

Lay Pastors Ministry

Supporting Papers

#1-15

SUPPORTING PAPERS

The following pages are intended to supplement your teaching. They amplify, expand, clarify, and augment specific points which warrant more attention.

Throughout your manual these pages are indicated by SP.

You have permission to photocopy one paper for each seminar participant. Special permission must be requested from Lay Pastors Ministry, Inc. to photocopy for other purposes.

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LAY PASTORS EQUIPPING SEMINAR SCHEDULE

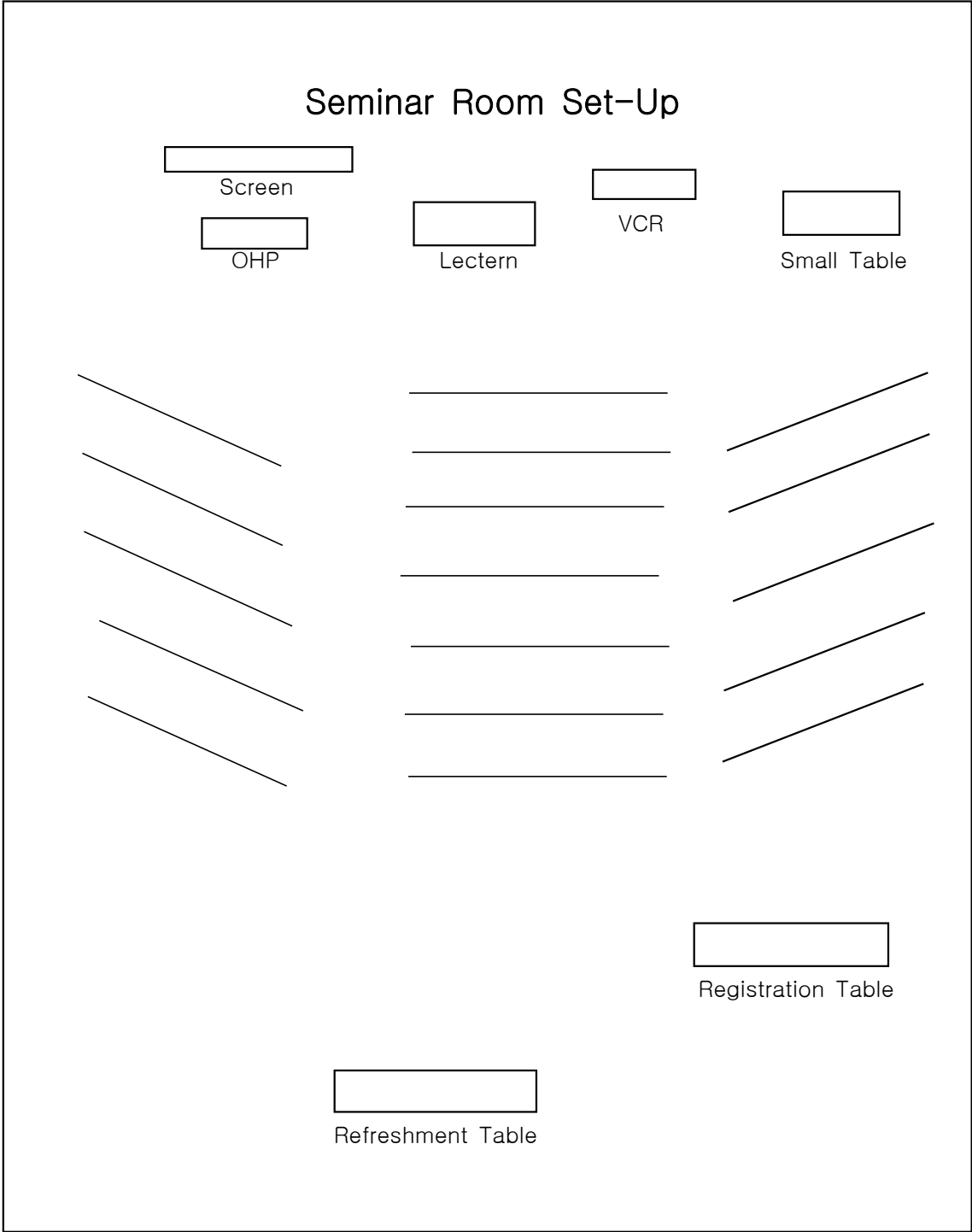
"Tend the flock of God that is your charge" (1 Peter 5:2).

FRIDAY

- 7:00 p.m. **Introduction**
 Welcome, Worship, Ministry, and Seminar Overview
 Get Acquainted Event, Choose a Learning Partner
Unit #1 *Concept and Theology* (pp. 25–44)
- 8:45 p.m. REFRESHMENT BREAK
- 9:00 p.m. **Unit #2 *Who Needs It?* (pp. 45–52)**
 LAB
Unit #3 *Commitments* (pp. 63–68)
- 10:00 p.m. CLOSING MOMENTS (Info about tomorrow & prayer)

SATURDAY

- 8:30 a.m. Continental Breakfast
- 9:00 a.m. Reconnecting and Worship
- 9:15 a.m. Review Unit #3 on "Commitments"
Unit #4 *The Call* (pp. 79–92)
- 10:45 a.m. REFRESHMENT BREAK
- 11:00 a.m. **Unit #5 *Building A Relationship* (pp. 33, 48–49)**
Unit #6 *About Listening* (pp. 114–119)
 LAB
- 12:30 p.m. LUNCH
- 1:30 p.m. **Unit #7 *Being Precedes Doing* (pp. 97–102)**
Unit #8 *Keep Spiritually Fit* (pp. 107–111)
 LAB
- 3:00 p.m. REFRESHMENT BREAK
- 3:15 p.m. LAB (continued)
 Comments from the pastor
Unit #10 *Being Professional* (pp. 95–97)
Unit #11 *Confidentiality* (pp. 119–121)
Unit #12 *Turning Difficulties into Possibilities* (pp. 127–140)
- 4:15 p.m. Final Seminar Moments, Evaluation, Applications, Closing Moments
- 5:00 p.m. BASIC EQUIPPING COMPLETED: READY FOR MINISTRY



WHAT MAKES CARE "PASTORAL" AND "CHRISTIAN"?

Jesus gives us the answer: "I tell you the truth, anyone who gives you a cup of water (1) in my name (2) because you belong to Christ will certainly not lose his reward" (Mark 9:41).

Paul's care was pastoral and Christian when he talked about God and prayed with the Ephesian elders (Acts 20:17–36).

Three ways to be sure your care is distinctively pastoral and Christian:

1. YOUR PRESENCE

Since you are a Christian, without intention, your presence will give off a Christian aroma ("Your reputation goes before you."). Because you represent their church, you are a member of their Christian family reaching out to them. This gives Christian overtones to your caring initiatives.

2. BE INTENTIONAL ABOUT GENERATING A SENSE OF THE PRESENCE OF GOD

- a) Articulate the faith. Examples: (1) If there are problems, you can say, "I believe God will help you." (2) If it is a joyful event, "It seems that God has chosen you for special blessing."
- b) Pray for and with people. Either assure them you will pray for them, or pray with them on the spot. Praying with them right then is the better of the two.

3. ACCEPT THE STAKE YOU HAVE IN THEIR SPIRITUAL LIVES

- a) Desire their spiritual growth, and do what you can to facilitate that growth.
- b) Grieve over their known weaknesses and sins.
Note: There is a great difference between being judgmental and being pastoral!
- c) Concern yourself with their church participation.
- d) Know that you are a member of your church's pastoral team.

THE NEW MIND SET VERSUS THE OLD

OLD: The Pastor is called by God to be a minister.

NEW: Every Christian is called by God to be a minister.

OLD: Ministry is the task of the pastor, supported by the people.

NEW: Ministry is the task of the people, supported by the pastor.

OLD: The pastor assists the people in doing what they believe God is calling the people to do.

NEW: Only all of the people together have the gifts required to do the ministry of the church.

OLD: The pastors bear the burden of the ministry. The people hold them up in prayer.

NEW: Both people and pastors bear the burden of the ministry. They hold one another up in prayer.

OLD: The pastor is accountable to God and the members for doing the ministry. Lay people who serve are accountable to the pastor.

NEW: All Christians are ministers and are accountable to God and the church leaders.

OLD: Seminaries are to educate and train certain "called" people for the ministry.

NEW: The church is to educate and train the members to be ministers.

SP 5

WHAT WILL WE TALK ABOUT?

Some people's anxiety level rises when they begin to plan to visit one of their people because they are at a loss to know what to talk about. This is especially true when there is not a natural focus such as sickness, accident, a birth or anniversary.

You can legitimize the visit by giving one of the following purposes:

1. to get better acquainted.
2. "I haven't seen you for some time so I thought I'd like to stop by and visit with you a bit."
3. "When we last visited we talked about _____.
I thought it would be good to get together and pick up where we left off."

The **Acrostic Form** has helped many people carry on a mutually productive and pleasant conversation:

Family – inquire about children, parents, and relatives. Look at pictures. Place of origin.

Occupation – Inquiry into one's work is a way of showing interest in them and is a learning experience for the visitor.

Religion – Past and present activities in the church. Last Sunday's sermon. Current events in the church. Share what God is doing in your life presently when appropriate.

Message – The purpose of the visit: to get better acquainted, to reconnect after a period of time, to inquire about prayer requests, to see how they are doing, to congratulate them on a birth, anniversary, etc.

Jesus anticipated the anxiety level of His disciples as He sent them out to talk with people. He assured them with these words, "Do not be anxious how you are to speak or what you are to say, for what you are to say will be given to you in that hour" (Matthew 10:19). Jesus' assurance is to you as well as to the 12, for He said, "Lo, I am with you always, to the close of the age" (Matthew 28:20).

SP 6

The Second, Third, Fourth....Contacts

The **FIRST VISIT** is a home visit. You meet them on their turf. What's the next step? The answer to this question is a challenge to your creativity and awareness.

Being alert on your FIRST VISIT to:

- Family members not present
- Special events or days coming up
- Sickness or other needs
- Work situations
- Crises: past, present or future
- Church involvement or inactivity
- Moods, relationships, attitudes
- Spiritual interest

Being alert will make you aware of the situations you can incorporate into your next contact. Your time spent in prayer, talking with God about your pastoral observations, will generate creative contact ideas over the next months and years.

Here are some specific possibilities:

Times of Joy and Celebration:

Baptism
Marriage
Graduation
Promotion
Retirement
Birth/Adoption
New Home
Ordination/Installation (Church Officer)
Anniversary
Awards
Birthdays

Times of Need:

Illness
Hospitalization
Moving
Divorce/Separation
Loss/Change of Job

(continued on next page)

The Second, Third, Fourth...Contacts

Times of Need (continued):

Lack of Transportation
Accident
Death in Family
New Baby
Disability
Disaster
Chemical Dependency
Legal Problems
Depression
Church Drop Off/Out
Trouble With Neighbors

Communication:

- Of information about major church events which could deepen their life in Christ.
- Of ministry opportunities to which they might consider giving themselves.
- Of help they could give to another family or person in your pastoring group in times of sickness, hardships, or other crises.

Kinds of Contacts and Action:

- Visit or telephone to express concern, offer specific help, and/or assess how best you or others from the pastoring group or church staff can help.
- Offer meals, transportation, help with chores, child care, shopping, telephoning.
- Send greeting cards on birthdays, anniversaries, holidays, etc.
- Plan get-to-gathers with one or all of your pastoring group.
- Offer to listen, sit with, pray for, refer to Pastoral Staff, Deacons, Counselor or whoever else would meet the needs.
- Follow-up contacts after the immediate needs are met are imperative. The more serious the crisis, the more need for follow-up and for a greater length of time over which follow-up contacts made.

Within a few days to two weeks after a crisis, phone or visit to see if any further help can be offered. Continue to phone, visit, or send notes to express your concern, support or to offer yourself over the next weeks. In the event of death, divorce, or other life-altering crisis, contacts on the first, second, and third anniversaries are needed.

Keep in mind, and in your praying, that you are building a relationship. This bonding of your lives ideally takes place before needs and crises occur. The quality of the relationship you have nurtured will determine the quality of pastoral care you will be able to give. Therefore, give yourself to building the relationship in good times (See "Difficulty #6" in *Can The Pastor Do It Alone?*, pages 136-139. See also pages 48 to 51).

SP 8

NEW TESTAMENT TEACHINGS ABOUT SPIRITUAL GIFTS

Each of the four New Testament Scriptures dealing with spiritual gifts have six

WHO? Every Christian is given spiritual gifts.

WHERE? The source of the gifts is God.

WHAT? A list of specific gifts.

WHY? Gifts are given to be used in ministry.

HOW? Love is essential to effective use of gifts.

CONCLUSION: Using the gifts produce benefits.

Scripture	Everyone	Source	List	Use	Love	Benefits
<i>Romans</i> 12:4-9	"Each of us" v. 4	"Grace given" v. 6	<i>Seven</i> vv. 6-8	"Use it" v. 6	"Love..." v. 9	"The will of God" v. 2
<i>1Corinthians</i> 12-14	"To each one 12:7	"The Spirit" 12:7-11	<i>Thirteen</i> 12:7-10, 28	"Given for" 12:7	"Love" 13:1-13	"Build up the church" 14:12
<i>1Peter</i> 4:8-11	"Each one" v. 10	"God's grace" v. 10	<i>Three</i> vv. 9,11	"Do it" v. 11	"Love" v. 8	<i>Other served</i> v. 10
<i>Ephesians</i> 4:7,8, 11-13	"To each one" v.7	"Christ" v.7	<i>Five</i> v. 11	"Prepare God's people" v.12	"Love" v.2	<i>Body of Christ</i> build up v.12

SP 9

AN OPEN LETTER ON LEADERSHIP

TO : Jesus, Son of Joseph
Wood Crafters Carpenter Shop
Nazareth 25922

FROM : Jordan Management Consultants
Jerusalem 26544

Dear Sir:

Thank you for submitting the resumes of the twelve men you have picked for management positions in your new organization. All of them have now taken our battery of tests, and we have not only run the results through our computer, but also arranged personal interviews for each of them with our psychologist and vocational aptitude consultant.

The profiles of all tests are enclosed. You will want to study each of them carefully. As part of our service and for your guidance, we make some general comments. These are given as a result of staff consultation and come without any additional fee.

It is the staff opinion that most of your nominees are lacking in background, education, and vocational aptitude for the type of enterprise you are undertaking. They do not have the team concept. We would recommend that you continue your search for persons of experience in managerial ability and proven capability.

Simon Peter is emotionally unstable and given to fits of temper. Andrew has absolutely no qualities of leadership. The two brothers, James and John, the sons of Zebedee, place personal interest above company loyalty. Thomas demonstrates a questioning attitude that would tend to undermine morale. We feel that it is our duty to tell you that Matthew has been blacklisted by the Greater Jerusalem Better Business Bureau. James, the son of Alphaeus, and Thaddaeus definitely have radical leanings, and they both registered a high score on the manic-depressive scale.

One of the candidates, however, shows great potential. He is a man of ability and resourcefulness, meets people well, has a keen business mind and has contacts in high places. He is highly motivated, ambitious and responsible. We recommend Judas Iscariot as your controller and right-hand man. We wish you every success in your new venture.

Sincerely your,

Jordan Management Consultants

SP 10

Building A Relationship

EFFECTIVE PASTORING CAN HAPPEN ONLY IN AN AUTHENTIC RELATIONSHIP

There are five requirements for building a relationship

1. PRAY

- Personally, by name
- Regularly, like daily
- Specifically, with details

2. BE SENSITIVE

- Empathic
- Respectful
- Self Awareness

3. FOCUS

- On them
- On their agenda
- Listen

4. SERVE

- Give yourself
- Be alert to conditions and needs
- Help

5. PRAY

- If done personally, regularly and specifically, there is no relational building effort more important.

These five relationship-building requirements were given by the Apostle Paul to the young pastor, Timothy.

1. PRAY – "I urge, then, first of all, that requests, prayers, intercession and thanksgiving be made...." I Timothy 2:1
2. BE SENSITIVE – "The Lord's servant must... be kind... gentle... patient." II Timothy 2:24
3. FOCUS – "Give proper recognition to those widows who are really in need." I Timothy 5:1

4. SERVE – "Do your best to come to me quickly... bring the cloak that I left... and my scrolls."
II Timothy 4:9,13

5. PRAY – "I want people everywhere to lift up holy hands in prayer."
I Timothy 2:8

Jesus models these relationship–building requirements:

1. PRAY – "I pray for them. I am not praying for the world, but for those you have given me."
John 17:9

2. BE SENSITIVE– But Jesus came and touched them.... "Don't be afraid."
Matthew 17:7

3. FOCUS – "I know my sheep and my sheep know me."
John 10:14

4. SERVE – He poured water into a basin and began to wash His disciples' feet.
John 13:5

5. PRAY – He lifted up His hands and blessed them.
Luke 24:50

SP 11

LISTENING

SCENE #1

Person: "There's this guy at work. He's always running off at the mouth. Swearing, dirty stories, criticizing. It's really getting to me."

Wrong: "Let me tell you what to do. Some day when he gets going with his filthy mouth, tell him off. That'll clean him up. Screw up your courage and give it to him."

Right: "It sounds like you are really annoyed. Am I right?"

SCENE #2

Person: "One of my best friends just moved out of town. Right now I feel very alone. I need her (him). No one can ever take her (his) place."

Wrong: "Oh, you shouldn't feel like that. Especially since you know the Lord. You know he will take care of how you feel. Cheer up. Get feel that way."

Right: "She means a lot to you. Tell me more about her (him)."

SCENE # 3

Person: "We just got home from a wonderful trip to Japan."

Wrong: "You did. How was that long flight? I remember when we went to England five years ago. We left New York at 8 AM. Was that ever a long flight! We saw the sun come up long before we reached London. Missed a whole night of sleep. We toured Westminster. Would you recommend that we go to Japan?"

Right: "To Japan. That's exciting. Tell me all about it."

COMMUNICATION PROCESS

This model illustrates the basic elements in the communication process. The elements in this model are in constant interchange with one another when communication is going on. These same elements are constantly reacting in any discussion setting. Thus, the model is not static as shown on paper, but for the purpose of defining and discussing, the motion has been stopped for a systematic and consistent understanding of its elements and how they operate. The Lay Pastor must be aware of these elements, especially that which causes dissonance and hinders the communication process.

Listed below are five elements in the communication process:

1. **SENDER:** The sender has a message to be visualized, verbalized or communicated in some manner in order for the receiver to understand. The sender has his own preconceived perceptions, bias, experiences, education, knowledge, feelings, attitudes, background, personality, age, temperament, aspirations, expectations, needs, goals, values, thought processes, etc. to contend with while sending the message effectively.
2. **MESSAGE:** The message has definite meaning that can be known and applied in time sequence or event sequence in a cultural setting. It is usually in the abstract form of a perception in the mind of the sender, and once the message is expressed in the form of words, pictures, tactile and temporal modes, it becomes subjected to personal interpretation of the receiver.
3. **RECEIVER:** The receiver hears, sees or perceives with another sense the message and then forms his own perception of the message. The receiver has the same preconceived factors to contend with as the sender, and yet is different in his own uniqueness as an individual.
4. **DISSONANCE:** Dissonance is all the communication barriers in the process that would distort the message and cause misperception.
5. **PERCEPTION:** The sender usually asks for feed-back in order to know whether or not the receiver perceived accurately the message sent.

SP 13

How I Keep Spiritually Fit

...be strong in the Lord and in his mighty power" (Eph. 6:10).

1. I read the Bible:

_____ Daily _____ Nearly every day _____ Weekly
_____ Once a month _____ Hardly ever

2. I have a prayer time:

___ Daily ___ Nearly every day ___ Weekly
___ I have tried a set time often but have failed.
___ I have never tried a set time for daily prayer.

3. I do these things:

_____ Attend Sunday worship regularly
_____ Belong to a "Small Group"
_____ Watch a Christian TV program regularly
_____ Listen to a Christian radio program regularly
_____ Read a Christian periodical regularly
_____ Read a Christian book at least occasionally
_____ Have a prayer partner
_____ Listen to Christian tapes at least occasionally
_____ Attend an organized Bible study or class
_____ Have or lead "Family Worship" at home

4. I am satisfied with what I am doing to keep myself spiritually fit.

_____ Yes _____ Sort of _____ No

5. What I could do to improve my present spiritual fitness:

6. I believe my spiritual fitness is of critical importance to the success of my ministry:

_____ Positively _____ somewhat _____ No

7. I rate my spiritual fitness _____ on a scale of one to ten.

(very weak) 1 2 3 4 5 6 7 8 9 10 (robust)

Example of 10 – Jesus

Example of 1 – Demas ("...for Demas, because of his love for this world,
deserted me" (II Timothy 4:10)).

SP 14

REPORT OF FIRST VISIT

Family _____

Phone Contact Date _____

First Visit Date _____

Getting Acquainted

- Check List:
- Phoned for appointment _____
 - Prayed before going _____
 - Small talk _____
 - Explained Lay Pastor Ministry _____
 - Gave informational brochure _____
 - Explained availability _____
 - Gave availability card _____
 - Made record after returning home _____
 - Am praying for them regularly _____

How you were received:

- Graciously _____
- Reluctantly _____
- Not at all _____

General thoughts about the first visit: _____

Plans for next visit: _____

Goals for pastoring (based on The First Visit) _____

SP 15

Sample Brochure

*Lay Pastor is
Love
with skin on it!*

Lay Pastors receive their gifts and call from God; they are qualified, equipped, and commissioned by their church.

Lay Pastors offer four gifts of love to their families:

P RAYER

A VAILABILITY

C ONTACT

E XAMPLE

Therefore encourage one another and build up each other, as indeed you are doing.
-I Thessalonians 5:11 NRSV

The gifts he gave were that some should be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ.
-Ephesians 4:11-12 NRSV

'God does not want people in our churches to lament as the Psalmist did, "There is none who takes notice of me" (Psalm 142:4). How many people in our churches today cry this in one form or another because the professional pastor is the only one pastoring? People are neglected because we are not pastoring God's way, which is equipping lay people He has called to tend the flock.'
-Mel Steinbron,
Can the Pastor Do It Alone?

Meadow Park Church of God
2425 Bethel Road
Columbus OH 43220
(614) 451-8745, - 451-4470

Lay
Pastors
at
Meadow
Park

"Be shepherds of God's flock that is under your care...."

-I Peter 5:2, NIV

Who are Lay Pastors?

They are God's people caring for God's people – pastoring the flock of God as God intended.

Jesus tells us that if we love him, we will feed and tend his sheep (John 21:15–27). The word "pastor" has its roots in the Latin word *pascare*, which means "to feed." Many New Testament pas-sages refer to our responsibility to care for his people. Lay Pas-sages refer to our responsibility to care for his people. Lay Pastors are persons like you who are equipped to nurture and care for the body of Christ.

Lay Pastor "rejoices with those who rejoice; and mourns with those who mourn" (Romans 12:15).

How does it happen?

Lay Pastors minister wherever God's people live, work and worship: in neighborhoods and at church, in hospitals and nursing homes, even at the grocery store or the mall.

Each Lay Pastor cares for five to ten family units through regular prayer, phone calls, visits, cards and letters according to the needs of the family or individual.

Lay Pastors are...

- * Men and women of Meadow Park Church gifted by the Holy Spirit to offer pastoral care to others.
- * Representatives of Jesus, caring for one another in times of weakness and in times of strength.
- * Equipped to be encouragers and listeners.

Do you feel gifted

in the area of caring and nurturing? Perhaps the Lord is calling you to this ministry! If you would like to know more about Lay Pastors, fill out the attached form and place it in the offering plate or return it to the Church Office mailbox.

I like more information about Lay Pastors,

Name

Address

Telephone

_____ (home)

_____ (work)

I am interested in knowing more about becoming a Lay Pastor.