

# Bible Study Offer.com



## How to Respond to a Bible Study Request

To respond to any Bible study request on BibleStudyOffer.com, follow these initial steps:

1. Be prompt in making the initial contact. Follow up within two weeks of the date of the request.
2. Obtain a copy of the Bible study request information sheet from your Bible school coordinator for any individual you will be contacting.
3. You will need one Bible Study Tracking Card for each study interest. You will use this card to track each visit, the progress of the study, and other important information about the interest.
4. Visit the individual at the address provided on the Bible study request information sheet, taking the following items with you in a BibleStudyOffer.com folder:
  - Bible Study Request Information Sheet
  - Public Display Card
  - Bible Study Tracking Card
  - Landmarks Group Info sheet (for group study requests).
  - First two *It Is Written* study guides and corresponding review cards.
  - First *Landmarks of Prophecy* DVD, containing two presentations, and first

two study  
guides and review cards.

5. You should always take all study guide options, regardless of which was chosen, in case a change needs to be made on your first visit. Some individuals may have requested both study series— *Landmarks of Prophecy* and *It Is Written*. It is recommended that you ask them to choose one series to study at a time. They can begin the second series once they've completed the first one.
6. If no one is home, try again in a day or two—no need to leave anything at the door at this point. With busy people, it sometimes takes a few tries before finding them home. If you've tried a couple different evenings and no one has been home, try a weekend, or vice-versa. If you try three times unsuccessfully to find someone home, you can call (if a phone number was provided) or use the email address provided on the Bible study request information sheet to ask for a time when the interest will be home. Say or write –

**“Hi, my name is \_\_\_\_\_ and I’m a study leader with BibleStudyOffer.com. You requested free Bible study resources from us and I’d like to drop them off and explain how they work. It will only take a minute or two, and I know you’ll find these study guides to be a wonderful blessing! What day and time would be convenient for you?”**

If you do find someone home, but it isn't the individual who requested studies, ask for the best time to find that person home. It is not best to leave materials with someone else if this can be avoided, as this does not generally produce good results. If you are asked to leave the materials, explain that you'd prefer to come back and speak to the individual who made the request, because you need a couple minutes to instruct on how the study series works.

When you find the study interest home, your approach will depend on which study option was chosen—personal (drop-off), one-on-one, or group. Below you will find instruction on how to follow up on each of these requests:

### **Initial Visit to Personal (Drop-off) Study Request**

1. When you meet the interest at the door, say:

**“Hi, my name is ----, and I’m here to respond to a request for Bible studies that you made on BibleStudyOffer.com.”** [Have the information sheet in your hand to validate that a request was received and a display card to remind the individual about the offer, if necessary.] **“You requested the (It Is Written study guides or Landmarks of Prophecy DVDs and study guides) for personal study—so I have here your first two study guides (and DVD, if applicable). Now were you aware that we also offer a one-on-one or group study option?”**

Describe the one-on-one and group study options as better opportunities due to having a study leader who can provide encouragement and help answer questions. If there’s no interest in anything but receiving resources for personal study, say:

**“Okay, well the way the personal study option works is that you’ll complete two studies a week, and then take about 5 minutes to fill out these short study review cards [show review cards]. Then next week when I stop by, you’ll give me the study review cards and I’ll give you the next two study guides (and DVD, if applicable). There’s a lot of cost involved in offering these resources for free, so we just want to be sure that people are actually doing the studies before we give them more. So here’s your first two studies (and DVD, if applicable), and the review cards are inside.”**

2. Give the study guides (and DVD, if applicable) to the individual and confirm the best time to stop by each week. Conclude by saying:

**“And if you ever decide that you’d be interested in having me go through the study guides with you, I’m glad to do it. But that’s totally up to you. Have a great day and enjoy the studies!”**

3. If during your visit, the individual asks what church you are with, say the following –

**“BibleStudyOffer.com is a service offered by the Seventh-day Adventist Church, but the study guides are designed for people of any and all faith backgrounds—anyone who wants to know more about the Bible. They follow a question-and-answer format that simply points to Bible texts for answers. So they are intended for those of any faith or no faith at all.”**

If needed, try to assure the individual that there is no pressure or obligation tied to studying with you. You may also need to dismiss fears about Seventh-day Adventists or provide a brief description of who we are. You could say:

**“The Seventh-day Adventist Church is a Christian denomination of nearly 20 million members around the world. We believe that Jesus Christ is the Son of God, that He died for our sins, and that Bible prophecy teaches He’ll return a second time. We also look to the Bible as the basis of our beliefs, so the purpose of BibleStudyOffer.com is to create an interest in the community in studying the Bible and experiencing a relationship with Jesus Christ.”**

If they question why the website did not mention Seventh-day Adventist, you could say –

**“BibleStudyOffer.com is designed to appeal not only to those who are religiously inclined, but also to many in our culture who are turned off by organized religion and have therefore never looked into the Bible. Our purpose is to get people studying the Bible and finding answers, not from a church, but from the Bible. So that’s why we make that our focus. We know that for some, however, the sponsoring organization is important. So when people ask we are happy to share that we are Seventh-day Adventist Christians.”**

4. After you leave the home, and while the visit is still fresh in your mind, begin filling out a Bible Study Tracking Card for the interest. Record his or her name and contact information, any study guides you gave, and other helpful information.
5. Now that your first contact with the study interest has taken place, notify your local church Bible school coordinator so that the initial contact can be recorded on BibleStudyOffer.com.

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## How to Conduct a Personal (drop-off) Study

BibleStudyOffer.com's personal study option is offered with either the Landmarks of Prophecy DVDs and study guides or the It Is Written study guides. The instruction below will explain how to lead a personal (drop-off) study using either study resource:

1. Prepare your heart and pray for the converting power of the Holy Spirit in your own life. "Without a living faith in Christ as a personal Saviour, it is impossible to make your faith felt in a skeptical world. If you would draw sinners out of the swift-running current, your own feet must not stand on slippery places" (*Gospel Workers*, p. 274).
2. In the initial visit, the study interest was given the first two study guides (and DVD, if applicable) and corresponding study review cards. In each subsequent visit, you will want to bring the next two study guides and review cards (and DVD, if applicable), the review card answer key, and the Bible Study Tracking Card started for that interest.
3. Before each visit, review the study guides (and DVD presentations, if applicable) that were given to the study interest at your last visit. Also, familiarize yourself with the review cards and answer key that correspond to those study guides. Finally, study into common objections related to the topics the interest has been studying. Helpful resources include *Answers to Objections* by Francis Nichol (available online as a free PDF), *Studying Together* by Mark Finley, *Answers to Difficult Bible Texts* by Joe Crews, and *Bothersome and Disturbing Bible Passages* by Louis Torres.
4. At the door, say:

**“Hi, I’m stopping by to see how you did with your Bible studies this week. Were you able to complete the first two study review cards?”**

If the study interest has not completed the review cards, say:

**“That’s okay. I’ll just hold on to the next two studies and drop by again next week. Try to complete them before next week, though—I know you’ll be blessed!”**

If after three tries, the study interest has still not completed the first two study guides, provide a phone number and/or email that he or she can contact once the studies have been completed.

5. If the interest says “Yes,” that the review cards have been completed, say:

**“Fantastic! If you wouldn’t mind getting those for me, that would be great. And I’ve got a couple new studies for you here, too.”**

After the study interest returns with the review cards, give him or her the next two study guides (and DVD, if applicable), then briefly compare the completed review cards with your answer key. If you discover any mistakes on the study interest’s review cards, kindly explain the correct answers using the supporting texts or other information given in the answer key.

If the interest wrote on the review card about **something new** that was learned, you might comment on that.

If a **question** was written on a card, you might ask your study interest if he or she would like you to address the question now. If you don’t think you know how to address the question, you could just acknowledge it and say that you will plan on answering it when you stop by next time.

If a **prayer request** was written on a card, sympathize with the concern and assure the study interest that you will pray for the request. You can also ask if you could offer prayer before you leave.

6. Reflect the character of Christ. Be kind and courteous in your interaction. Listen respectfully to concerns and opinions. Be warm-hearted and sympathetic toward weaknesses and difficulties.

7. After you leave, record the study guides that were given, and any other helpful information, on the Bible Study Tracking Card for this interest. Study leaders should maintain up-to-date tracking cards for every interest for which they are personally responsible.
8. Establish a place, ideally somewhere in the church, where completed review cards can be filed by study interest for future reference. Be sure to file these cards promptly so that they do not become lost or misplaced.
9. A few minutes at the door may be all you spend on your first couple visits, but gradually develop a relationship with the study interest.
10. As the studies progress, and if your study interest is asking lots of questions or showing signs of conviction about baptism, the Sabbath, or other testing truths, you can offer another invitation to study personally with you. You can say, **“Would you like to sit down together the next time I come and study that topic out in more detail?”** If your relationship is strong and you sense a growing interest in knowing more about your faith, you may also want to invite your new friend to go with you to church. Invitations to health and social events, concerts, Camp Meeting, and other guest-friendly activities, can also be opportunities to strengthen convictions and begin building a relationship between the study interest and your church family.
11. Make a habit of praying for your study interest each morning, asking God to send His Spirit into your new friend’s life.
12. If you are using the Landmarks of Prophecy series, Disc 4 consists of a presentation on the topic of the Sabbath (“The Rest of Our Work”) and Pastor Batchelor’s personal testimony (“The Richest Caveman”). There is no study guide to accompany Pastor Batchelor’s testimony, so you will only give one study guide with Disc 4. From that point forward, be aware that the DVD presentation numbers will be one ahead of the study guide numbers (e.g., “Bewitching Spirits” is DVD presentation #9, but study guide #8).

13. After finishing the series of study guides, give the study interest a certificate of achievement and an It Is Written Bible.
  
14. If a decision to join the church by baptism or profession of faith has been made, you will want to follow up the series with baptismal preparation. The *Fundamentals of Faith Baptism Preparation Guide* that can be ordered through the Coordinator Panel of BibleStudyOffer.com includes a full summary of the 28 fundamental beliefs of the Seventh-day Adventist Church. It covers the key points that need communicated, with Scripture references for further study, including the practical commitments that should be made prior to baptism.
  
15. May God grant you fruit from your labors!



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## Personal Bible Study Request Follow-Up Quick Sheet

### 1. WHO AM I and WHY AM I HERE?

- *My name is \_\_\_\_\_. I'm here to respond to a request for Bible studies you made on BibleStudyOffer.com.*

### 2. WHAT DID THEY REQUEST?

- *You requested the [name of lessons] for personal study.*

### 3. BENEFITS OF OTHER STUDY OPTIONS

- *Now were you aware that we also offer a one-on-one or group study?*
- *Benefits–*
  - *Interactive so learn better*
  - *Provides encouragement and fellowship*
  - *Your questions answered quickly*
- *Would you be interested in either of those study options?*

### 4. HOW DOES THE PERSONAL STUDY OPTION WORK?

- *I will give you two lessons a week for you fill out on your own. [Show materials as you explain them.]*
- *Then take five minutes to fill out short Study Review Card.*
- *Next week when I stop, you'll give me the Study Review Cards and I'll give you 2 more study guides (and DVD, if applicable).*
- *Explain that due to cost of materials we will give additional lessons and DVDs as they complete the studies.*

### 5. WHAT AM I GIVING THEM?

- *2 lesson guides requested (& DVD, if Landmarks)*
- *2 review cards*

## 6. WHEN WILL WE MEET NEXT?

- Schedule a day and time for the following week for you to return.
- *It was a pleasure meeting you, \_\_\_\_\_. I look forward to seeing you next week! God bless!*

## 7. WHAT DO I DO NEXT?

- Fill out information on Bible Study Tracking Card.
- Notify local Bible school coordinator that initial contact has been made.
- Review materials you gave them during the week so it is fresh in your mind for return visit.
- PRAY daily for your study interest!

## ANSWERING QUESTIONS

Q. How much does this cost?

A. It is free! No cost or obligation to continue.

Q. I expected these to come in the mail.

A. We personally deliver the lessons to ensure people receive them and understand how the study program works. We find a personal approach is more helpful.

Q. What church is sponsoring this?

A. BibleStudyOffer.com is a service offered by the Seventh-day Adventist Church, but the study guides are designed for people of any and all faith backgrounds—anyone who wants to know more about the Bible. They follow a question-and-answer format that simply points to Bible texts for answers. So they are intended for those of any faith or no faith at all.

Q. What did your website not say you were Seventh-day Adventist?

A. BibleStudyOffer.com is designed to appeal not only to those who are religiously inclined, but also to many in our culture who are turned off by organized religion and have therefore never looked into the Bible. Our purpose is to get people studying the Bible and finding answers, not from a church, but from the Bible. So that's why we make that our focus. We know that for some, however, the sponsoring organization is important. So when people ask we are happy to share that we are Seventh-day Adventist Christians.”

