



INDIVIDUAL TRAINING GUIDE FOR EQUIPPING LEADERS

A Transferable, One-Year Plan



BASICS – As you receive and share this training for ministry and for daily Christian living, be aware that these subjects are simple “basics”. The purpose of this training is to get you started. The intent is not in-depth studies, but to acquaint you with basic areas of ministry you will frequently use. Fruitful ministry will involve life-long learning. In the years ahead, you will increase in your depth of knowledge and breadth of experience in each of these “basics”.

TRANSFERABLE – This approach is intentionally simple. These uncomplicated encounters with the basics will make “transfer” to other potential leaders a joyful ministry of multiplication for the rest of your life (and hopefully theirs also). *And the things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also.* (2 Tim. 2:2)

APPLICATION – The New Testament illustrates that ideal training is offered OTJ (on-the-job) and JIT (just in time). Application via active ministry assignments will greatly enhance leadership development. Be mindful that it is permissible to alter the order of the subjects presented in this Guide to meet felt needs as they arise. This may often be advisable.

CATEGORY	WEEK/TOPIC	SCRIPTURES (*) Key Passages	TRAINING SUGGESTIONS	NOTES
FIRST STEPS	1. Assurance of Salvation	*1 John 5:11-13, John 20:31, Rom. 8:16, Heb. 13:5, Rev. 3:20	Discuss how confident assurance is found in resting upon Christ and the reliability of His Word alone, not upon feelings.	
	2. Victory over Sin	Ps. 32:5, 119:9, *1 Cor. 10:13, 1 John 1:9, Romans 12:1-2, Galatians 5:16-23, 1 John 2:15-16, James 4:7-8	Explain victory over sin and habits through faithfulness to the promises of Scripture and obedience to Christ's ways.	
	3. Daily Walk/Quiet Time	Psalms 5:3, 119:18, 97, Proverbs 8:34, *Mark 1:35, 3:14	Relate the importance of a personal quiet time of prayer and Bible study daily and commit to mutual accountability.	
	4. Fellowship	*Acts 2:42-47, Hebrews 10:24-25, 1 John 1:3,7	Talk about the necessity of fellowship with others in the body of Christ and the resulting fulfillment, support, protection, and joy it brings.	
THE BIBLE	5. Bible Basics	Psalms 19:7-11, *Ps. 119:105, 160, 2 Timothy 3:16-17, Hebrews 4:12, 2 Peter 1:20-21	Share the meaning of “inspiration” and discuss the authority of Scripture. Consider an overview of translations, concordances, and study Bibles.	
	6. Reading and Studying God's Word	Deut. 17:19, *Joshua. 1:8, Proverbs 2:1-5, 1 Tim. 4:13, 2 Tim. 2:15, 1 Peter 2:2, Rev. 1:3	Point out the importance of a Bible reading plan and simple journaling of insights. Recommend a simple plan for daily use.	
	7. Memorizing and Meditating on God's Word	Deut. 6:6-7, Ps. 1, *Psalm 119:11, Jer. 15:16, Matthew 4:4, Philippians 4:8	Show how important Scripture meditation is and how verse memorization is its essential foundation. Plan together to memorize some of the key verses in this Guide.	
	8. God's Word Applied	Psalms 119:56,60, Luke 6:46-49, John 2:5, 2 Tim. 3:16-17, *James 1:22-25	Aim to communicate that consistent, daily living based upon God's Word is fundamental to the believer's growth.	
BASIC DISCIPLESHIP	9. Obedience/ Lordship	1 Sam. 15:22, Luke 6:46, 9:23, John 13:17; 14:23, 15:10, 14, *Romans 12:1-2	Unsundered areas need to be discerned and submitted to Christ if He is to truly be Lord.	
	10. The Holy Spirit	*John 14:16-17, 16:7-14, Rom. 8:5-6, 8:16-17, 26-27, 1 Cor. 12:13-14, Gal. 5:22-23, Eph. 5:18	Explore who the Holy Spirit is and how He helps us daily in living for Christ.	
	11. Prayer	Matt. 6:6-8, 7:7, Phil. 4:6-7, James 1:5-8, *James 5:16, 1 Thess. 5:16-18	Instruct simply in practical matters related to private and public prayer. Encourage the use of a list and sharing answers to prayer.	
	12. A Testimony	Luke 8:38-39, John 4:39, 9:17-25, Acts 4:20, 26:1-28, *1 Peter 3:15	Develop both a one-minute and a five-minute testimony. Keep these concise and include Scripture.	
	13. Witnessing	Prov. 11:30, Matt. 28:19-20, Luke 19:10, John 4:1-42, Acts 1:8, 5:42, 8:4, 26-35, *Romans 1:16, 1 Cor. 15:3-4	Make a list of family, friends, neighbors, and co-workers who need Christ. Pray for opportunities to share Jesus with each. Consider witnessing together.	
	14. Faith	2 Cor. 5:17, Eph. 2:8-9, 6:16, *Hebrews 11:1-3, 6, 13	Discuss what it means to “walk by faith” and how this affects decision-making for us.	
	15. Love	John 3:16, *John 13:34-35, 15:13, 1 Cor. 13:4-7, Phil 2:1-11, 1 John 3:17-18, 4:7-21	Consider need-meeting, sacrificial love as a command and an act of worship. Plan ways to serve unselfishly in Christ's love alone.	
	16. Forgiveness	Psalms 32:1-5, 103:10-12, Matt. 5:23-24, 18:15, Col. 2:13-14, *1 John 1:9	Explain the place of confession and restitution in true forgiveness and discuss the resulting joy.	
	17. Giving/Personal Finances	Proverbs 3:9-10, 27, 11:24-25, Malachi 3:10, Luke 6:38, 2 Cor. 8:9, *2 Cor. 9:6-8, Romans 13:8	Our personal giving plan reflects our true beliefs about faith and Christ's lordship. Share how giving becomes an act of trust and obedience and a witness to God's provision. Discuss a budget and indebtedness.	
	18. The Tongue	Psalms 19:14, Proverbs 18:6-7, Proverbs 26:20-22, *Eph. 4:29, Colossians 4:6, James 1:26, James 3:1-12	Share helps you have discovered for developing tongue control. Be honest – commit to a mutual accountability plan, if this will help.	
	19. The Will of God	Psalms 37:4-5, 119:105, 143:10, Prov. 15:22, 20:18, 24:6, John 4:34, Romans 12:1-2, *Eph. 5:17, 6:6, 1 Thess. 5:18	Explain how to use Biblical principles to discover God's Will regarding life issues – small and large.	
	20. Satan	Isaiah 14:12-15, John 8:44, 2 Cor. 4:3-4, 10:3-5, Eph. 6:10-18, *1 John 4:4	Talk about who Satan really is and how to prepare a defense and an offense against his attacks and how to preclude temptation.	
	21.Christ's Second Coming	Matthew 24:36-44, John 14:1-3, Acts 1:8-11, *1 Thess. 4:16-18, 1 Thess. 5:1-4, 2 Peter 3:8-10, 1 John. 3:2-3	Explore the undeniable truths about the Second Coming of Christ and how these truths motivate us to live vigilant, holy lives.	

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PROCLAIMING	22. Leading Bible Study	Matt. 28:20, Luke 24:27,32, Acts 28:31, *1 Thess. 2:8-13 , 2 Timothy 2:15, 24-26, Hebrews 4:12	Explain the development of a prayer-based, teaching plan that is simple, interactive, need-meeting and filled with good, discovery questions. Emphasize a teaching style that is transferable, using your life.	
	23. Guiding Worship	Ezekiel 3:10-13, Psalm 24:3-6, 29:2, Psalm 95:6-7, 100:1-5, 103:1-4, *Isaiah 6:1-6 , Matt. 18:19-20, John 4:23-24, Hebrews 10:25	Planning corporate worship means facilitating an encounter with God through praise, thanksgiving, prayer, music, and His Word. The result is genuine repentance that brings cleansing and a renewed commitment to Christ and His Will.	
	24. Baptism	Matt. 28:19, Mark 1:9-11, Acts 2:41-42, 8:35-39, 16:30-33, *Romans 6:3-5 , Colossians 2:12	Discuss the importance of this obedient testimony. Explore both the method and the symbolic message of death, burial and resurrection.	
	25. Lord's Supper	Matt. 26:17-30, Acts 2:42, 46-47, *1 Cor. 11:23-29	Share the meaning of this symbolic act and how it shows the fulfillment of God's Old Testament provision for sin. Explain how to observe this memorial remembrance – frequency and methods.	
	26. The Church	*Acts 2:41-47 , 5:11-14, 1 Cor. 3:16, Matt. 18:15-20, Eph. 1:22-23, 2:19-22, 3:20-21, Colossians 1:18, 1 Tim. 3:1-15, 1 Peter 2:5,9	Probe thoroughly the great privileges and responsibilities that are ours in the local, autonomous body – the church. Discuss people obediently and completely committed to Christ, His Word and each other- using all that they have and are to share the Gospel.	
	27. Vision/Mission	Matt. 9:35-38, *Matt. 28:19-20 , Mark 16:15, Luke 10:1-18, 14:15-23, John 20:21, Acts 1:8, Rom. 10:13-17	Consider the three-dimensional call (local, regional, global) of the great commission. Explain every believer's mandate to be involved in reproduction and multiplication. Discuss praying, giving, and going.	
LEADING	28. Leadership/ Integrity	Matt. 20:26-28, John 13:4-17, Phil. 2:14-15, *1 Tim. 3:1-13 , Titus 1:6-9, 2:1-8, 1 Peter 2:9-15, 1 Peter 5:1-10	Discover God's standards for leadership. Discuss the effects a servant heart and blameless integrity have on one's ability to lead others.	
	29. Use of Time	Psalm 90:4, 10, *Psalm 90:12 , Eph. 5:15-17, Col. 4:5, James 4:13-14	After prayerful deliberation about priorities, develop a schedule to help effectively accomplish God's Will. The schedule is your servant, not your master – use it.	
	30. Family Life	Deut. 6:1-7, Ps. 78:1-8, *Eph. 5:20-6:4 , 1 Peter 3:1-11, John 13:4-17	Study these passages and reflect back upon "Leadership" and how home life relationships affect the ability to serve and lead by modeling. (i.e. 1 Tim. 3:5)	
	31. Care/Shepherding	Ex. 18:13-26, Acts 20:28, 1 Cor. 12:25-26, 2 Cor. 1:4, *1 Peter 5:1-4	Discuss the privilege and joy of shepherding a group. List practical ways of meeting their physical, emotional, and spiritual needs.	
	32. Follow-Up	Matt. 28:19, Acts 8:26, 11:22-26, Col. 1:28-29, 1 Thess. 2:8, 2 Tim. 1:1-14, *2 Tim 2:2 , 1 Peter 2:21, 3 John 3-4	The most effective plan for the maturing of new believers is a personal relationship with a disciple who is willing to invest his life in sharing Biblical insights and a personal example of the abundant life. Consider a new Christian with whom you could share some of the concepts found in the first three categories of this Guide.	
	33. Training Leaders/ Multiplication	Matt 9:38, Luke 10:1-2, Acts 13:2, Acts 14:23, *1 Thess. 2:8-9 , 2 Tim. 2:2, Titus 1:5	First Century church growth and expansion is still possible when we use First Century methods. God's plan was never simple addition, but always multiplication – of believers, leaders, and congregations. Point out the importance of a discerning spirit that is aware of potential leaders being called-out of God and a willingness to commit personally to equipping them (using this transferable approach) and sending them into new ministries. This type of 2 Tim. 2:2 multiplication makes it feasible to fulfill Christ's Great Commission using only His Word, His Spirit and YOU! No other resources are required.	
COUNSELING	(Weeks 34-36)	Every leader will be called upon almost weekly to give advice or counsel and help new believers and seekers answer questions. Consider providing each new leader with a resource that gives Biblical helps for answering the most commonly asked spiritual, moral, and ethical questions. (A list of issues and Scriptures that relate to each often exists in the helps section of most Study or Reference Bibles). Give instruction in counseling basics regarding listening skills, confidentiality, referral, moral/gender cautions, etc.		
SPECIALIZED TRAINING	(Weeks 37-44)	There will be training necessary and unique to the specific ministry involved and/or the targeted people group and their contextual setting. The mentor alone is capable to discern what is most needed including ample times for hands-on, ministry encounters together. Allow up to eight weeks to meet for these specialized needs and skills appropriate to the new leader's ministry setting and call.		
FLEX TIME	(Weeks 45-52)	This cushion of unscheduled time allows for unexpected changes in work schedules, holidays, weather-related cancellations, family needs, vacations, etc. This flex time also makes it feasible to spend additional time on a given subject for which one week was not sufficient.		
<i>This entire approach is a TEMPLATE for TRAINING. It is not meant to be complete or "the answer" in equipping. It is simply a launching point, a model, a template that each leader can further customize as desired to facilitate use with unique individuals in unique settings. For this reason, it is not copyrighted. You may edit and adapt it, however, we request that you carry the help designation listed below so that future generations and multiplications of users can reach us for assistance and consultation if needed.</i> <i>To further assist in customization, this Guide is available in disc form permitting you to add, delete and create the specific resource tool to best support your equipping ministry. This "Template" disc is available through the above address or its contents can be downloaded at www.kncsb.org</i>				
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