased in multiple volumes sets, or as individual volumes covering specific books or sections of the Bible. Rather than thinking of purchasing Commentaries, consider using those available in libraries or belonging to friends.
- E. Because Commentaries present a particular interpretation and doctrinal position, get advice from your pastor or other mature Christians whose opinion you value before making use of Commentaries.

VI. STUDY BIBLE

- A. A Study Bible is a personal Bible with a variety of built-in study helps and tools. Study Bibles come in all the popular translations, the most common being KJV, NIV, and NKJV. Study Bibles are commercial products developed and produced by the various Bible Publishing companies and vary greatly in style and emphasis. Cost comparative to the price of a good pair of shoes. Which walk?
- B. Some of the features common to Study Bibles are: Cross-References (centre column or margin); Concordance (not as complete as a stand-alone Concordance); Book introduction, outline, and background on each Book of the Bible; Explanation of some Bible Doctrines; Time-line charts; Maps; Commentary on selected verses (usually at bottom of each page)
- C. A Study Bible is highly recommended even for daily reading, because the supplementary information is at hand and its use will enhance your understanding of scripture. In purchasing a Study Bible, you first need to choose the translation of the Bible you want to use. The selection of a Study Bible is very subjective and because it represents a moderately expensive purchase, you should look at as many different Study Bibles as possible. Seek the opinion of friends who use Study Bibles and check to see what is available in the shops.

VII. COMPARATIVE TRANSLATIONS

- A. There are a few Bibles available that present all or part of the Bible in various translations in one volume. The page may be divided into columns and between two and four translations presented on the page.
- B. Other Comparative Versions may show how a verse is translated in various versions only when there is a significant difference in the way it is translated.
- C. These Bibles are helpful for occasional clarification of meaning of verses. The value to you depends on the translations available, whether you find

those translations clearer to understand, and whether you take the time to read and compare the various translations.

VIII. MISCELLANEOUS RESOURCE BOOKS

There are many other types of Resource Books and Study tools available. Their helpfulness to you depends on your level of interest, how much time you have to do the study, and your budget.

Some of these additional references and tools are:

- Bible History
- Biographies
- Manners and Customs
- Church History
- Bible Atlas

IX. COMPUTER BIBLE STUDY SOFTWARE

- A. Computer Bible Study Software is the most rapidly developing area of Bible Study and research. There is a wide and growing variety of software presently available.
- B. Most Bible Study Software begins with one or more translations of the Bible that can be installed on your computer. The next level is a very powerful and flexible Concordance that allows you to search for words, phrases, or word patterns.
- C. Almost all the Bible Study Software available is designed so that additional modules can be added as your study requirements increase. You can add Bible Dictionaries, Bible Atlas, Commentaries, and many translations. The hardware requirements vary greatly between programs.
- D. The choice of Bible Study Software is again very subjective. You need to look around at what others are using, try using it yourself, and then buy something you like. If you don't like it you won't use it!