

# MINISTRY AND LEADERSHIP TRAINING COURSE

## PURPOSE:

### - TO KNOW HIM, THE ONLY TRUE GOD

(Growing / Maturing)

- Josh. 1 : 8, "This book of the law shall not depart out of your mouth, but you shall meditate on it day and night, that you may be careful to do according to all that is written in it; for then you shall make your way prosperous, and then you shall have good success."
- II Pet. 3 : 18, "But grow in the grace and knowledge of our Lord and Saviour Jesus Christ. To Him be the glory both now and to the day of eternity. Amen."
- II Tim. 1 : 15, "Study to present yourself to God as one approved, a workman who has no need to be ashamed, rightly handling the word of truth."
- Col. 1 : 27b - 28, "Christ in you, the hope of glory, Him we proclaim, warning every man and teaching every man in all wisdom, that we may present every man mature in Christ."

### - AND TO MAKE HIM KNOWN TO OTHERS!

(Multiplying / Reproducing)

- II Tim. 2 : 2, "And what you have heard from me before many witnesses entrust to faithful men who will be able to teach others also."
- II Tim. 3 : 16 - 17, "All scripture is inspired by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work."
- Eph. 2 : 10, "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."
- II Pet. 1 : 8, "For if these things are yours and abound, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ."

<p><b><u>PRINCIPLE:</u> "For from Him and through Him and to Him are all things!"</b> <b>(Rom. 11 : 36)</b></p>
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(INCREASING IN KNOWLEDGE; MATURING IN CHARACTER; USING SPIRITUAL GIFTS)

## **INDEX Study book no.: 1**

- First steps as a believer: Growing in grace (24 Lessons)
  - (1) The Lord Jesus Christ, (13) Employment responsibilities
  - (2) Assurance of salvation, (14) Money and possessions
  - (3) Your new life, (15) Social responsibilities
  - (4) Three essentials to spiritual growth, (16) Idolatry and witchcraft
  - (5) Walking victorious, (17) Divine healing
  - (6) The church, (18) Suffering
  - (7) The two church ordinances, (19) Heaven and hell
  - (8) The grace of giving, (20) Serving God
  - (9) Living at home, (21) The cross
  - (10) Our daily bread, (22) The blood of Christ
  - (11) Your appearance and speech, (23) Temptation
  - (12) Our citizenship, (24) Fellowship
  
- Additional notes for teachers on: Growing in grace
  
- Prayer power (10 Lessons on prayer for beginners)
  - (1) Seeking God,
  - (2) Prayer of agreement,
  - (3) Praise power,
  - (4) Prayer practice,
  - (5) The Holy Spirit and prayer,
  - (6) Prayer of intercession,
  - (7) Prayer of authority,
  - (8) Listening prayer,
  - (9) Praying God's Word,
  - (10) The prayer of faith.
  
- Another short systematic study on prayer
  
- The need to cultivate good manners
  
- Very brief survey of the Bible  
(The 66 books of the Bible briefly summed up in 40 Lessons with intro of all the Bible books)

## **INDEX Study book no.: 2**

- Advanced foundation course (12 Lessons)
  - (1) The Bible,
  - (2) God,
  - (3) Man and sin,
  - (4) The Lord Jesus Christ,
  - (5) Salvation: repentance and faith,
  - (6) Water baptism,
  - (7) Prayer / Worship
  - (8) The Holy Spirit: Person and baptism
  - (9) Work, fruit & gifts of the Holy Spirit
  - (10) The Church
  - (11) The Lordship of Christ (stewardship)
  - (12) Fruitfulness/ Evangelism
  
- Witnessing to personal contacts – how to share your testimony
  
- Compact survey of the Bible
  
- The blood of Jesus: its power
  
- What is love? (Understanding “agape”-love)
  
- What does it take to follow Christ and be His disciple?
  
- Understanding fruitfulness: called to be fruitful
  
- Study on the fruit of the Holy Spirit
  
- Short studies on: Holiness / Fear of the Lord / Suffering / Tame your tongue
  
- Relationships in the family, world; The Bible and sex
  
- Praise and worship in a nutshell
  
- A brief study on praise and worship
  
- Establishing a daily prayer devotional (6 Chapters)
  - (1) Establishing a devotional habit,
  - (2) Thanksgiving and praise,
  - (3) Confession and cleansing,
  - (4) Order and obedience,
  - (5) Intercession,
  - (6) Countries and nations
  
- Establishing an effective prayer life
  
- Fasting as a lifestyle
  
- One year prayer calendar for the nations of the world

## **INDEX Study book no.: 3**

- How to make godly decisions and know God's will
- Evangelism starters / some notes on evangelism
- Reach out to the lost and you too can be a soul winner (11 Chapters)
  - (1) The wisdom of soul winning,
  - (2) What is a soul winner?
  - (3) Fishers of men!
  - (4) Taking men alive,
  - (5) The classic case study, let's begin,
  - (6) Some of the ways to approach a person,
  - (7) Leading a person to Christ,
  - (8) Getting to the heart of the matter,
  - (9) Gaining a biblically based assurance,
  - (10) There are more ways than one,
  - (11) You are a Christian! - What now?
- What should be our attitude to one another in the Body of Christ
- The importance of finding your place in the Body and be active
- The gifts of grace – what are they?
- Spiritual authority and submission: introduction
- An introduction to the Bible  
(Short summary of all the books of the Bible)
- Search the Scriptures for yourself
- A study on what happens after death?
- Relationships, behaviour, maturity and attitude

## **INDEX Study book no.: 4**

- Leadership course: introduction to leadership (6 Lessons)  
(The call of God, Qualifications for leadership, Preparations and testings, self-evaluation and growth factors, Characteristics of a leader, Following the Great Shepherd)
- Called to serve (servanthood and its implications)
- How to serve like Jesus?
- Understanding spiritual authority
- Waiting on God
- How God speaks to us
- Spiritual leadership
- Home cells / The power of small groups / Cell leadership
- Factors that foster fellowship
- Biblical basis for the house church
- House churches and how to plant them
- Church planting methods
- The purpose of the existence of the church
- A short study on the how of home visitation
- The ministry of encouragement
- Reasons why Christians suffer
- Developing a Christian lifestyle
- Holiness – a way of life!
- Gossip – how to get victory
- Prayer directives from the Word (for those of influence, children, gateway cities)
- Personalized prayers from the Word of God for prayer and meditation
- Fasting
- Bible helps on the family / Avoiding the pitfalls of sexual sins

## **INDEX Study book no.: 5**

- Foundation course - Brief Review (21 Chapters)
- The person of the Holy Spirit further explained
- The baptism and manifestations of the Holy Spirit (7 Chapters)
  - (1) Who is the Holy Spirit?
  - (2) The fullness of the Spirit predicted,
  - (3) The baptism in the Holy Spirit,
  - (4) The Holy Spirit and the believer,
  - (5) Receiving the Holy Spirit,
  - (6) Why speak in tongues?
  - (7) The gifts of the Spirit)
- And these signs shall follow...(a study on signs and wonders from Scripture)
- The Biblical record: signs and wonders in the gospels, Acts, and the letters
- Spiritual warfare
- Dealing with demonic strong-holds
- Understanding your enemy: Satan
- God's healing power (5 Chapters)
  - (1) Where did sickness originate?
  - (2) How people become sick,
  - (3) God's provision for healing,
  - (4) Channels of healing,
  - (5) New Testament evangelism and healing.

## **INDEX Study book no.: 6**

- How do I prepare the sermon? (a basic introduction)
- Importance of the ministry of the Word (Sermon preparation)
- The preacher of the message
- How to lead Bible studies
- Studying the Bible profitably (25 ideas)
- How to study the Bible for yourself
- Scriptural ways to praise and worship God
- Instructions for worship leaders / Functions of a worship leader
- Why should the church be a place of praise and worship? (How to praise and worship the Lord?)
- Biblical praise and worship (11 Chapters)
  - (1) The new priesthood,
  - (2) The spirit of praise,
  - (3) Why should we praise the Lord,
  - (4) How praise brings God's blessing,
  - (5) Hindrances to praise,
  - (6) Scriptural ways to praise the Lord,
  - (7) Offering the sacrifice of praise,
  - (8) Praise and worship,
  - (9) Music in praise and worship,
  - (10) Leading a worship service-Quality in leaders,
  - (11) The prophetic significance of praise
- Condensed outline of the Old Testament books
- Condensed outline of the New Testament books
- Periods of Biblical history
- Contrast between the O.T. and the N.T.
- Analyses of the books of the Bible

## **INDEX Study book no.: 7**

- Christian counseling (6 Lessons) – a first introduction
  - (1) Introduction,
  - (2) Qualifications for the Christian counselor,
  - (3) Practical guidelines on how to counsel,
  - (4) Counseling the unsaved,
  - (5) Counseling the backslider,
  - (6) Counseling the sick.
  
- Counseling those who want to get married
  
- Release of the curse
  
- The ministry of counseling
  
- Successful Christian living / Living by faith
  
- The balanced Christian
  
- Reigning in life
  
- How to receive a word of prophecy / Learn to judge prophecy
  
- The word of the Lord for our days will be fulfilled
  
- Soul winning - out where the people are (6 Chapters)  
(The greatest calling, Out where the people are, Here I am, The choice to win, The forgotten Ones, Top priority)
  
- Cell group meetings
  
- A guide to Christian workers  
(Commission, Compassion, Concern, Contact, Conversation (Answers to 57 excuses), Conversion, Convincement, Camouflage, Christ, Condensation)
  
- Managing personal finance
  
- Managing your money
  
- Learning about the tithe and the importance of tithing!
  
- Establishing your priorities in life
  
- It's off to work: the importance of Christ-likeness at work
  
- Are you being driven or led by the Holy Spirit?

## **INDEX Study book no.: 8**

- How to become a successful Christian leader (14 Chapters)
  - (1) A Biblical perspective of success,
  - (2) Principles of effective Christian leadership,
  - (3) Having the right motive,
  - (4) Laying a good foundation - character, gifting and personality,
  - (5) Counting the cost of leadership,
  - (6) Some important aspects of leadership,
  - (7) The spiritual life of a leader,
  - (8) Inter-personal relationships,
  - (9) Decision making,
  - (10) The art of delegation,
  - (11) Harnessing the will to win,
  - (12) Gift and talent ministries,
  - (13) Overcoming stress and avoiding burnout,
  - (14) The leader's reward.
  
- The heart qualifications of leadership
  
- The heart of a leader and the need for self-evaluation
  
- Qualifications of a true leader
  
- Leadership under Christ
  
- Christian leadership qualities / Self-evaluation questionnaire
  
- Spiritual leadership and the vital importance of self-leadership
  
- Leadership principles of Paul
  
- Insights on leadership from Paul
  
- Understanding Biblical spiritual authority (8 Chapters)
  - (1) Kingdom authority,
  - (2) Counterfeit spiritual authority,
  - (3) Shield against witchcraft,
  - (4) The Jezebel spirit,
  - (5) The control spirit and legalism
  - (6) Systematic attacks of witchcraft,
  - (7) The modern Pharisees,
  - (8) Our greatest power and enemy.

## **INDEX Study book no.: 9**

- Biblical leadership defined
- The personal life of the preacher / The ministry of the pastor
- Your pastor / Decisions of a pastor
- Do's and Don'ts for preachers
- Questions for pastors to consider and evaluate
- Pastoral visiting
- The authority of a leader: its sphere and limitations
- Characteristics of spiritual leaders / Check list
- The importance of a right attitude in the ministry
- A high standard of excellence
- Pillars of character and their power
- Integrity - a Biblical concept
- Integrity in living: a first requirement
- Why ministers fail: reasons and lessons to learn
- Twenty-two snares to avoid in your ministry
- How to overcome problems in leadership
- Understanding spiritual safety - submission
- Dealing with differences
- Biblical standards considered on contemporary issues
- Reproducing ministry and leadership / Survey / Evaluation
- Church growth principles
- Reporting / Accountability / Overhauling / Self-examination
- Sample of a statement of faith

## **INDEX Study book no.: 10**

- Important principles of church planting
- Learning from Paul's model of church planting
- G-12 or cell-churches (Cells that multiply) (11 Chapters)  
(Introduction, Why cells?, Open cells, The G-12 cell structure, How to select your team, How to conduct a G-12 meeting, Children and how they fit in, Youth cells, Evangelism through cells, How to develop a successful relationships within your cell, How to start?)
- Brief overview of cell-church or the G-12 concept
- The G-12 or cell-church strategy applied (9 Chapters)  
(What is a cell?, A cell church or a church with cells?, The value of the G-12 vision, The heart of the vision, Caught by the vision, The ladder of success, Encounters with Jesus, Schools of significance, The power of homogeneous groups)
- Other dynamic principles of church growth (10 Chapters)  
(The New Testament church was a growing church, Growth factors in the early church, Church growth for small churches, Your church can grow, The ministry of evangelism, Strategizing for church growth, Essential elements of church growth, The mechanics of church growth, Small can be beautiful too, Let's summarize)
- How to prepare a sermon or Bible study (5 Chapters)  
(Homiletics, The textual sermon, Expository preaching, The biographical sermon, The preacher)
- How to prepare sermons and lessons (4 Chapters)  
(Why should you plan ahead, How to plan ahead, Have a time and place to study, Preparing your sermon or lesson)
- Teaching subjects of our Lord Jesus and the apostle Paul  
(Helps and resource material in finding preaching and teaching subjects)
- Teachings and illustrations of our Lord Jesus Christ
- The parables of Jesus Christ
- The miracles of Jesus Christ
- First mentioned things in the Bible (its importance and significance)
- Prominent Bible characters with meaning of their names
- Golden chapters of the Bible (for study and meditation)

## **INDEX Study book no.: 11**

- Keys to a successful marriage
- Decisions of a husband and wife
- The perfect husband and wife
- Know your wife / How to make your wife happy / Ways to honor your husband
- Marriage communication guidelines
- Avoiding "wedges" in relationships
- Is sex less spiritual? – A Biblical view
- Leading worship and musicians (their life and ministry)
- Worship leading
- Welcoming a visitation of the Holy Spirit (Biblical basis)
- Breaking bad habits
- Problems in the believer's life (how to break strongholds)
- The tearing down of strongholds
- Counseling strategies and solutions for the following issues:
  - o The home: issues between parents and teenagers
  - o Counseling those with marriage problems
  - o Counseling those for Holy Spirit baptism
  - o Counseling those needing physical healing
  - o Counseling those needing inner healing (dealing with rejection)
  - o Releasing hurts through forgiveness
  - o Dealing with homosexuality
  - o Delivering from evil spirits and the occult
  - o Counseling the demon possessed and demon oppressed
  - o The ministry of deliverance
  - o How to maintain deliverance
  - o Ministering deliverance to children
  - o Roots of rebellion / Pride? The occult
  - o The counterfeit of the occult and its origin  
(spiritism, psychic phenomena, E.S.P., divination, magic, mysticism)
  - o Deliverance from occult oppression
  - o Counseling those in grief and bereavement
- Glossary of Non-Christian words and concepts

## **INDEX Study book no.: 12**

- Satan's hierarchy and battle plans: understand in order to conquer!
- Spiritual mapping and community mapping: how to do it
- Driving out demons
- How to cast out demons and break curses( 7 lessons)
  - (1) What are demons?,
  - (2) How demons enter,
  - (3) Curses,
  - (4) How to be delivered,
  - (5) Manifestations,
  - (6) Counseling and deliverance,
  - (7) Methods of deliverance.
- Occult check list
- Can a Christian be demonized?
- Deliverance workshop notes: (spiritual warfare, curses, deliverance)
- Confessing the sins of the forefathers in order to break free from curses
- Origins of generational curses and breaking curses
- The occult: understanding its root and how to defeat its power
- Blessing and curses – a analyses from the Word of God
- The books of the Old Testament: Study Outline
- The books of the New Testament: Study Outline
- Understanding key words of the Christian life: explained in detail are -  
(reconciliation, justification, propitiation, imputation, sanctification, mediation, redemption, formed, predestination, glorification, regeneration, righteousness)
- Nuggets, power-packed sayings, principles for life and "food for thought"
- Know your identity: Scripture list of “In Christ / In Him, Through Christ / Him”
- Nations can be transformed by the power of the gospel
- Can Christians eat what has been offered to idols?

## **INDEX Study book no.: 13**

- How ministries can multiply (4 Chapters)  
(Church growth and church planting, A Biblical concept of small groups, How Jesus made disciples, Church planters training classes)
- Communication: effectiveness and clarity needed
- The importance of vision: the driving force
- Time management in order to be efficient
- Three styles of leadership evaluated: where do you fit?
- Principles of motivation
- Godly motivation needed to accomplish progress and success
- Authority as a leader under Christ
- How to build an effective and strongly united ministry team
- Team ministry: concept and power
- Team ministry in the New Testament
- Twelve foundational team principles
- The art of delegation and accountability
- Grace and anointing – both are needed
- The anointing of the Holy Spirit in one's life and ministry
- Servanthood, a pattern for leaders to follow throughout their lives
- Dealing with problems and pressures
- Dealing with negatives from a Biblical perspective
- Some Scriptural keys to resolving conflicts
- Church discipline
- Confronting the challenge of change
- Checklist for change

## **INDEX Study book no.: 14**

- More Biblical principles of church planting (12 Chapters)
  - What do we mean by church?
  - The Biblical pattern for church planting
  - Evangelistic models in the New Testament
  - Right motives for church planting
  - Another look at the early church model
  - A church planting "cycle"
  - Working your plan
  - Analyzing a great sermon
  - Some church planting methods
  - Power evangelism in church planting
  - Establishing the church
  - Walking where the saints have trod
  
- Praise and worship: a deeper study and understanding its importance
  
- The use of the Old Testament in the New Testament
  
- The Davidic covenant: what is its importance
  
- The preparation of David's tabernacle and lessons for the Church of today
  
- Divine order of worship according to the Scriptures
  
- A brief history of music
  
- The order of singers and musicians in worship
  
- The power and evaluation of music
  
- Dancing and the Bible

## **INDEX Study book no.: 15**

- Ministry in the Spirit
- The healing ministry today
- Casting out ministry
- Counseling – a short review of the ministry of counseling
- An introduction to Biblical gifts (3 Chapters)
  - The motivational gifts (Rom. 12)
  - The five ministry gifts (Eph. 4)
  - The manifestation gifts (I Cor. 12)
- Ministerial ethics (A guide to professional ethics and principles for a minister to establish his own godly code of behavior) (13 Chapters)
  - The minister's personal ethics
  - The minister's family life
  - The minister and his own pastorate
  - The church leader and the pulpit
  - The church leader's role
  - The minister in situations of conflict
  - The church leader's wife
  - The church leader in the community
  - The minister and other ministries
  - The church leader and other denominations
  - Ministers in a team
  - The minister leaving a pastorate
- Difference between pastoral concept today and apostolic functions
- Universal principles of leadership: a Biblical perspective  
(The law of: lid, influence, process, navigation, Hutton, solid ground, respect, intuition, magnetism, connection, inner circle, empowerment, reproduction, buy-in, victory, momentum, priorities, sacrifice, timing, explosive growth, legacy)
- Eagle Christians – going from stress to strength

## **INDEX Study book no.: 16**

- How prayer and intercession can be used by God to bring change on earth!  
(14 Chapters)
  - The question is...
  - The necessity of prayer
  - Re-presenting Jesus
  - Meetings: the good, the bad and the ugly
  - Cheek to cheek
  - No trespassing
  - Butterflies, mice, elephants and bull's-eyes
  - Supernatural childbirth
  - Professional wrestlers
  - Most high man
  - The lightning of God
  - The substance of prayer
  - Actions that speak and words that perform
  - The watchman anointing
  
- Understanding the prophetic in the church today (4 Chapters)
  - Identifying prophets and the gift of prophecy
  - Problems of the prophetic
  - Apostles and prophets working together
  - How a prophetic mantle comes upon a church
  
- The restoration and recognition of apostles in the Church today
  
- The final quest – (Visions of the end-times)
  - 1) The hordes of hell are marching
  - 2) The holy mountain
  - 3) The return of the eagles
  - 4) The white throne
  - 5) The overcomers