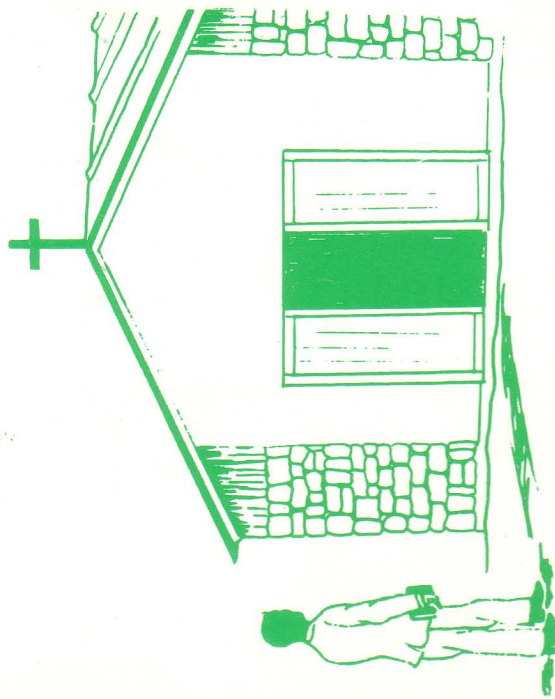


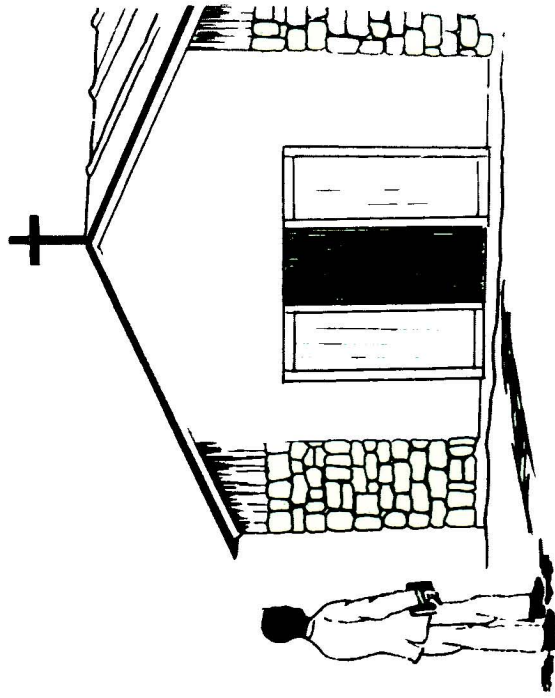
A GUIDE BOOK FOR BAPTIST CHURCH LEADERS



SUNDAY SCHOOL
EVANGELISM
MISSIONS
MUSIC
YOUTH WORK

WOMEN'S WORK
BROTHERHOOD
CHURCH COVENANT
STUDY COURSES
STEWARDSHIP

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Write in the addresses of the offices listed below. In the space provided, write other useful addresses.

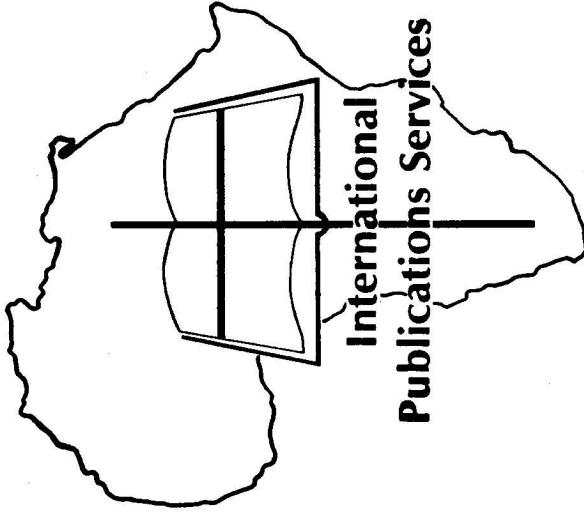
- Baptist Convention
- Baptist Mission
- Baptist Publishing House
- Baptist Communications
- The Baptist Seminary
- Baptist Church Music

Thanks to the many contributors and editors who helped prepare this book, especially:

- Evangelism and Missions Harold Cummins
- Sunday School Boyd Pearce
- Stewardship Daniel Nguku
- The Music Ministry of the Church Nathan Corbitt
- Youth Work Ezekiel Birya
- Baptist Women's Missionary Union Joan Carter
- Men's Fellowship or Brotherhood Ralph Harrell
- Bible Way Correspondence School Dena Brent
- Courses of Study for Church Leaders Vance Kirkpatrick

A GUIDE BOOK FOR BAPTIST CHURCH LEADERS

Compiled and Edited by
Betty Cummins



The purpose of this book is to help you become an effective and successful church leader. It explains organizations and plans which will help your church grow.

As Christian Stewards

We will give regularly and happily to the support of the pastor. We will pay the expenses of the church. We will help the poor. We will support missions to share the gospel through all nations.

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Alone and at Home

We will spend time in Bible study and prayer each day. We will teach our children the ways of God. We will seek to lead our family and friends to accept Jesus as Lord.

Before the World

We will walk carefully before others. We will be just in our affairs, faithful in our promises and an example in our actions. We will avoid all gossip, telling bad things about others and being very angry. We will depend upon our Lord Jesus for happiness, not upon drinking liquor, drugs or things of this world. We will work hard in every way we can to help the kingdom of God to grow.

With Each Other

We will help each other in brotherly love. We will remember each other in prayer. We will help each other in sickness and problems. We will show our love for each other in words and actions. We will be slow to feel hurt by others and ready to make things right following the teachings of our Lord.

When We Move

If we move, we will join another church soon where we will be guided by God's Word. We will continue to live in covenant with God and his people in that place.

*From *Baptist Faith and Customs*, by Sam Turner, page 83-84.

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program, tonic-sol-fa, staff notation, writing music and other subjects. For more information contact: Baptist Church Music, Box 30514, Nairobi, Kenya.

6. *Bible Way Correspondence School* - Courses offered by Bible Way are helpful for church leaders. See page 24 in this book for more information.

What does it cost and when may I begin?

The cost of continuing study for church leaders is very low. Baptists know the great value of leadership training; therefore, fees for church leaders are kept as low as possible. The call of God to lead is also a call to prepare yourself fully. Your study may continue for many years, so begin soon.

Talk with missionaries and other church leaders in order to know more about theological education in your area. You can receive full information about fees, courses available, dates and places to study and entry requirements.

What are some other Scriptures to help me in leadership?

- Joshua 1:7-9
- Matthew 25:14-30
- John 15:1-8
- 1 Corinthians 3:5-9
- 1 Thessalonians 5:12-13
- 2 Thessalonians 3:10
- 1 Timothy 3:1-13; 6:11-12
- 2 Timothy 1:11-14; 4:1-5
- Romans 12:1-21
- Hebrews 6:10

What is the Baptist Church Covenant?

It is a statement of faith and practice based on the Bible. This Church Covenant should be studied, memorized and repeated from time to time in your church services.

*Here is an example of a church covenant.

Our Church Covenant

We believe that we have been led by the Spirit of God, to receive Jesus Christ as our Lord. After our profession of faith, we have been baptized in the name of the Father, and of the Son and of the Holy Spirit. Now in the presence of God and each other, we make a covenant with one another, as one body in Christ.

For the Progress of This Church

With the help of the Holy Spirit, we will walk together in Christian love. We will work for the progress of this church, in knowledge, holiness and strength. We will support its success and spirituality. We will keep its worship, ordinances, discipline and doctrines.

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COURSES OF STUDY FOR CHURCH LEADERS

Why should I study?

Church leaders are responsible before God to know the Word of God. You are expected to lead your church in evangelism and growth. Your leadership should help all members mature in their service of Christ. You should be able to preach well and to minister to all ages of persons in your community. Therefore, with such an important responsibility, you must continue to study. Study will enable you to do your very best work for our Lord and his people, the church.

What kinds of courses are available?

In many countries in Africa, Baptists offer several types of courses for church leaders. These are as follows:

1. *Baptist Seminary* - The seminary is a boarding school where students have opportunity for full-time study. There are teachers for all subjects and a good library. Students in seminary usually live at the seminary and continue their study for three or four years. Some seminaries offer short courses and extension study. Certificates, diplomas or degrees are given upon graduation.
2. *Bible Schools* - Many countries in Africa have Bible schools or institutes. The classes usually meet only one week each month. Students of Bible Schools live and study one week every month at the school and continue to serve their churches. The courses usually last three years, after which Bible school certificates are given.
3. *Extension study at Branch Seminaries* - In some African countries special programs of theological study are now available. Students meet with their teachers often, but not daily. Every student is required to study about 25 hours a week at his home while continuing to lead his church. Two or three weeks of intensive study at the Branch Seminary several times a year is required. The course of study may last four or more years, after which graduates receive certificates or diplomas.
4. *Basic T.E.E.* - This is a course of study called Theological Education by Extension or T.E.E. A student studies at home about an hour a day as he continues to lead his church. Students meet with a teacher every week for about two hours, or they may meet all day once a month. Special books are available and church work assignments are a part of the lessons. Completion cards are given as courses are finished. Certificates can also be earned.
5. *Local Music School* - This is a basic music course in the T.E.E. format. There are seven subjects to be learned over a three year period. Church music leaders in this course learn about music in the Bible, choirs and a church music

Addresses of Bible Way Correspondence Schools:

Bible Way Correspondence School P.O. Box 831 Gaborone, Botswana	Bible Way Correspondence School P.O. Box 30416 Nairobi, Kenya
Bible Way Correspondence School P.O. Box 16513, Wandegaya, Kampala, Uganda	Bible Way Correspondence School P.O. Box 2147 Brits 0250 Bophuthatwana
Bible Way Correspondence School P.O. Box 1240 Moshi, Tanzania	Bible Way Correspondence School P.O. Box 1933 Kumasi, Ghana
Bible Way Correspondence School P.O. Box 8472, Belmont, Bulawayo, Zimbabwe	Bible Way Correspondence School Mission Baptist 01 BP 3722 Abidjan 01, Ivory Coast
Bible Way Correspondence School P.O. Box 741 Lilongwe, Malawi	Bible Way Correspondence School PMB 1111 Zaria, Nigeria
Bible Way Correspondence School P.O. Box 32262 Lusaka, Zambia	Bible Way Correspondence School P.O. Box 1416 Monrovia, Liberia
Bible Way Correspondence School P.O. Box 5539 Addis Ababa, Ethiopia	Bible Way Correspondence School BP 3330 Dakar, Senegal
Bible Way Correspondence School P.O. Box 50 1725 Roodepoort Republic of South Africa	Bible Way Correspondence School BP 580 Ouagadougou, Upper Volta
Bible Way Correspondence School P.O. Box 22385 Windhoek, Southwest Africa (Namibia)	Bible Way Correspondence School BP 114 Abomey, Benin
Bible Way Correspondence School P.O. Box 66 Curepipe, Mauritius	Bible Way Correspondence School BP 1333 Lome, Togo
Bible Way Correspondence School P.O. Box 784 Umtata, Transkei	

INTRODUCTION

Pastor Timothy felt hot and tired. By 11:00 o'clock he had already visited in two homes. He had prayed with sick church members and talked with a man about how to become a Christian.

Now Pastor Timothy arrived at Pastor John's house. He had travelled many miles to discuss with him a church problem.

"Pastor John is not up yet," said Mrs. Rhoda John, "but do come in. Tea is ready. I will call my husband."

Pastor John and Pastor Timothy greeted each other. Then, Pastor John said, "I hear that you baptized nine more people last Sunday and that you now have six classes in your Sunday School. My church is not growing at all. I am discouraged. In fact, people are leaving to join other churches. What is wrong? Can you help me?"

Pastor Timothy thought quietly as he sipped his tea. He knew that Pastor John always slept late, never visited and did not prepare his sermons well. Also, he usually was not neat in appearance.

Prayerfully, he answered, "To be chosen a leader is to get honour. However, it is more than having honour. It is work! The Bible says that leaders will be honoured and respected because of the work they do. Paul, a great leader, worked day and night while preaching the gospel."

Pastor John interrupted, "Well, I am trying to be faithful!"

Pastor Timothy continued, "Yes, John, but remember the Scripture in James 2:18 which says, 'I by my works will show you my faith.' A Christian leader will be faithful to Jesus even through persecution. He will be faithful to Jesus when others turn to non-Christian traditions."

"However, he must follow Christ's example in accepting the role of a servant. Christ humbled himself and washed the feet of those who followed him. The Christian leader today must be willing to serve. Humility must replace pride. People will follow those whom they can trust. They will follow those who work and serve like Jesus."

Pastor John listened carefully as Pastor Timothy continued, "All of us want to be successful leaders. God has called us to lead his people, the church."

"What is the real meaning of the word, church?" asked Pastor John.

"That is a good question!" said Pastor Timothy. "A New Testament church of the Lord Jesus Christ is a local body of baptized believers. They are associated by agreement in the faith and fellowship of the gospel. A Baptist

church observes the ordinances of baptism and the Lord's supper. It worships God together regularly. The church is committed to Christ's teachings. It is seeking to spread the gospel to every home, village, city and to the ends of the earth. Let us read together Romans 12:4-6."

After reading the Scripture, Pastor Timothy then said, "Each member of your congregation is important, John. Each member has needs. Each one has abilities from God which can be developed. Every member needs to grow spiritually. A Baptist church provides for these needs in its organizations, like the Sunday School, the youth and women's groups, etc. We must train leaders for all groups in the church so that each member will grow. This spiritual growth will lead to a bigger and better church."

"What can I do?" asked Pastor John.

"Well, first of all, right now, re-commit your life to Jesus. He must be first in our lives. Next, re-commit your life to serve the people of your church. Study your Bible and pray every day. Live a Christian life daily, especially in your home with your wife and children, as an example to all the people."

Pastor Timothy continued, "The pastor must tithe his possessions and give generously to the work of the church. Visit the people showing love, patience and kindness. And don't forget to plan! Then, work to complete the plans and goals of your church."

After a period of prayer, Pastor Timothy stood to leave. "I must be on my way. The deacons are waiting for me. We are planning the men's work day at the church on Saturday."

Pastor John fell to his knees in prayer after Pastor Timothy left. "God, forgive me. Help me from this day to work for your church as you have called me to do." Then, he got up and started to work!

This book can help you learn ways that your church can grow. No one wants to fail. We are called to be effective leaders. So, study this book very carefully. Then, call together the leaders of the organizations in your church. Teach them this book. Pray and plan together so that every member of your church will be blessed by good leadership.

How many Bible Way students are there?

More than 300,000 students in all of Africa have studied in the Bible Way Correspondence School. Also several thousand prisoners have studied in special Bible Way courses.

How can your church use Bible Way?

1. Enroll people in Bible study by using the enrollment cards sent to every church. These cards are not only for members of your church, but they are also for people you know outside the church. God can use these books to bring people to Christ as well as to give knowledge and spiritual strength to Christians.
2. Use the student information card sent by Bible Way. Churches receive the names of every Bible Way student in their areas. Go and visit these people. They need to know that Baptists care about them. Invite them to your church. Share with them the good news of Jesus Christ. You, working with Bible Way Correspondence School, can help people to grow spiritually. Then, your church will grow also.

What is the cost of Bible Way courses?

The price of each study book is very low. Thus, you can gain much knowledge and receive certificates and a Bible Way diploma without much cost.

How may we become students of Bible Way Correspondence School?

Write to the Bible Way Correspondence School in your country. Give them your name and address. The Bible Way office will then send you all other necessary information.

BIBLE WAY CORRESPONDENCE SCHOOL

What is the Bible Way Correspondence School?

It is a school which sends special study books to people by post so they may study at home. Students read and study the books and the Bible. They answer the questions of the exams and mail them to the Bible Way Correspondence School. The Bible Way teachers correct the exams and return them to the students, along with a certificate if the student has passed.

What are the purposes of Bible Way Correspondence books?

1. To tell people about Jesus Christ. The first book is called *Who Is Jesus?* This book explains the life of Christ and the way of salvation. Many people have believed in Jesus as their personal Saviour after studying this book.
2. To help Christians learn more about the Bible. Some of the other books available through your Bible Way Correspondence School are:

Mark, Part I and II - two books based on the Gospel of Mark explaining the life and teachings of Jesus.

Basic Bible Teachings - about God, Jesus Christ, the Holy Spirit, the church, baptism and eternal destiny.

God's Wonderful Plan - the plan that God has for your life.

Old Testament Prophets - the lives of 12 prophets from the Old Testament.

The Life of Paul - the story of Paul and his work from the book of Acts.

Ten Rules For Living - the Ten Commandments and how we should use them in our life.

Who can join Bible Way Correspondence School?

Anyone who is 12 years of age or older and can read English or other languages in which the books are written.

What do we receive when we study with Bible Way?

You receive:

- the blessing of God as you study his Word.
- knowledge of what God wants you to do in your life.
- a certificate for each book completed.
- a special diploma after you finish five or more books.

EVANGELISM AND MISSIONS

What are evangelism and missions?

Evangelism is bringing people to Jesus by sharing God's love. It is telling people the good news of Jesus, and then helping them to receive Jesus as Saviour and Lord. Evangelism includes sharing your testimony of what Christ has done in your life. It is also telling people about the death and resurrection of Christ, and of his love, power, forgiveness and cleansing.

Missions means the sending out of God-called persons to areas beyond the church to proclaim the gospel, win converts and start new churches. Missionary effort is required of *all Christians*. All can give money for missions and pray for missionaries. Some Christians will themselves become missionaries. The Bible is clear that God's main purpose is: to save all people. Missions is cooperating with God in this purpose.

What does the Bible say about evangelism and missions?

Take your Bible now and read these Scriptures:

Psalms 86:9-10

John 3:36; 4:35; 20:21

Isaiah 55:7

Acts 1:8

Matthew 4:19; 28:19-20

Romans 1:16

Luke 19:10

How can church leaders help in evangelism and missions?

First, they must understand why evangelism and missions are so important. Jesus told us to evangelize. He is the answer to the great problems of the world. People without Christ are lost, and our time for evangelism is short.

Second, church leaders themselves should do personal evangelism. Establish friendship with many non-Christians. Go often to visit non-Christian families. Be an example before your church members in evangelism.

Third, teach members about evangelism and missions. Short courses on "how to bring people to Jesus" should be taught every year in your church. The best teaching includes going from house to house in order to actually win people to Christ.

Fourth, church leaders should help start new churches. God uses churches to change lives, families, tribes and whole nations. Many, many new churches are urgently needed because the number of people in Africa is increasing rapidly.

What are the plans for evangelism and missions?

Most Baptist conventions and associations in Africa have excellent plans for evangelism and missions. Their goals are to preach the gospel, start new churches and develop their churches. For example, Kenya Baptists have a goal for "one million Baptists" by the year 2000! They have to start 6000 churches! The convention is sending out many home missionaries who are called "church planters." Some associations have special teams to do evangelism and start more new churches. They have these goals:

- Every Baptist should win one relative or friend to Christ every month.
- Every church should start a new church every year.

What materials are available to help in evangelism and missions?

Contact your convention office, Baptist publishing house, distribution centre, and local Christian bookshop in order to get plans and materials.

Use the following materials to help your church grow:

Bringing People to Jesus (TEE), J. Moyo, Evangel Press, Box 28963, Nairobi, Kenya.

Helping the Church to Grow (TEE), F. Alexander, Evangel Press, Box 28963, Nairobi, Kenya

Guidebook for Starting New Churches, H. Cummins, Baptist Publications House, Box 30370, Nairobi, Kenya.

Evangelistic tracts are available at your Baptist publishing house. Also: free tracts and small books with Scriptures are available to you in English and in most African languages. Write an air mail letter to:

Scripture Gift Mission
Eccleston Street, London,
SW1W, 9LZ,
England.

World Missionary Press
Box 120
New Paris, Indiana, 46553
U.S.A.

How do you start a Men's Fellowship or Brotherhood in the church?

First, get the support of the pastor of the church. He will help you. Then, call the men of the church together and discuss the possibility of having such a group.

The men should select a leader who can be called a chairman. It will be his responsibility to promote the meetings and get the men interested in coming.

Elect an assistant leader to be in charge when the chairman is away and also to be in charge of enlistment and visitation.

Elect a programme chairman to help plan the programmes for the meetings. He will work closely with the chairman and the pastor.

Decide, how often the Men's Fellowship in your church will meet.

What kinds of programmes do men like to participate in?

Men like to worship together. (Worship and praise services)

Men like to learn new things. (Visiting speakers)

Men like to study the Bible together. (Bible study lessons)

Men like to give testimonies concerning their Christian experiences.

Men like to work with boys and young men. (Invite them to some of the meetings and activities.)

Men like to witness to others about Christ. (Learn how to witness and do it.)

Men like to visit. (Visitation programmes for all the men)

Men like to work at the church. (Church clean-up groups)

Men like to pray. (Learn more about prayer and do it.)

Men like to give of their money. (Teach stewardship as a way of life for men.)

Men enjoy watching the cinema. (Show Christian films.)

Men like discussion. (Provide opportunities to discuss Christian subjects and problems related to Christian living.)

Who can be contacted for additional information about starting a Men's Fellowship or Brotherhood in your church?

Contact your pastor. Talk with the missionary in your area. He has information to share with you. Write to your convention leaders for their suggestions. Write to your Baptist publishing house, distribution centre or bookshop for suggestions and materials for programmes.

MEN'S FELLOWSHIP OR BROTHERHOOD

What is Men's Fellowship or Brotherhood?

It is a fellowship group in which the men of the church join together to support the work of their church, association and convention. They also try to enlist other men for the same purpose.

What are the aims of Men's Fellowship or Brotherhood?

1. To strengthen the spiritual life of the men.
2. To promote Christian knowledge.
3. To increase fellowship.
4. To promote Christian action.
5. To find lost men and lead them to Christ and the church.
6. To increase support for the church, association and convention.

What are some of the needs met by the Men's Fellowship?

Men need to have more information about the mission outreach of the church, association and convention. Men's Fellowship helps churches enlist more men in the work of the church. Also, men need to be trained and used in soul-winning. Baptist men should serve Christ in their community, town or village. There is a need to help men develop stewardship of life, money and property. The Men's Fellowship emphasizes loyalty to the local Baptist church. The organization also helps men solve their problems.

What are some areas where men can be used in the church?

Serving in the worship services each Sunday
Teaching Bible lessons
Working with boys and young men
Giving their personal witness to non-Christians
Giving to support the church
Visiting in homes
Cleaning and taking care of the church and the church plot

How often do men need to meet?

The men will need to decide how often to meet. They may meet once each month, twice each month or once each week. There is no set pattern.

THE SUNDAY SCHOOL

The Bible Teaching Ministry in the Church

Knowing the Bible is important for every Christian. The Bible is a guide and a light for our lives. A good Sunday School is necessary in every church.

What is a Sunday School?

It is the organization to teach the Bible to every member of your church. The Sunday School is people! It is the members of your church and others whom you can get to come, divided into small groups called classes.

The Sunday School has three important purposes:

1. To reach people for Christ. The church must win people to Christ. It is the plan of the Sunday School for its teachers and students to visit and witness to those who are lost.
2. To teach the Bible. The *church must* teach the Bible. The Sunday School is the plan of Baptist churches for teaching the Bible to all its people - from small children to all adults.
3. To help others. The church must minister to those in need. In the small groups of the Sunday School, the church can learn the needs of its people more easily and help them.

What are the responsibilities of the pastor for the Sunday School?

The pastor is the leader of the church. He must be the leader of the Sunday School, too. He must be convinced that Sunday School is needed by his church. The pastor knows that a good Sunday School will help his church to grow. The pastor should plan a training program for the Sunday School teachers. He will be present at Sunday School; perhaps he may also be a teacher. The pastor must be willing to give his time to the Sunday School.

What are the responsibilities of the church for the Sunday School?

The church must oversee the Sunday School in all of its work:

1. The church should vote to have a Sunday School. The Sunday School belongs to the church and the church is responsible for it.
2. The church elects the Sunday School teachers and leaders each year. It replaces those who are not faithful and those who do not teach well.
3. The church must support the Sunday School financially.
4. The church must order the lesson books in advance. The Bible must be taught according to Baptist beliefs.

What will the church leaders do to help the Sunday School?

The church leaders must make plans for the Sunday School:

1. Plan a class for every member of the family. Even the smallest church should have at least four classes and four teachers. Your church may need eight, ten or more classes. Follow this plan:

Class 1 - for children, ages 4-6.

Class 2 - for children, ages 7-12.

Class 3 - for young people, ages 13-20.

Class 4 - for adults.

2. Choose the teachers. Have a different teacher for each class. You may want to have more than one teacher for each class. If there are many in one class, divide the class and get another teacher.

As you look for good Sunday School teachers:

- consider the entire church membership. The teachers must be Baptists who attend church regularly.

- consider those who know how to teach or are willing to learn.

- consider prayerfully and God will lead you to the right teachers.

3. Choose a Sunday School director as you add more classes. The director should see that all is done in order and on time. He or she may direct the short worship service before classes begin. The director may also teach a class and help get teachers when a teacher is absent. He or she and the teachers must study and prepare the Bible lessons during the week. The director will help solve the problems about materials, space and students.

4. Plan the places where each class will meet. Use the church building, houses that are near the church, or the shade from trees on the church plot. You may have to build a small room or shelter to use. Plan a place for every class to meet.

5. Plan the time that each class will meet. Let the people know the time. Start as near that time as possible.

What does the Bible say about learning and teaching God's Word?

Take your Bible and read these Scriptures now.

Psalms 119:9-16; 33-35, 81, 1 Timothy 4:11-14

103-105, 130, 162, 169 2 Timothy 2:15

Luke 8:11, 15, 21 Hebrews 4:12; 5:11-12

Ephesians 4:11; 6:17 1 Peter 1:23-25

1 John 2:3-4

During the times of special mission offerings, encourage the women to give generously and at the specific time.

What will the women do at the first meeting of the union?

1. Choose their officers, such as, a chairman, programme chairman and secretary-treasurer. Choose leaders who will plan and work. Good leaders love Jesus and serve their church faithfully.

2. Choose a day to meet each week. Choose an hour when most women are free to come to the meeting.

3. Order materials to help the union.

4. Follow the plans and goals of the union.

Are there other meetings for Baptist women?

Yes, Baptist women meet to fellowship from time to time with women of their association of Baptist churches. Also, there are national and international meetings of the Baptist Women's Missionary Union. Women in your church need to be a part of this world-wide organization. There are also special training meetings planned for women. Women in your church can learn much in these meetings.

Where can we get materials and other information?

Write to your Baptist publishing house, distribution centre or bookshop and to the Office of Women's Work in your country.

BAPTIST WOMEN'S MISSIONARY UNION

What is the Baptist Women's Missionary Union?

It is an organization for women which enables them to study, pray, witness, give and teach others. Women should follow Christ's command to spread the gospel. This missionary organization should meet weekly in each church with its own women leaders. Your church will grow when women are active in this union.

What are the goals of the Baptist Women's Missionary Union?

1. To know God's Word. Women will also get further teaching by using their special lesson books. All women need to know how to read so that God's Word becomes a daily, personal guide.
2. To grow spiritually by praying daily at home and praying together.
 - A. A Week of Prayer is observed once or twice a year. Women meet to pray and give for Baptist mission work in their own country and in the world. The purpose of the offering is to help spread the gospel and to meet specific needs.
 - B. The Day of Prayer is observed each November. Baptist women all over the world meet to pray and give for those in physical and spiritual need.
3. To witness to other women of Jesus' love and salvation.
4. To give of their possessions in tithes and offerings. Baptist women support the work of their church and its pastor.
5. To teach their children and youth the gospel and the Christian life. There are missionary organizations for girls and young women with lesson materials to help your church. You need these organizations so that young women will be trained to lead and to follow Christ's commands.

What can the church do to start a Baptist Women's Missionary Union?

1. Discuss the need for the organization with the women of the church. Encourage them to organize without delay.
2. Announce the first meeting. Welcome all women of the church to attend. Invite other women whom you wish to reach for Jesus and the church.

Also, the pastor should emphasize to the whole church the importance of the union, its meetings and the women's role in the church.

Include the union in church announcements and in regular reports to the church members.

Are there Sunday School materials to help my church?

Contact your Baptist publishing house, distribution centre or bookshop for pupil's books, teacher's books, teaching pictures and Sunday School leadership books.

Young People Series in English

Jesus in John's Gospel
Parables of Our Lord
The Story of Redemption
Fundamentals of the New Testament Church
Making Life's Choices
The Prophets Amos and Jonah
Practical Teachings to a personal God
A Christian in a Spirit-filled World
A Christian in Today's World

Other Books

A Guide for Bible Teachers
Your Church Can Grow
A Guide Book for Church Youth
Baptist Beliefs and Customs
How to Help

STEWARDSHIP

What is stewardship?

Stewardship is the practice of regularly and proportionally giving of our time, abilities, money and all possessions to God. Christians return to God a portion of all that God has given us. God created us giving life, honour, intelligence and responsibility. God also gave us all of his creation to use for our life. He requires us to take care of his creation and to return a portion to him.

Who is a steward?

A steward is one who is a caretaker of the possessions which belong to another person. The Bible teaches that a Christian must be a faithful steward of all that God has given him. The Christian steward will return to God a tenth of profits and possessions. He will also give other offerings out of the abundance of God's blessings.

What should the pastor do about stewardship?

First, the pastor must be a good example as a steward of Christ. He is a model watched by all people, especially those of his church. He must be the first to serve God through his tithes and offerings. The pastor has land and harvest or a salary as do the members of his church. He must be a steward of what he has, then others will follow his example. If the pastor is known to be greedy, or to misuse God's money, God can not bless his work and influence.

Second, the pastor must teach stewardship. Sometimes people do not like to hear of this requirement from God. It is hard for people to obey this teaching of God's Word. However, the pastor must teach this, as he teaches all of the Bible.

What does the Bible teach about stewardship?

The Bible says that we will be required to give an account of how we used God's gifts. We will stand before God to answer for our stewardship. Everything belongs to him. He created the earth, sky, all plants and animals; and he gave them to mankind.

Jesus taught against greed. He told the story of the rich man who died. His greed sent him to hell (Luke 16:19-31). In Luke 12:15-21 Jesus told the story of the rich man who built bigger and bigger barns for his grain. He lived only to please himself. He left God out of his life. Then God said, "Fool! This night your soul is required of you; and the things you have prepared, whose will they be?" So is he who lays up treasure for himself, and is not rich toward God" (Luke 12:20-21).

B. Youth Week - During this one week of the year Baptist young people have special activities and raise money for their work. One Sunday of that week is designed as Youth Sunday in the church. On this special Sunday, young people conduct the services in the church. The offering on that Sunday goes to the youth treasury.

When Youth Week ends, the money collected for the week may be divided. For example, half may go to the Youth Department of the Baptist Convention, one-fourth may go to the youth budget of the association and one-fourth would remain in the church for youth activities.

What does the Bible tell us about youth?

Read these Scriptures now.

Deuteronomy 5:32-33; 6:6-7 Ecclesiastes 11:8-9; 12:1
Psalms 119:9-11, 66, 101-105, 1 Timothy 4:12
172; 128:1-6; 143:8, 10 2 Timothy 2:21-22
Titus 2:1-9

Are there any materials for the youth work?

For more information and materials, write to the Youth Department of your convention and also the Baptist publishing house, distribution centre or bookshop in your country.

YOUTH WORK

What is youth work?

Youth work is a specialized program for leading young people in a Baptist church, association and convention.

A good youth program will teach young people and help them find their place of service in the church. It will teach them how to live for Jesus wherever they are. It will help them to overcome the temptations they face. The youth program is for young people between the ages of 12 and 25, or who are unmarried and above 25 years of age.

What are the responsibilities of the pastor in the youth program?

He should assist the church in selecting a qualified youth leader. The pastor should help the youth leader know his duties and fulfil them. He should assist the youth leader in planning his work and in getting funds for the youth activities. The pastor should always encourage the young people. He should give them opportunities to serve within the church.

What are the qualifications of the youth leader?

The youth leader should be spiritually mature, dedicated to Jesus and a member of a local Baptist church. He or she must be interested in youth activities. The youth leader should be willing to study about the needs of young people. He should be able to communicate with young people and help them solve their problems. He or she must be a good planner and willing to spend time visiting young people. The youth leader's major work is to help young people grow spiritually, mentally, physically and socially.

What are some suggestions for youth work?

A. *Youth Contests* - These contests begin in the local churches and continue in youth rallies, youth camps and the national youth convention. The types of youth contests are:

1. Bible Drill - to help young people develop skill in quickly finding verses and passages in the Bible.
2. Better Speakers - to encourage young people to express Christian beliefs in a timed speech.
3. Bible Quiz - to help young people study and answer questions about specific Bible passages.
4. Bible Memory - to memorize Bible passages and present them to a group.

Take your Bible now and read these Scriptures:

Genesis 1:26-28
Haggai 1:1-11
Malachi 3:7-12
Matthew 25:31-46
Acts 2:44-45; 4:32-37; 5:1-11
Romans 12:1
2 Timothy 4:2-5
Hebrews 7:4-8

Is there an example of a stewardship plan?

Yes, here is a stewardship plan used in one country in Africa. Its purpose is to help each church understand its stewardship responsibility to God.

A. Each church will:

1. Give its tithes and offerings as God commands.
2. Take care of its own needs, such as its buildings and expenses.
3. Buy the necessary books for Sunday School, the women's union and for all other classes and organizations.
4. Pay its pastor.
5. Help the poor, sick and hungry.

B. Special Offerings:

1. Easter - to aid the work of each association.
2. Christmas - to send missionaries to spread the gospel.
3. Building Funds - to help in building and repairing churches. Several congregations may join together to help in a building effort.
4. 25% of all offerings may be given to the association for its work in helping all churches.
5. 5% or 10% of all offerings may be sent to the convention to further its work in several departments.

What materials are available to help in stewardship?

A *Christian Looks at his Stewardship*, D. Saunders, Baptist Publications House, Box 30370, Nairobi, Kenya.

For more information and materials on stewardship, write to the Baptist Publishing House in your country or distribution centre and to the Department of Stewardship of your national convention.

THE MUSIC MINISTRY OF THE CHURCH

What is the purpose of the music ministry of the church?

1. To praise God in worship. Since the choosing of God's people, the Israelites, music has been used to praise God. Read Psalms 96. Musicians helped to dedicate the temple in Jerusalem. Paul, in the New Testament, tells us to sing psalms, hymns and spiritual songs. Read now Ephesians 5:19-20.

2. To help teach the beliefs of the church through the words of the songs. Read Colossians 3:16.

3. To share the message of Christ as the songs are sung outside the church. Read Acts 16:22-30. Music is important to people in Africa. Many people sing praise to God at home and school, as well as at church.

What are the responsibilities of the pastor in the music ministry?

The pastor should help the church select the best music leader. He should plan worship services with the music leader. The pastor should encourage the church choirs and assist them in getting funds for the music program.

What are the qualifications of the music leader?

A good music leader should be called by God and have music talent. He or she must be a follower of Jesus Christ. He should be a mature Christian knowing what the Bible teaches. The music leader should be a faithful member of the local Baptist church. He should support the church through tithing and serve as an example in Christian living. Read 1 Thessalonians 5:12-22.

What is the ministry of the choir?

The choir should sing in all worship services. They help the congregation in singing hymns. The choir members witness to others during the week in their life and words. The choir can visit non-Christians singing the good news of salvation. They can have choir practice at a member's house so that many will hear the gospel. They can go to sing for the sick and suffering. The choir may have a parade through their community at Christmas or Easter, singing songs that tell of Jesus and the Christian life.

There may be several choirs in your church. Your church could have a children's choir, a youth choir and an adult choir. This would give more people an opportunity to sing and praise the Lord.

How can the congregation help in the music program?

The congregation worships God by singing songs. Everyone should participate. The congregations help to select Christian, Baptist music leaders.

The congregation may help by giving money, if needed, for instruments, choir uniforms and travel.

How will music help your church?

Music will help the church to worship and to prepare for God's message. The words of the songs teach the Bible. The melody and harmony of the music bring joy and fellowship. New songs, written from the Scriptures, inspire and encourage believers in Christian living.

What is the place of instruments in the church?

The Bible teaches that instruments are used to praise God. Read Psalm 150. Local instruments can be used. Instruments, such as drums and tambourines, can be made. But instruments should not be louder than the words of the song because the words are the most important.

What are some materials to help in the music ministry in your church?

Growing Music in Your Church, M. Mutsoli, Baptist Publications House, Box 30370, Nairobi, Kenya.

Music, The Bible and the Church, N. Corbitt, (address as above).

Learn Guitar: The Easy Way, T. Cummins, (address as above).

Basic Church Music Course (TEE), Box 30514, Nairobi, Kenya.

These and other materials may be available at your Baptist Publishing House, distribution centre or bookshop.