

# X-ceptional Sharing

How to Establish a Bible Study  
Ministry In Your Church

**Discover Bible School**  
A ministry of the Voice of Prophecy

# Meet the Discover Bible School Staff

*at the Headquarters School*

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**OUR STAFF** will be happy to receive your orders for the *Discover Bible School* materials. They can be reached Monday through Thursday from 9 a.m. – 5 p.m. Mountain Time, (805) 955-7652 or (805) 955-7659 or call toll-free 1-877-955-2525. Or you may fax your order to (805) 522-1760.

**KURT JOHNSON**, Director of the Voice Prophecy Bible School & Evangelism Department and the *Discover Bible Schools*, is an experienced pastor/evangelist and administrator. He has written several books and Bible courses, and has wide experience training pastors and laypeople in soul-winning. Telephone: (805) 955-7659. E-mail: kurtjohnson@vop.com.

**ALEX RODRIGUEZ**, Associate Director of the Voice of Prophecy Bible School & Evangelism Department, is an accomplished pastor/evangelist with experience in directing a Lay Bible Worker Training School. His skills will be invaluable to your local church as you get started with your *Discover Bible School*. Alex can be reached at (805) 955-7659 or alex@vop.com.

**JOCELLE ESPELETA** is a Field Representative for the *Discover Bible School*. Her extensive background in training laypeople will be invaluable in helping you and your church. She can be reached at (805) 955-7659 or jocelle@vop.com.

**LAY-CHENG TAN**, Assistant Director, and the Internet Bible School Coordinator, will assist you with any questions you may have regarding organizing and operating an Internet Bible School on your own personal computer. You become the instructor. Lay-Cheng can be reached at (805) 955-7687. Fax: (805) 522-1760. E-mail: discoverschool@vop.com.

**KEVIN AMES** is the Coordinator for the Bibleinfo.com ministry and will assist you with any questions you may have regarding becoming a volunteer answering Bible questions and prayer requests. In addition, Kevin is a trainer for the DBS student record coordinators in the local church. Kevin can be reached at (805) 955-7627. E-mail: kevin@bibleinfo.com.

**CAROLINA DE PAOLI**, Associate Director of the Voice of Prophecy Bible School, has experience in giving Bible studies, literature evangelism, and assists with managing the Bible School and DBS Resources. She can be reached at (805) 955-7656. Fax: (805) 522-1760. E-mail: carolina@vop.com.

## WHERE TO GET INFORMATION

**Discover:**  
Voice of Prophecy  
PO Box 999  
Loveland, CO 80539

**Receptionist:** (805) 955-7659

**Orders:** Toll-Free 1-877-955-2525 or  
(805) 955-7652 or (805) 955-7659

**Fax:** (805) 522-1760

**Discover Bible School  
Information Website:**

<http://info.bibleschools.com>  
(username: vop; password: vop)

**Bible Studies Online:**

- [www.biblestudies.com](http://www.biblestudies.com)
- [www.discoveronline.org](http://www.discoveronline.org)
- [www.bibleschools.com](http://www.bibleschools.com)
- [www.vop.com](http://www.vop.com)

**Bibleinfo.com:**

- [www.bibleinfo.com](http://www.bibleinfo.com)
- [www.kidsbibleinfo.com](http://www.kidsbibleinfo.com)

# FAST FACTS

## What Is a Discover Bible School?

A *Discover Bible School* is a Bible study outreach ministry based in the local church. Church members seek people in their community who desire to study the Bible. The members then give the Bible lessons using one of five choices.

### THE CHURCH MEMBER'S FIVE CHOICES INCLUDE:

1. One-to-one
2. Small groups
3. DVD
4. Correspondence
5. Internet

### WHAT BIBLE STUDY MATERIALS ARE USED?

Along with the Bible lessons and other Bible study materials from the Voice of Prophecy, the church member may use other materials of their choice. It is a team effort.

A *Discover Bible School* is flexible and adaptable to your local church's personality and mission. The Voice of Prophecy calls it **CCS**.

- **C**hoose your name.
- **C**hoose your methods of giving Bible studies.
- **S**kill Training.

In other words, blend the *Discover Bible School* with the regular evangelistic thrust of your church. Use the name *Discover Bible School* or *Discover*, or choose a name you like as a spin-off of *Discover*. In addition, let the local members give Bible studies using the methods with which they are most comfortable. VOP will provide assistance in making it all work effectively!

### WHAT RESOURCES ARE AVAILABLE?

- Bible lessons, Bible study/evangelistic DVDs and personal witnessing supplies.
- Mass-mailing services.
- Telephone consultation to answer your questions.
- A trainer/consultant to come to your church or conference.
- An information website.
- A resource catalog of additional available materials.

## **How-To Resources to Get You Started**

### **Free services and materials**

- *Discover Bible School Manual*.
- Resource Catalog.
- Telephone consultation to answer your questions.
- *Discover Bible School* information website.
- Information packet of sample materials: Bible lessons, enrollment cards, etc.

### **Resources & services to order/request from VOP**

- Training DVD: How to make visits and obtain decisions in Bible study.
- A trainer/consultant to come to your church or conference.
- Other witnessing materials and Bible Study Guides.

***Discover Bible School Information Website:*** The items listed above are posted on this website. You can read and/or download them. Go to: <http://info.bibleschools.com> (username: vop; password: vop).

### ***The Discover Bible School Manual***

The *Discover Bible School Manual* outlines the details of how to organize and operate a *Discover Bible School*. The manual is the result of years of experience with input from thousands of *Discover Bible Schools* across North America.

### ***Discover Bible School and the Headquarters Correspondence School***

How the Headquarters Correspondence School and *Discover Bible School* system works:

- (1) Local church board votes to have a *Discover Bible School* (DBS) and appoints a DBS Coordinator for the local church.
- (2) The local DBS fills out a Registration Form, giving VOP contact and postal code information.
- (3) Once the Bible Study Enrollment Cards are received, VOP checks the postal codes, and if there is a *Discover Bible School* within 25 miles, VOP sends the card to the local church to make the initial contact. If there is no school within the radius, the student is entered into the Headquarters Correspondence School. The requests are mailed out within a week of receiving them.
- (4) Whenever a Headquarters Correspondence School student graduates, VOP: (a) sends the student an information letter regarding the next step: connecting the student with the local church – a visit, address of the local church, contact phone numbers, etc., and a suggestion to study another set of Bible Guides; (b) sends the local church the student's contact information and other pertinent data for contact; (c) calls the local church and student to assist with bridging the contact.

# Resources and Materials

## ***Discover Bible School materials***

- *Discover Bible School Manual.*
- *Sharing Jesus with Others Through Bible Studies* (DVD).
- *Discover Bible School Registration Form.*
- Resource Catalog.
- Information Website: [info.bibleschools.com](http://info.bibleschools.com) (username: vop, password: vop).

## **Training/resource booklets**

- *How to Give a Bible Study*, Kurt Johnson
- *Small Groups for the End Time*, Kurt Johnson
- *Successful Small Groups*, Kurt Johnson
- *What the Bible Says About...* (Bible marking system for giving Bible studies.)
- *Quick Bible Answers*, Ken Cox
- *Studying Together (Handbook)*, Mark Finley

## **Bible lessons and materials**

- *Discover Guides*: 26 guides introducing Jesus and outlining biblical doctrines. Available in English and Spanish.
- *Focus on Prophecy*: (21 guides). Chapter by chapter study of Daniel & Revelation.
- *Native New Day*: (31 guides). Contextualized Bible lessons that introduce Jesus and biblical doctrines to Native Americans.
- *KidZone*: (14 guides). For 8-12-year-olds. Introduces Jesus and doctrines.
- *Discover Discussion Answer Sheets*. Answer sheets to use in small group studies or personal Bible studies. Parallels the *Discover Guides* and paged to a NKJV Bible.
- Mailing envelopes for use with *Discover*, *Focus on Prophecy* and *KidZone* study guides.
- *Good News for Today*: (24 lessons). Illustrated workbook designed for 7-9-year-olds.

## **Small Group Bible lessons**

- *Peace Is an Inside Job*: (6 guides). Focuses on stress, worry, fear, guilt and forgiveness.
- *Face to Face with Jesus*: 13 lessons on the life of Jesus in booklet format.
- *Lifeline*: (2 booklets, 13 lessons each). Doctrinal studies.
- *PrayerWorks*: 13 lessons on prayer.

## **Bible study materials for the vision impaired**

*Discover Bible Guides* are available in Braille and large print.

## **DVD Bible studies**

*Revelation Speaks Peace* (24 evangelistic presentations.) Shawn Boonstra is the presenter.

## **Bibles**

New King James Version with study helps, hard cover. Paged to the *Discover Discussion Answer Sheets*.

## **Sharing Booklets**

- *Draining the Styx*, (topic of death), Shawn Boonstra
- *Even These Believed*, Shawn Boonstra
- *In Tables of Stone*, Shawn Boonstra
- *Jesus Before Jesus*, Shawn Boonstra
- *Out of Thin Air*, Shawn Boonstra
- *Sharper than a Sword*, Shawn Boonstra
- *The Sign*, (topic of Sabbath), Shawn Boonstra
- *When Heaven Pauses*, Kurt Johnson (God is present to meet our every day needs).
- *Steps to Peace in Life* (pamphlet to lead someone to a decision for Jesus).

## **Advertising materials**

- Enrollment Cards (*Discover*—English, Spanish; *Focus on Prophecy*; *KidZone* and *Native New Day*).
- “Free-Take One” enrollment cardholders.

## **How to be an Internet instructor**

- Interact with students online and operate your own Internet *Discover Bible School*.
- Advertise via websites, links, social media, the newspaper, enrollment cards and business cards.
- [www.biblestudies.com](http://www.biblestudies.com) or [www.discoveronline.org](http://www.discoveronline.org)

## **Websites**

- Bible School websites: [www.biblestudies.com](http://www.biblestudies.com) or [www.discoveronline.org](http://www.discoveronline.org)
- Bible School information website: [info.bibleschools.com](http://info.bibleschools.com) (username: vop; password: vop)
- The Voice of Prophecy home website: [www.vop.com](http://www.vop.com)
- Bible information websites:
  - [www.bibleinfo.com](http://www.bibleinfo.com)
  - [www.kidsbibleinfo.com](http://www.kidsbibleinfo.com)

# Ten Easy Steps to Begin a Discover Bible School



**Foundation Step - Pray about establishing a local church *Discover Bible School*. You need an ongoing prayer ministry.**

**Step 1 – Gather Information:** Contact the Voice of Prophecy and order a free *Discover Bible School* Information Packet (contains sample materials and registration information).

**Step 2 – Obtain Authorization:** Review the materials in the packet. Have your Church Board discuss the matter and obtain a vote for the establishment of a *Discover Bible School*.

**Step 3 – Put Together a Team:** Select your *Discover Bible School* team: A *Discover Bible School* Coordinator and an Assistant Coordinator as part of your church leader's selection process, plus others as needed.

- The Bible School Coordinator position is an elected church officer position. (See *Church Manual\_2010*, pg. 98.)

*Bible School Coordinator* — The Bible school coordinator organizes and coordinates the church's Bible School outreach ministry to the community. The coordinator should work closely with the pastor, the interest coordinator and the personal ministries leader.

**Step 4 – Develop Goals and Priorities:** Decide which of the five methods of giving Bible studies your DBS will follow. Decide on which Bible lessons to use and methods of advertising.

**Step 5 – Develop a Financial Plan and Order Supplies:** Work with your church pastor and treasurer to put together a budget. Once you determine your Bible lesson sets, Bible study and advertising methods (step 4), contact VOP and order your DBS supplies and Bible study guides.

**Step 6 – Register Your School:** Register as a *Discover Bible School* with the VOP Bible School. You will list your zip/postal codes. A registration form is included in the *Discover Bible School Manual* and can be obtained by contacting the VOP.

**Step 7 – Organize the School:**

- Obtain a Post Office Box for the Bible School. You can use an already existing church Post Office Box if you list it in the following manner. Do not use your church name:

DISCOVER  
P.O. Box 000  
Anywhere, USA/Canada/Your Country

**Step 8 – Know Your Resources:** Read the *Discover Bible School Manual*, and review the online Resource Catalog. Chapters in the manual include:

Chapter 1: What Is a *Discover Bible School*?  
Chapter 2: How to Start a *Discover Bible School*  
Chapter 3: Easy Ways to Enroll People in a Bible Course



Chapter 4: Personal Delivery of Bible Lessons  
Chapter 5: Operating a Bible Correspondence School  
Chapter 6: Small Group Home Bible Studies  
Chapter 7: DVD Ministry  
Chapter 8: An Internet *Discover Bible School*  
Chapter 9: Following Up Interests Created Through a *Discover Bible School*  
Chapter 10: Combining Evangelistic Reaping Meetings with Your *Discover Bible School*  
Chapter 11: Bible School Graduations and Diplomas  
Chapter 12: Financing a *Discover Bible School*  
Chapter 13: Success Essentials — The Bottom Line  
Chapter 14: Resources and Answer Keys

**Step 9 – Arrange for Training/Telephone Consultation:** The Voice of Prophecy Headquarters Bible School team can assist with consultation and answer your questions when you start your school.

**Step 10 – Know Your Lessons:** It is very important that those who work with the *Discover Bible School* know the content of the lessons well. Study the lessons yourself.

## Personnel Needed

1. Bible School Coordinator
2. Assistant Bible School Coordinator
3. Prayer Ministry Coordinator
4. Student Records Coordinator

Include other members in leadership positions as needed. The size of your church and the response from the community will determine how much help is needed. These optional positions could include:

- Visitation Coordinator
- Bible School Promotion Leader
- People in charge of each of the five methods of delivering the Bible lessons: personal delivery of lessons, correspondence, small group, DVD and the Internet.
- Individuals to assist with recordkeeping, supplies and participants in the five methods of delivering the lessons.

These positions are given in case they are needed in your school. Smaller schools will not need all of them. Adapt as needed. It is essential to have a coordinator, a prayer ministry, a visitation coordinator, and a Bible School promotion leader. In smaller churches one person can, if necessary, fill all the roles. However, enlist others to help; everyone needs a partner for prayer support and encouragement.

# Easy Ways to Enroll Students

## Excellent Ways to Find People to Study! Enrollment Cards & Literature

### HOW TO USE ENROLLMENT CARDS:

**Place Directly in People's Hands:** Enroll friends, family, co-workers, neighbors and casual daily contacts using Guide #1 or an enrollment card. Carry enrollment cards and Guide #1 with you all the time. Dedicate a place in your car, home, pocket or purse and keep a supply of enrollment cards and/or Guide #1 handy at all times. Offer to mail the enrollment card for them. Have Sabbath School members take and hand out cards weekly.

**Mass Distribution of Enrollment Cards:** Enroll people in the *Discover Bible Guides* or another Bible course by a mass distribution of enrollment cards. This can be done either by mass mailing or by door-to-door distribution. Call the Voice of Prophecy (805) 955-7652 (Toll-free: 1-877-955-2525) and our staff will assist you in arranging for mass mailing services. The filled-in cards come directly to your church or to a central address at VOP and are distributed back to your school.

**Media and Publications:** Enroll interests from all media ministries and interests from enrollment cards placed in publications, such as sharing booklets and magazines (*Signs, Message, El Centinela*, etc.) These names are excellent because they have already developed an interest in spiritual things.

**The Church Interest List:** Visit those on the church interest list or send an enrollment card with a letter.

**"Free-Take One" Cardholders:** Place "Free-Take One" enrollment cardholders in strategic locations in your community and keep them filled. Possible locations are numerous: professional offices, waiting areas, hospitals, laundromats, convenience stores, restaurants—use your imagination. (Available from the Voice of Prophecy.)

**For a Friend:** After the Bible School is in operation, one of the most effective methods of increasing enrollments is through current students enrolling their friends in the course. A rubber stamp, which says "For a Friend," should be ordered and stamped on the front of the cards that are inserted when returning the student's Answer Sheet. A handwritten "Post-it" note attached to the card, reading "For one of your friends" has proven even more effective. Some schools put an enrollment card in every mailing with the "Post-it" note attached.

## **HOW TO USE LITERATURE with an Ad Offering FREE Bible Lessons:**

**Tracts & Pamphlets:** There are many excellent pieces of literature that offer not only a biblical message, but also offer FREE Bible Guides. Use the literature in the same way you would the enrollment cards. Some people prefer literature, as it gives the person a mini-Bible study!

**Cards in Personal Mail:** Enclose an enrollment card or piece of literature with utility, credit card and other payments; and with Christmas, birthday, anniversary and graduation cards, etc.

**Signs Newsbox:** Place a Newsbox at grocery stores and places of business. Every *Signs* magazine includes a printed ad for the Bible lessons along with an inserted enrollment card.

**Sharing Booklets:** These are small handout booklets printed by Pacific Press that include ads for free VOP Bible lessons. Other community mailing projects—such as mailing *Steps to Christ*—have printed ads, or you can insert cards for VOP Bible lessons.

**Personal Delivery House-to-House:** You can increase enrollment through house-to-house visitation using Literature, Survey, Discover Guide #1 or an enrollment card.

## **Don't Forget These Excellent Ways**

**Social Media:** Include ads for Discover on your Facebook page, Twitter and Instagram accounts, etc.

**Radio Spots:** Use radio advertising spots immediately following the Voice of Prophecy broadcast or at other times during the day.

**Television Spots:** Advertise the Bible Course on local Adventist telecasts or cable stations.

**Newspaper Ads:** Sponsor ads in newspapers, newsletters and local advertiser magazines. Also, an ad in the personal section of the newspaper has proven effective.

**Bulletin Board Ads:** Place ads on bulletin boards in stores, laundromats and other public places.

**Advertising Packets:** Mail enrollment cards in cooperative advertising envelopes. Several companies solicit advertising from a number of businesses and include them in one envelope for mailing.

**Community Survey:** Conduct a door-to-door or telephone survey. Use Literature with the survey!

## Visiting Someone Who Mailed in an Enrollment Card

Take the enrollment card the person returned in the mail and a copy of Guide #1. Show them the card and say:

*“Hi! I am (your name) with the Discover Bible School. Are you person’s name? We received this card requesting the Bible Guides.” (Adapt this statement according to the method by which the person requested the course.)*

*“I have stopped by to bring you the first Bible Guide to get you started. Do you have a few minutes? What I normally do is leave the Bible Guide #1. (Show them lesson #1 and explain how to read through the Bible Guide and fill out the Answer Sheet.) I normally come back in a week with the next Bible Guide and we discuss any questions you might have. How does that sound to you?”*

If they say, “I thought the lessons would come in the mail,” respond by saying, “I usually stop by to explain the process and answer any questions. However, I can send the lesson in the mail or I can come by each week. Which do you prefer?”

If the person shows some resistance to having you come to their home, arrange to have them return the Answer Sheet to the Bible School by mail. Give the person a return envelope with the *Discover Bible School* address on it. Then tell them that future guides will be sent to them by mail.

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