



The Oak Is In The Acorn



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Bible Worker Hand Book

The Lord God of heaven will not send upon the world His judgments for disobedience and transgression until He has sent His watchmen to give the warning. He will not close up the period of probation until the message shall be more distinctly proclaimed. The law of God is to be magnified; its claims must be presented in their true, sacred character, that the people may be brought to decide for or against the truth. Yet the work will be cut short in righteousness. The message of Christ's righteousness is to sound from one end of the earth to the other to prepare the way of the Lord. This is the glory of God, which closes the work of the third angel. {6T 19.1}

Our Mission:

"The Oak Is In The Acorn, in name and purpose, reveals a vision of hope as surely as the oak is in the acorn, in that the promise of God's word is fulfilled in the lives of those who receive the fullness of Jesus Christ by believing upon His exceeding great and precious promises. The Oak seeks to lead souls to repentance and reformation through Christ's method alone. All new believers will be carefully and prayerfully led to baptism into God's last-day remnant church. We will work first in the mission regions of Butte County, California. Then as the Oak grows, we shall reach the greater California region, North America, and the world. As servants of Christ, we choose to follow the guidance of the Lord in reaching souls by Christ's method alone.

Our Moto: Working Won to One

Our Aim: To Win souls to Christ by Personal effort and example.

Code of Conduct:

There is no work in our world so great, so sacred, and so glorious, no work that God honors so much, as this gospel work. The message presented at this time is the last message of mercy for a fallen world. Those who have the privilege of hearing this message, and who persist in refusing to heed the warning, cast away their last hope of salvation. There will be no second probation. {6T 19.2}

This work is a serious and grand work. It is a life and death matter. Due to the serious of this work we should strive to live out Bible principles as closely as possible. Giving a Christ-like example to all we interact with. This means that our attitude, personal habits, lifestyle, dress, music, and how we associate with others must be brought to the conformity to God's will as outlined in the Bible and Spirit of prophecy.

Contacts/ Interests

All contacts/Bible Study Interests are proprietary to the Oak; these belong to the Oak and on termination of agreement all are to remain with Oak, all contacts are to be held in a professional manner. Sharing private/personal information with a

contact or about a contact is non-ethical. Sharing complaints about the Oak/NAAM or the church with contacts is non-ethical and a violation of Matthew 18.

Early Termination of Contract

If for any reason the missionary chooses to terminate his/her contract early and does not complete the full one-year agreement signed in the volunteer contract, the missionary must give a 30-day notice. The missionary will be charged an early termination fee. This fee will be prorated based on the duration of the contract that was fulfilled. Emergency cases will be individually considered.

Equipment policies: cars, phones, computers

Cars, phones, and computers that are provided for work purposes are to be carefully taken care of and kept clean by the user/driver. The Oak should be notified immediately in event of mechanical problems or accidents for vehicles, stolen equipment, or mis-functioning programs such as disciples. If a worker leaves the Oak, these items are to be returned in the best condition possible. All passwords and personal information is to be removed from computers and cell phones before they are returned.

When driving work vehicles breakdowns or accidents due to negligence need to be remunerated by the worker. Negligence would classify as continuing to drive a overheated vehicle, not maintaining vehicle properly—oil and fluid changes etc., driving with dirty windows thus causing an accident, and other such negligence. Please also make sure that you are properly rested before driving also.

Phones: Damage due to negligence of phones needs to be covered by worker as well. Protective cases need to be kept on phone and phones need to be kept away from fluids—toilets, showers, food etc.

Dress Code

Dress must be modest, clean, neat, healthful and representative of a follower of Christ. Modest means no low cut tops, clingy clothing, miniskirts, see-through clothing, loud pictures or writing. Clean and neat and healthful—we are not to look like scare crows or like we jumped out of a rag barrel. Clothing should be nice, attractive, simple, ironed if needed, weather appropriate and the like—you get the picture!

Rules of Engagement:

Initial contact

a. Ask questions that will help you to better understand where the individual you are working with is coming from. In turn you will be able to gather information that will better equip you to work with the individual. Questions like:

- a. Did you go to church as you grew up.
- b. What do you think about God.

At this point in time it is very important that you ask key questions that will help you to discover more about them without seeming as if you are prying too much. It is very important that you let them do most the talking. Remember “Talk less and Listen more”.

b. Build a Foundation

The first object is to establish the Bible as an authority for truth and the rule of life. Until this can be established any other topic is a waste of time. Until this is established your main focus should be to be a living witness to the individual. Your goal is to gain their confidence and bid them to follow them.

c. Continuing to Lay the Foundation

After you have established with your contact, the fact that the Bible is the authority of truth and rule of life, introduce them to Christ as the savior of the world.

Points to follow:

The Rule of Heaven (Self sacrificing love)

1. Rebellion in Heaven (Selfish Love, the fall of Lucifer)

2. The purpose of God Creating Man.(In his image)
3. The temptation in the Garden (The two principles in contrast of the Tree of Knowledge of Good and evil and the Tree of Life).
4. Christ Robe of Righteousness (Introduction into the sacrificial system)
5. The first Murder (contrast the same two principles of Self Sacrificing Love and Selfish love in the example of Cain and Able.
6. As it was in the days of Noah. (Follows the lines of Seth and Cain down to Noah and note the result).
7. The Tower of Babel (Man will save himself)

After the base is laid in the Righteousness by faith teaching, go into the the prophecy's of Daniel 2,7,8 & 9. Revelation 13 etc.

1. Show them their need of Christ!
2. Justification of life
3. Justification of faith
4. Sanctification by faith

General Church Member and Bible Worker Expectations

- **When church members work with the Bible worker(s):** The Bible worker is leading the study and the partner (church member) is praying for the contact and that the truth will be presented in a winning way. Comments, disagreements, and constructive criticism should be discussed after the study not in front of the contact. Never question the Bible worker on a point in front of the contact this can destroy credibility—you can discuss after the study. The point can be corrected if it is an issue in the next study.
- **When would the church member lead the study?** If the church member has been studying with a contact prior to Bible worker coming, or if the Bible worker is training the church member to take over the study, then the church member would lead the study. In these cases the Bible worker should be making suggestions and guiding the church member to increase their skills. This takes place prior to or after the study.
- **When giving Bible studies:** there are different methods of giving studies. Some methods are more effective than others. Bible studies should rarely be split into two parts. If it must be split into two parts or more, you should review the points previously covered, continue the study and then conclude and appeal to make the information practical for your contact. Never forget to conclude your study. You can bring out the main points you've covered and then call for a decision on that part of the topic. The safest time limit is 30 minutes to an hour. If you go longer some busy people may not have time for you to come back. But if they ask you to study longer than you could stay a little longer—at the most 2 hours. The mind can only absorb so much at a time.
- **Lay sufficient foundation to build on:** Establish the validity of the Bible, trustworthiness, and continuity before moving on. Next establish plan of Salvation and Great Controversy and God's plan for them before moving on. Their personal walk with God needs to be established prior to presenting the Sabbath or other Doctrines. Doctrines should always be presented with Christ as the central theme and in light of the Great Controversy. If Christ is not the center of the study, and we are not reflecting Christ's spirit in our work, how are we expecting to lead a soul to Christ?
- **Conduct in the Field:** Exemplify Biblical principles in conduct and dress. Make sure you are connected with Christ and seeking to reflect Him in all your association. Remember you are representing Christ to the people. This a serious work a work involving eternal life or death for others so let us be very prayerful and careful.

Work procedures and schedule

The following is the general layout for your standard bible work day.

10 Hour Schedule

9:00-11:00-preparation time and Prayer Specific for Territories

11:00-12:00 Drive time

12:00-2:00 Bible work

2:00-3:00 Lunch
4:00-7:00 Bible work / Outreach
7:00-8:00 Drive time
Actual time in the field: 8 hours

Work week:

Monday-Thursday

Spend at 10 hours per day working for the territory assigned.

Qualified activities are as follows:

1. Preparation time which includes:

- Prayer specific for the individuals and the churches that you are working with.
- Bible studies that are directly related to topics that you are currently covering with your contacts.
- Planing and scheduling you work days.
- Gathering and copying Bible study materials.
- Oak Group Bible studies as well as group meetings.
- Church board meetings.
- Church program planning etc.
- Input in Disciples and Bible work spreadsheet.

2. Drive time: Keep record of mileage and time driven both to and from.

3. Frontline work In the field:

- Each in-home Bible study justifies one hour of time.
- Each individual study with in an in home setting constitutes one hour.
- Each drop of Bible study justifies 15 minutes of time.
- Cold calls on also know as Interest gathering counts as 10 minutes.

4. Frontline Work with assigned church's

- Each assigned church should be attended at least one time per month, this time is to be used as a time to, preach and teach.
- Each worker must contact the local Head Elder to schedule time to share testimonies and recruit needed help from within each church at least once a month.
- Promotion and awareness of "Oak" Canvassing program in each community.
- Each Bible worker is required to attend church board meeting to share with the church leaders the progress of the work.

Training program sequence should be as follows:

1. How to study the Bible for yourself.
2. How to give Bible studies.
3. How to witness.
4. How to conduct in home Bible studies.
5. How to lead out and conduct in home group Bible studies.

Planning and Organization

Each worker is required to regularly and accurately do the following:

- Email is the primary method of communication between Oak administration and front-line workers so please check your email's at least two times per day, preferably morning and evening.
- Specific Scheduling of set inn home studies, Oak meetings, church meetings including Sabbath presentations, drop off's and outreach time to be recorded on the Oak provided Google calendar.
- Work with Bible Work Director and Church leaders to implement Evangelistic goals of the church.

Reporting

1. **Daily updates of the disciples program:** all studies conducted, all interested visited or gathered are to be entered daily into the disciples program. Detailed notes are required. This is one of the primary ways in which your activities are to be communicated to the Oak administration as well as your prospective churches.

Encourage and nurture Bible study in interest bringing them to a fuller knowledge of God's word and ultimately lead the

2. **Google Docs:** Work information is to be updated **daily**.

3. **Contact with our Oak Newsletter team** to share testimonies from the territory by the **17th** of each month.
4. **Review:** Google Docs and Disciples are to be reviewed and complete by the **1st** each month.

Bible Worker/Missionary Job Description:

Job Purpose:

Duties:

- To know and work in harmony with the Vision, Mission, and Goals of "The Oak Is In The Acorn".
- To engage in Bible work, develop an interest list and conduct in-home and drop-off Bible studies with a minimum of 24 souls on a weekly basis. Share media and videos with additional interests. Seek to maintain an interest list of 50-80 names.
- Keep careful records of interest and up-to-date with Google Docs and Disciples.
- To engage in visitation with interests, asking and leading them to a decision for baptism.
- To cooperate with the church leadership to plan and implement the evangelism cycle, including friendship events and community seminars as well as evangelistic efforts, that will encourage and gain decisions for baptism.
- To encourage and invite interests to functions of the local church when appropriate.
- To provide training and organization skills that will encourage members of the local church to become involved in active soul winning. As more members are mobilized, seek to increase the interest list and thus maximize the results of soul winning efforts.
- To be accountable to other workers in the ministry. If the student or Bible worker witnesses another Bible worker or student violate the principles of conduct presented in the Bible and Spirit of Prophecy, that individual must follow the Biblical standards of accountability outlined in Matthew 18:15-19, Luke 17:1-3, and Leviticus 19:17.
- Maintain a missionary spirit in seeking to aid the church in ministry.
- Be available to provide transportation to events such as VBS, church, Bible study groups etc. help with whatever areas are in need: VBS, Meetings, Mission trips, Christmas program, preaching, teaching and other such needs.

Qualifications:

Skills: Ability to teach the Word, Genuine love for souls, any other skills are very useful.

- To live in harmony with the teachings of the Bible and Spirit of Prophecy being supportive of and understanding that mission and goals of the Seventh-day Adventist church. Exemplifying proper conduct, attitudes and dress.
- To agree and live in accordance with all the doctrines listed on the Seventh-day Adventist baptismal certificate.
- To engage in daily personal Bible study and prayer.
- To teach nothing that cannot be clearly from God's Word.
- To be a diligent student of the Word.
- Self motivated Responsible, and Accountable, Maintaining a Positive Attitude.

Interested Candidates should submit a completed resume with references and cover letter to:
The Oak is in the Acorn, Laurel Owens, laurel.owens@theoakisinthecorn.com 2120
Robinson St. Suit B, Oroville, CA 95965.

Helpful resources:

- Evangelism
- Gospel Workers
- Winsome Witnessing
- Winsome Studies in Prophecy
- Persuasion
- Small Group Evangelism
- God's Promises for Your Every Need