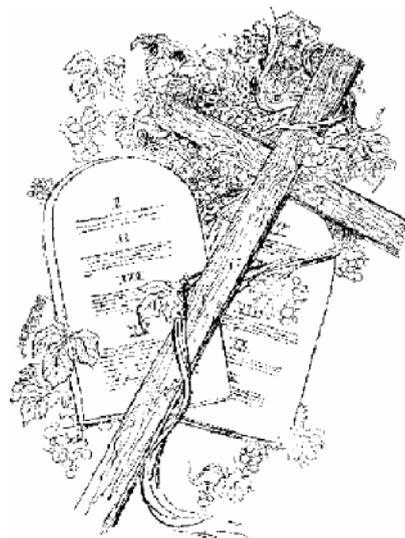


From Prospect



To Disciple



# **“FROM PROSPECT TO DISCIPLE”**

**A PLAN FOR IDENTIFYING AND  
INVITING PEOPLE  
TO AN  
ADULT BIBLE INSTRUCTION CLASS**

## **ACKNOWLEDGEMENTS**

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**ORIGINALLY SPONSORED BY  
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First Printing – April, 1995 Second Printing – November, 1995 Third Printing – October, 2001  
First Indiana District Release – June, 2009

# Part 1

## WHY SHOULD WE HAVE REGULARLY SCHEDULED BIBLE INFORMATION CLASSES?

**WE HAVE SOMETHING VERY IMPORTANT TO SHARE: A Biblical understanding of Law and Gospel, justification by Grace through Faith, and the Means of Grace.**

**We have the Good News of Jesus Christ the Savior Who died for the sin of the world and arose on Easter morning. Whoever believes in Him will not perish but have everlasting life!**

**THE MISSION OF THE CHURCH ACCORDING TO CHRIST'S COMMAND IS TO MAKE DISCIPLES OF ALL NATIONS BAPTIZING THEM IN THE NAME OF THE FATHER, SON AND HOLY SPIRIT AND TEACHING THEM TO OBEY EVERYTHING I HAVE COMMANDED YOU. (Matthew 28:19-20)**

**This is done by Word and Sacrament ministry, therefore people are brought to faith through the hearing of God's Word. (Romans 10:14-17)**

**AT LEAST 50% OF THE UNITED STATES IS UNCHURCHED. If people do not believe in Jesus Christ, they are lost for an eternity and spend that eternity experiencing God's eternal wrath and damnation. (Isaiah 66:24; Matthew 13:42; Revelation 20:11-15) We have Christ —He is our greatest Treasure. What a wonderful opportunity for us to reach the lost, invite them, teach them God's Holy Word, through which the Holy Spirit works faith and brings these lost souls to Christ, our Savior. (Matthew 16:16-18)**

**Luther says it this way commenting on 1 Peter 1:10:**

We have no other reason for living on earth than to be of help to others. If this were not the case, it would be best for God to kill us and let us die as soon as we are baptized and have begun to believe. But He permits us to live here in order that we may bring others to faith, just as He brought us.<sup>1</sup>

**We, therefore, strongly urge pastors and their congregations to consider having regularly scheduled Adult Bible Information Classes.**

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<sup>1</sup>Luther, Martin; Pelikan, Jaroslav Jan (Hrsg.) ; Oswald, Hilton C. (Hrsg.) ; Lehmann, Helmut T. (Hrsg.): *Luther's Works, Vol. 30: The Catholic Epistles*. Saint Louis : Concordia Publishing House, 1999, c1967 (Luther's Works 30), S. 30:11

## **BASIC IDEA OF PROSPECTING**

**The basic idea of “From Prospect to Disciple” is to do the following:**

- 1. Schedule two to four Adult Bible Information Classes each year;**
- 2. Make a prospect list of unchurched people; and**
- 3. Invite these unchurched people on the prospect list to attend the Adult Bible Information Class.**

**When regularly scheduled Adult Bible Information Classes are offered two to four times (2-4) per year, the people who attend will hear the Good News of the love of Jesus Christ. The pastor is encouraged to be flexible in offering Adult Bible Information Classes in order to accommodate whenever someone is desirous of learning the truths of God’s Word.**

**Whom do we invite? The church needs to develop a prospect list and file. The more names we have, the more people we can invite and the more who may come. If we have few prospects, the results may be small; if we have more prospects, there may be opportunity to have a greater harvest.**

**The prospect file is literally to put the name, address, and background information on a card of all unchurched people we can find. This card (sample 1) serves as the reminder to contact, invite, and pray for these people as often as possible. Information about calls, visits, letters, etc. is recorded on these cards so we know what attempts have been made, and what current measures are needed to spiritually help the prospects.**

**Besides developing the prospect list and inviting these prospects to class, the church should also be planning ways of encouraging her own members to invite and bring with them their unchurched friends, relatives, and neighbors.**

## DEVELOPING A PROSPECT LIST

### **Where do we get the names to build a prospect list?**

Review the following suggestions.

Identify those that will work in your congregational setting.

Select 4 to 8 items that you believe would yield the best results and pursue those strategies.

1. Unchurched spouses and children of members;
2. Visitors to worship services;
3. Unchurched friends from social contacts, co-workers, relatives, neighbors, schoolmates. Conduct a telephone campaign, calling all members, seeking names of the unchurched they know. Also use the church bulletin and sermons to encourage members to submit names (sample 2);
4. Those removed from church rolls by self-exclusion or ex-communication should be included in your prospect list;
5. Removed members from sister congregations. Ask the pastors of your neighboring churches for these;
6. New residents to the community (consult Welcome Wagon, block watches, utility hookups, new resident services, etc.);
7. Unchurched people from canvasses, opinionaires, or religious surveys that identify the unchurched;
8. Unchurched visitors to weddings, funerals, baptisms, confirmations, etc;
9. Unchurched Sunday school students and/or VBS students and their parents;
10. Unchurched influenced by special ministries (AA, divorce recovery, and other support groups);
11. Unchurched people who share hospital rooms with your members;
12. Open houses for special events, anniversaries, remodeling projects, or a new building;
13. Friendship Sundays—encourage and motivate your members to bring their unchurched friends and family members;
14. People calling for wedding counseling;
15. Names of unchurched offered by new adult confirmands and converts;
16. Unchurched students in your Christian day school and their parents;
17. Newspaper listings of the newly married and those receiving marriage licenses. Send letters of congratulations and follow up with a telephone call;
18. Newspaper listings of births -- follow procedure in #17 above;
19. Those divorced can be invited to your church's support group;
20. Those bereaved can be invited to your church's support group;
21. College students who are members of your congregation—publicize your hours of worship and Bible studies by posting on campus and in dorms – refer to a congregational website if your congregation supports a website;
22. Through distributing attractive invitational flyers during Advent and/or Lent, walk-throughs and visitors may be encouraged to attend worship;
23. State Fair and/or County Fair booths can be utilized to distribute tracts and flyers;

## **DEVELOPING A PROSPECT LIST, continued:**

24. Pre-school and day care attendees and their parents;
25. Unchurched in nursing homes;
26. Military—publicize hours of worship and Bible study by posting on base;
27. Newly retired people without a church home—approach through your church’s senior organization;
28. Responses from advertising through local media, welcome programs, yellow pages, and direct mail. Take advantage of free press and public service announcements;
29. Member visits to homes of prospects or unchurched where small gifts, tracts, and informational brochures can be left with personal invitations to attend worship or adult Bible Information Class. *(As monthly calls continue for those prospects who are still receptive, it is hoped that they will become more familiar with the visiting members, and will be more likely to actually attend a worship service and/or Bible study.);*
30. Crisis counseling with the unchurched;
31. Referrals from sister congregations about people moving into the community;
32. Referrals from other organizations such as The Lutheran Hour Ministries;
33. Community activities held at your church—clothing banks, food pantries; blood bank collections, polling, etc.—can help get people into your church building.

Use the prospect list—keep it up-to-date. **Don’t** let the list become “cold”—**visit these people**, call them, mail to them, invite them—and above all, have your congregation praying for them.

## THE BIBLE INFORMATION CLASS

The following are helps and hints for the pastor on conducting the class:

1. Have regularly scheduled Adult Bible Information Classes two to four (2-4) times each year. **This is much better than waiting until we know someone is interested.** Once the date has been set for the next class, pray for that class and pray that God will move people to attend. In as many ways as possible, encourage your membership to **invite and bring** others to the Bible Information Classes.
2. Class time may be on Sunday morning or evening, weekday evenings, and occasionally on weekday morning for shift workers.
3. Encourage current congregational members to attend, using the classes as a review. Getting your members into the Word of God enables Christians to become stronger in their faith, more regular in worship attendance and the receiving of the Lord's Supper, and in giving of their time and talents.
4. Encourage your members also to attend with those they invite as this helps the prospective member to feel at ease and begin to develop relationships with established members of the congregation.
5. The class should cover the basics of the Christian faith (six chief parts). If the class goes for more than one hour, there should be a coffee break.
6. Advertise that in this class no one is put on the spot by being asked questions or requested to read aloud. Let them know that they will in no way be embarrassed. If the textbook does not have all the Bible passages written out (saves time and is more comfortable, especially to the unchurched), then, everyone should use the same Bible translation with the pastor always giving the page numbers as well as the reference so that everyone can quickly and easily find the passage. Make sure the book or manual for the course is interesting and easy to follow and use.
7. When inviting people to the adult class, stress that this is **not** a membership class; but one can become a member after the last meeting if he/she desires. Let him/her know that no one is pressured to become a member, and he/she may stop attending the class at any time. Before the class begins, visit and invite all prospects to the class. Mail all prospects an invitation to attend the class, making sure all vital information is included: pastor's name, day of the week; start and ending times; location (and how to get there if necessary); whether or not child care is available; what to bring, etc.
8. Advertise and promote attendance months in advance through announcements, sermons, other Bible classes, bulletin inserts, newsletters, direct mail, and the media.

9. Use life and personal illustrations. Proper use of humor can be helpful.
10. During the weeks of the class, personally or have members call or write letters to those attending—giving them encouragement.
11. Give attention to the setting and facilities of your class. Provide the class with tables and pencils. Let the class members know this is their opportunity to ask questions. They can sit and listen—never having to say a word—or they can ask questions any time they want.
12. Each lesson can be reinforced with tracts or appropriate handouts.
13. Encourage class members to read the Bible and catechism. Train them in how to use the Bible for their own spiritual growth.
14. Be careful that members of the congregation in attendance don't control all of the questions or discussion.
15. The pastor should invite the students to discuss privately any questions or concerns they may have.
16. Tape each session and let the class know that there is an easy way for them to make up a class if they must miss a session.
17. Apply doctrines to examples of today's living (5<sup>th</sup> Commandment—abortion—mercy killing, etc; God and creation—why we reject teachings of evolution).
18. In one of the closing sessions, it is a good idea to add a lesson on the history of the LCMS and the local congregation. Share the constitution and other information.
19. Pray for the members of the class. Let each know that he/she is being prayed for, that he/she may grow in the Word of God. Ask members for their prayers for the pastor.
20. The main purpose of the class is to instruct the members in the Word of God. Evangelize them and encourage them to reach out and bring others. Stress that we are not teaching 'opinion,' but rather we are teaching the Word of God.
21. Always make the people feel at home. Help people get to know each other—create a friendly, informal atmosphere. Show high regard for the students, the members of your congregation, the church, and the Church at large.
22. Provide quality babysitting care during each class session.

23. Make it easy for them to find the location of the class. Post appropriate signage.
24. Prior to the first session of the class, pray for the class in your private prayers as well as corporately in worship services.
25. When sessions are about to end, seek to enroll the students in the Sunday morning adult Bible classes or in other classes or small groups that may better fit into their schedules. This is the best time to get them to continue in Bible study.
26. AT the **final session**, bring in the church lay leaders to meet class members and to talk about the church's ministry as well as opportunities for their involvement and service. Give them an opportunity to become a member. (Several weeks before the final session, provide each with any church membership materials your congregation uses and a member information form – sample 12.)
27. For those received into membership, **provide a sponsor for each** who will work on assimilating him/her into the life of the congregation.
28. At the final session of the class, have each participant fill out an evaluation form. Use the comments in promoting future classes.
29. After the class has been completed, personally visit each prospect who decided **not** to join the congregation.

# PART 2

## A SUGGESTED PLAN

1. Using the various means of obtaining names of prospects for the class—**make up the prospect list** on cards. (sample 1)
2. **Set the date** for the Bible Information Class at least eight (8) weeks in advance.
3. Put **bulletin inserts** (samples 3- A & B) for eight (8) weeks prior to the class in all worship bulletins. Advertise this class as a review for current members, encouraging them to submit names of prospects; invite guests; and bring their unchurched friend and neighbors to the class. (samples 2- A, B & C)
4. Mention the up-coming Bible Information Class in the **announcements** each week.
5. Remember this class in the general prayers of all worship services, asking God to bring people to hear His Good News.
6. Place an article, advertising this class, in the **monthly newsletter and on the church website**. (sample 4)
7. Make up tracts, pamphlets or **brochures about the class** to use in websites, promotional mailing and personal visits. (samples 5- A & B)
8. Recruit as many **lay callers** as needed. (samples 6- A & B) Set the date five (5) weeks prior to the first class when these callers will gather for briefing (sample 7-A), and go out to invite the prospects to the Bible Information Class.
9. Two (2) weeks before the class begins, send a **mailing** to all prospects, inviting them to the class. Enclose the cover letter (sample 8) and the tract (samples 5- A & B) which give information about the class.
10. Conduct the **first session** of the Bible Information Class.
11. Immediately following the first session of the class, the pastor should make contact (email, text message, phone call) with the prospects. (sample 9)
12. After the first session, the pastor should **contact (letter, email, text message, phone call) all prospects who did not attend** the first session of the class. (sample 10) In this contact, he is to invite them to the second session, letting them know that they may still attend the class, and that the class has been recorded on tape (audio or visual—according to the technology available to your congregation) for their use at home.

13. At the last class session, ask each class participant to **evaluate the class**. (sample 11) A church member information form may also be provided at this time (sample 12), together with any membership application materials the congregation uses (may be none).
14. **Continue to pray** for the new members as they start to become assimilated into the life of the congregation as members of the Body of Christ.

**SAMPLE 1**  
**PROSPECT CARD FOR PERMANENT FILE**

(Print the card in the size you prefer for filing)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Children: (give names, ages, and birthdates)

\_\_\_\_\_

**Background Information**

\_\_\_\_\_

\_\_\_\_\_

**First Contact Date** \_\_\_\_\_ **By Whom** \_\_\_\_\_

**Comments**

\_\_\_\_\_

**Second Contact Date** \_\_\_\_\_ **By Whom** \_\_\_\_\_

**Comments**

\_\_\_\_\_

**Third Contact Date** \_\_\_\_\_ **By Whom** \_\_\_\_\_

**Comments**

\_\_\_\_\_

SAMPLE 2-C

**BULLETIN INSERT FOR MEMBERS TO LIST UNCHURCHED**

Prospect's Name \_\_\_\_\_

Address (if known) \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email (If known) \_\_\_\_\_ Cell # (If known) \_\_\_\_\_

Children: (names and ages if known)

_____	_____
_____	_____
_____	_____

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My Name:

CHECK ALL THAT APPLY TO YOUR REFERRAL:

- |                             |                |
|-----------------------------|----------------|
| _____ Newcomer to community | _____ Relative |
| _____ Friend                | _____ Neighbor |
| _____ Work Associate        | _____ Other    |

Please send an invitation to Bible Information Class

\_\_\_\_\_

SAMPLE 2-C

\_\_\_\_\_ Please make a personal call

**HAND TO AN USHER OR RETURN TO CHURCH OFFICE.  
THANKS!**

**SAMPLE 2-B**

**BULLETIN INSERT FOR MEMBERS TO LIST UNCHURCHED**

Most people who come to know Jesus as their Savior do so because a friend or relative cared enough to pray for them and to share the Gospel message with them. Please take a few moments to think about any unchurched friends or relatives you might have. These people should not be on the roll of any church, or, if on the roll, they should be totally inactive at this time.

Fill in the information about that person below: (Feel free to refer as many as you wish.)

NAME \_\_\_\_\_

Address (if known) \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email (if known) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

RELATIONSHIP TO YOU: (Please check primary descriptor) \_\_\_\_\_ FRIEND

\_\_\_\_\_ RELATIVE \_\_\_\_\_ CO-WORKER \_\_\_\_\_ OTHER

Specific Information: \_\_\_\_\_

Indicate on a scale of 1 – 10 (1 being the least, 10 the most) how receptive you feel this individual will be toward the invitation to attend the Bible Information Class:

1 2 3 4 5 6 7 8 9 10

(circle choice)

Please note additional comments as to why you chose the number on the scale:

SAMPLE 2-C

**BULLETIN INSERT FOR MEMBERS TO LIST UNCHURCHED**

OUR NEXT BIBLE INFORMATION CLASS BEGINS \_\_\_\_\_

We encourage you to invite others!

Tell them: No questions.....No tests.....No embarrassment!

No one will ask them to give money!

There will be nothing to look up in the Bible—passages will be written out for them.

All they have to do is come, sit, and listen!

Suggest: Try it three (3) times and see what happens.

If it isn't what they want—OK. They have nothing to lose but a couple of hours.

Pray: For the class.

For the instructor.

For the church.

If you have anyone you would like us to invite (a prospect for the Bible Information Class), please fill out the following:

NAME \_\_\_\_\_

Address (if known) \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email (if known) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please send an invitation from the church.

\_\_\_\_\_  
\_\_\_\_\_  
Please have someone make a personal call and invite him/her.

My name is

**LET'S SHARE THE GOOD NEWS OF JESUS.**

SAMPLE 3-A

**BULLETIN INSERTS TO ADVERTISE CLASS**

**(One insert in each Sunday's bulletin prior to class.)**

1. We begin another Bible Information Class on .  
All the main teachings of the Bible will be studied. We hope our members who have not yet attended and completed these classes will join us. We hope many who have no church home will also be with us. As the end of the course those who wish to will be given the opportunity to join with our congregation. But, no one is under any obligation to join! No one is ever put on the spot during these classes to have to speak or answer questions, or take any test. Be sure you tell, invite, and bring as many people as possible!
2. Our new Bible Information Class will meet on .  
It is our goal that all our members attend these classes. It is also our goal to have many people without any church home join us in the interesting studies of God's Word. Please join us for this class and bring someone with you.
3. We plan to begin our next Bible Information Class on .  
If you know of someone who is interested in this class, perhaps a husband or wife, a neighbor, or someone from work, please invite them to attend. If you have not yet attended, please plan to join us for some rewarding Bible study. We want all to attend. Tell and bring others!
4. On                    we begin another Bible Information  
Class. What about your neighbors or friends who do not know Christ as their Savior? Please invite them. You can bring them to this class. It is for those who have no church as well as all our members who have not yet attended this exciting Bible study!
5. Our next Bible Information Class will be held on .  
Will you invite and bring someone? The time to work and witness is now. We urge all our members who have not yet attended our class to be with us on this date. We pray that God may move the hearts of many non-members to join us and hear some really Good News about the way to heaven. May God grant that many souls may be brought to Christ through this new class.

**SAMPLE 3-A**

Sample 3-A, continued...

6. The next Bible Information Class begins .  
Many of our members are planning to attend. This is a good chance to review basic Christian teachings. Whom can you bring? Invite someone this week to the class.
7. What if every family of our church would bring one person to our next Bible Information Class on \_\_\_\_\_? All things are possible with God Who wants all people to be saved. Is there someone you can invite and bring to the class?
8. We hope you will invite your unchurched friends to our new Bible Information Class on \_\_\_\_\_. Many have found Christ and everlasting life at classes similar to these. Please tell others about these classes!
9. Our next Bible Information Class begins on \_\_\_\_\_. Many of your neighbors, relatives, and co-workers need Jesus Christ. Talk to them now about this class. Bring them personally to the first one. No one is put on the spot; there is no obligation for attending. Just sit, listen, and hear some really exciting and Good News. Members who have not yet gone through this class should also attend – you’ll be glad you did.
10. Have you ever wondered, “Is there a God? How can I know for sure? How can I deal with all the worries and problems of life? Can I really be happy?...” God gives us all the answers to these questions in the Bible. These questions, and many more, will be answered at our next Bible Information Class to be held on \_\_\_\_\_. Please join us and bring someone with you!
11. (For the Sunday after your first class.) Our new Bible Information Class meets this next \_\_\_\_\_. Last week in our first class, \_\_\_\_ people were present. Why don’t you join us this coming week and bring someone with you!

**SAMPLE 3-A**

**BULLETIN INSERT and WEBSITE CONTENT TO ADVERTISE  
CLASS**

**A VERY SPECIAL WELCOME  
TO OUR VISITORS**

**IF...** you are looking for some solid answers to life's direction and purpose...  
**OR...** you are looking for a church home,

**WE WISH TO INVITE YOU TO A  
BIBLE INFORMATION CLASS**

This is a "no pressure," "no embarrassment" way of finding out who we are and what we believe!

**OUR CLASS BEGINS**

\_\_\_\_\_ **Day/Date,** \_\_\_\_\_ **Time,** \_\_\_\_\_ **Location**

There will be \_\_\_\_\_ sessions. No questions asked. No pressure to join the church. No pleas for money. No tests. Babysitting is provided for all sessions. Try one or two just to see what you think.

From your friends at \_\_\_\_\_ Church, \_\_\_\_\_ City/State

If you have questions, please call ( ) \_\_\_\_\_ and ask for Pastor \_\_\_\_\_ .

SAMPLE 3-A  
SAMPLE 4

**NEWSLETTER ARTICLE and WEBSITE CONTENT ON BIBLE**  
**INFORMATION CLASS**

The Bible Information Class begins \_\_\_\_ (date) \_\_ at \_\_ (time) \_\_.

If you have wanted to know what the Lutheran Church and Bible teach and confess so that you could make a decision if you want to affiliate with our church, this class is for you.

If you have wanted to review some of the basic Lutheran/Christian teachings which you studied a few years back in Confirmation Class, this class is for you.

If you want to be able to ask questions about some things the church teaches and/or the Bible mentions, this class is for you.

If you want to look at the Scriptures and find out if the Lutheran position squares with Scripture, this class is for you.

This Bible Information Class begins \_\_\_\_ (date & time again) \_\_\_\_.

Everyone is invited, especially non-members. You are under no obligation to attend. No one has to join our congregation at the end of these sessions. There is no cost to participants (books and materials are provided free of charge). There are no tests, and no one has to read aloud or fear being called on to answer any questions. Just come, listen, enjoy, and hear some really Good News!

For more information, call the church office at ( ) phone \_\_\_\_.

SAMPLE 5-A

TRACT TO BE GIVEN TO PROSPECT BY CALLER – OR –  
MAILED WITH THE INVITATION LETTER

**QUESTIONS:**

What is my purpose in life?

What happens when I die?

If God is love, why does He let so many terrible things happen?

What are there so many interpretations of the Bible?

Some who call themselves ‘Christian’ are fanatical. Some who call themselves ‘Christian’ appear uncaring. Some just seem to be hypocrites. Just what is a Christian?

**QUESTIONS**—everybody has them, AND...  
**THERE ARE ANSWERS!**

**YOU ARE INVITED TO ATTEND THE BIBLE INFORMATION CLASS**  
**STARTING**           (TIME AND DATE)            
**AT**           (LOCATION AND SPECIAL INSTRUCTIONS)          

There will be \_\_\_ sessions. Babysitting will be provided at each session. You will NOT be asked to give money, asked to join anything, asked any specific questions, asked to read aloud, or pressured in any way.

You **are** ENCOURAGED to ASK questions. Come and give it a try.

All classes are set in an informal setting, free from pressure, or the fear of any embarrassment!

**PLEASE JOIN US!**

SAMPLE 5-B

TRACT TO BE GIVEN TO PROSPECT BY CALLER – OR –  
MAILED WITH THE INVITATION LETTER

**YOUR QUESTIONS**

Haven't you often wondered about some of these questions:

- |                               |  |
|-------------------------------|--|
| -Is there a God?              | -Does God care about me?                     |
| -What is 'faith'?             | -Am I good enough to please God?             |
| -Are evil thoughts sins?      | -Does God really answer prayer?              |
| -Is there a life after death? | -Can't we be 'good' without going to church? |
| -Am I going to heaven?        | -Which church should I attend?               |

**PEOPLE ARE ASKING**

There's a great renewal of interest in religion today. People are asking questions about it. Unfortunately those whom they ask often don't know the answers. They offer only their personal opinions, which may or may not be true.

**THE ANSWERS**

You can't risk your soul on the opinion of someone who doesn't know. When you want medical advice, you go to a doctor or a specialist. When you need legal counsel, you see a lawyer. When the car needs attention, you take it to a good mechanic. When you need information about spiritual matters, your 'ideas', or anyone's opinions won't do. You need the counsel of a man who 'knows', a minister of the Gospel who has thoroughly studied the only textbook that God has given us, the Bible. Our pastor has spent years preparing "*to feed the church of God, which Christ purchased with His own blood.*" Acts 20:28

**YOUR OPPORTUNITY**

Fortunately for you, our pastor is about to begin a series of discussions for people like you who are asking questions that are matters of life and death. Yes, there will be others like you, seriously concerned. You needn't be afraid to express yourself in these sessions. It's a sign of intelligence to ask. There is a saying: *Only he is helpless who is too proud to inquire.* Come and join us. Find some of your answers.

**YOUR OBLIGATION**

**NONE.** You are not under any obligation to the pastor or to the church when you attend this class, or any of its sessions. You may discontinue attendance at any time.

**PLEASE ATTEND OUR BIBLE INFORMATION CLASS**

**IT BEGINS \_\_ (DATE AND TIME) \_\_**

**AT \_\_\_\_\_ (LOCATION & SPECIAL INSTRUCTIONS) \_\_**

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SAMPLE 6

**HELPS FOR RECRUITING CLASSERS FOR**  
**BIBLE INFORMATION CLASS**

To enlist people to make calls (visits) for the purpose of inviting prospects, speak of this important work in announcements, Bible classes, and sermons.

The BEST approach is to talk to people personally and ask them to do this. In church services and in private prayers, ask God to move people to respond affirmatively.

Volunteers may also be recruited by sending them a letter and card (samples 6-A and 6-B), or by enclosing a recruiting card in the bulletin (sample 6-B).

To further reinforce the efforts of recruiting, publish weekly the names of those who have committed to do this calling, both as a thank you and as a reminder of their commitment, efforts, and need for congregational prayer support.

**SAMPLE 6- B**

**LETTER TO RECRUIT CALLERS FOR PROSPECTS**

(DATE)

Dear \_\_\_\_\_ :

On \_\_\_(Day/Date/Time)\_\_\_ we will begin our next Adult Bible Information Class. This is one of the best ways we have of sharing Jesus Christ, our savior from sin, with the unchurched people in our community.

God has blessed us with many prospects for our next class – but we need many of our people to call on and invite these prospects.

I am asking you to help us make visits on our prospects. All you have to do is fill out and return to me the enclosed card stating the dates you are free to make visits. I will provide all the instructions and make it very easy.

Also, if you have never done this before, let me assure you that you will be assigned to make these calls with someone who has. You won't even need to say a thing, just go along and listen as your partner talks with and invites the prospect, and pray throughout your visit.

Please give this prayerful consideration and return the enclosed card to me as soon as possible. May God bless you and keep you.

Yours in Christ,

Pastor \_\_\_\_\_



**SAMPLE 6- B**

Name \_\_\_\_\_ Telephone ( \_\_\_\_\_ )

SAMPLE 7

BRIEFING FOR CALLERS VISITING/INVITING PROSPECTS

Before every Bible Information Class begins, all prospects should be visited and invited to attend the class. Callers are to be recruited by various means (letters, bulletin inserts, personal contact, regular assignments of evangelism team members, etc.).

Callers will begin making visits following the briefing meeting. All calls should be completed at least one week prior to the first Information Class session.

Have the prospect calling cards ready (6-8 cards per team of 2) **prior** to the briefing meeting. **Also**, have the necessary support materials ready to hand out at that meeting: Maps, list of tentative pairing of teams, Law-Gospel tracts, Adult Information Class tract/brochure, and the instruction sheet for making the visits and extending the invitation to the prospect(s) to attend the class sessions.

SAMPLE 7- A

**BRIEFING FOR CALLERS INVITING PROSPECTS**

**(20 –30 minutes briefing before going out on visits)**

1. Opening prayer and brief devotion
2. Each caller assigned to a partner
3. Partners receive prospect cards, map(s), tracts, and copy of instructions
4. Conduct a group prayer before leaving, and say individual, silent prayers for God's help and blessing
5. Each team decides which person will be the leader who will be doing most of the talking
6. Knock on the door/ring door bell. When answered, say: 'I'm \_\_\_\_\_ (and introduce partner) from (Church Name) \_\_. We are visiting people in our community inviting them and telling them about our next Bible Information Class that begins next week.' *(At this point they might invite you in. If not, you will probably still have a few moments at the door to tell them about the class.)*
7. Either inside the home or at the door, give them the tract about the class along with the Law-Gospel tract, and tell them as much about the class as possible. Telling about the class gives you the opportunity for witness and to raise their interest in important life and death questions. (There is a definite benefit in the caller having attended this class.) As you invite them to the class, stress that they are not under any obligation, and they won't be put on the spot to read, answer questions, or take any tests. *(Offer to answer any questions they may have at that point.)*
8. Before returning the card(s) to the church, please complete - for each call made – information as to the caller's name(s), date visit was made, summary of the visit, and any information that may be helpful – the prospect's interest (or lack of it), whether he/she/they will be attending the class, and if not attending – any recommendations that you may have. Return all uncompleted prospect cards and note why call(s) could not be complete.
9. A telephone call from one of the visiting team members following the visit should be made to thank the prospect. This is important. You may want to tell them to expect another reminder call a few days prior to the class. At that time, the caller may want to offer to pick them up or to meet them at the church to show them the class location.

SAMPLE 8

LETTER TO INVITE PROSPECTS TO CLASS

Date

Friend...

“Why am I here?” “Where am I going in life?” “Is life worth living?” “What’s beyond the grave?” “Is there a purpose in life and something that can give me real direction for living?” “Is the Bible an outdated book filled with myths and contradictions, or does it have something to say to me?” These are questions not uncommon to any generation.

We, at \_\_ (Church Name) \_\_, would like to have the opportunity to answer these and many more questions people have about God, about Jesus Christ, the Bible, and life. Therefore, please consider this as your invitation to attend the Bible Information Class starting \_ (Day/Date) \_ at \_ (Time) \_.

The Bible Information Class is a series of sessions designed to take a penetrating look at the Bible and its relevancy for our day. And you’ll want to know that there is absolutely no obligation on your part. Each class is basically a lecture, with opportunity to ask questions. However, no one will ask you any questions; your will not be asked to read aloud; you will not be asked to join anything; you will not be asked for money.

I would like to suggest that you at least try the first two sessions. Give us a fair try. If you are convinced that this is not for you, then so be it. Certainly, it isn’t our intention to pressure anyone into something he/she doesn’t want!

If you have any questions, please feel free to contact me at your convenience. I hope to see you at the first class on \_\_ (Day/Date) \_\_ at \_ (Time) \_ . Until then, may God bless you in your decision.

Your Friend,

Pastor \_\_\_\_\_

SAMPLE 9

LETTER from PASTOR to PROSPECT WHO CAME to FIRST CLASS

Dear \_\_\_\_\_.

I was so pleased to see you I the class on \_\_\_(Day/Date) \_\_. I pray that it was informative and enjoyable for you. Yet, I do know that often the information, while explaining a lot of things, can also raise questions. Please feel free to ask them at any time during the class; or if I may be of personal assistance, please call me at ( \_\_\_)\_\_\_phone # \_\_\_I hope that we can get better acquainted in the weeks ahead.

Yours in Jesus' service,

\_\_\_\_\_(signature)

(Pastor \_\_\_\_\_)

SAMPLE 10

LETTER from PASTOR to PROSPECTS  
WHO DID NOT ATTEND FIRST CLASS

Dear Friend,

Last evening we began our new Bible Information Class and \_\_\_ people attended. Most of these people do not have any church home. Those attending seemed very interested and eager to return next week.

I just wanted to invite you to attend our second class. Everyone is welcome. I have also recorded the first class you missed so you can take this tape with you after this week's class and listen to it in the privacy of your own home.

Please join us for the second class on (Day/Date) at (Time) . Free babysitting will be provided. You are under no obligation to attend. All you have to do is sit and listen. However, anyone can ask questions any time he/she wishes.

God's blessings to you!

Sincerely,

\_\_\_\_\_(signature)  
(Pastor \_\_\_\_\_ )



SAMPLE 12

MEMBER INFORMATION FORM

**Member** \_\_\_\_\_ M F Birthdate \_\_\_\_\_  
Last First Middle Circle One

Address \_\_\_\_\_ Zip \_\_\_\_\_

Place of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address (optional) \_\_\_\_\_

Marital Status: \_\_\_ Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_ Separated

**Spouse** \_\_\_\_\_ M F Birthdate \_\_\_\_\_  
Last First Middle Circle One

Address \_\_\_\_\_ Zip \_\_\_\_\_

Place of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address (optional) \_\_\_\_\_

**Children:**

Name (and last name if different)	Birth Date	Baptismal Place	Confirmation Date
	Date	Baptized	Date

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**You may wish to include a time/talent form specific to your congregation through which people might indicate ways they are willing to serve.**