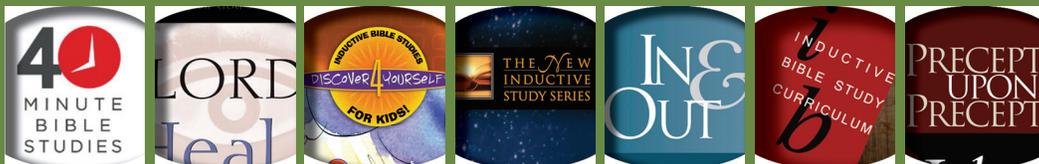


LEADERSHIP MANUAL

for Inductive Bible Study
Small Group Leaders

PRECEPT
MINISTRIES
INTERNATIONAL



The most current edition of this manual can be found at www.preceptministries.ca/leaders

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28th edition

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MISSION AND VISION

Precept Ministries International reaches hundreds of thousands of people worldwide each year.

OUR MISSION:

To engage people in relationship with God through knowing His Word.

OUR VISION:

Every believer in Christ living out God's Word every day.

Precept Ministries International's aim for Bible study can be summarized with 3 D's:

DISCOVER, GO DEEPER WITH OTHERS, AND DISCIPLE

Discovering the inductive Bible study method is only the beginning. You need to go deeper with others by studying the whole counsel of God—and then in obedience to your Lord, disciple others—call them on His behalf to deny themselves, take up their cross, and follow Jesus as a way of life.

To accomplish this, we offer a broad variety of events and materials all aimed at motivating each believer to study the Bible for himself, inductively, using the Bible as his primary source and other works as secondary. Some programs teach inductive Bible study methods so that every believer can study on his own, and some programs equip believers to lead Bible studies to help others to study the Bible inductively.

All these are driven by the mission that we believe God has given us, to assist the local church in the task of establishing people in God's Word. The Lord has graciously opened doors in nearly 185 countries and provided resources to translate materials into nearly 70 languages.

HISTORY

BIBLE STUDY CHANGES LIVES OF TEENAGERS — In 1969 Jack and Kay Arthur were forced to leave the mission field in Mexico due to Kay's illness. Confident that the Lord had further plans for them, they returned to their home base in Chattanooga, Tennessee, where Jack became the station manager of a Christian radio station and Kay became involved in teaching the Bible to teenagers. As these young people became grounded in God's Word, their lives began to change dramatically. The number of teens steadily multiplied so that in 1970 God provided a 32-acre farm, which became known as Reach Out Ranch, to accommodate Jack and Kay's expanding ministry. In 1972 the radio station was sold, and Jack was free to devote his time to administrating Reach Out on a full-time basis.

MINISTRY BROADENED TO INCLUDE ADULTS — Soon adults began asking for the same practical Bible teaching and helpful guidance that the teens were receiving, so the ministry of Reach Out was broadened to include adults. Then, by special invitation, Kay began commuting to Atlanta to teach a weekly ladies' Bible study. Beginning with 250 women meeting in the home of Grace Kinser, the ladies in Atlanta flocked to hear Kay's solidly doctrinal, yet intensely personal approach to the Scriptures. Hungering to know God's Word and to apply it practically to their everyday lives, some of the ladies asked Kay to teach them how to study the Bible as she did. Inspired by Irving Jensen's inductive methods of observation, interpretation, and application, Kay was led of the Lord to teach these same methods. In 1974 she wrote the first draft of How to Study Your Bible, the four pages of which were printed out on a mimeograph machine.

PRECEPT UPON PRECEPT® BIBLE STUDIES BORN — The concept for Precept™ Bible Studies was born out of Kay's prayer, "Lord, when You call me to leave Atlanta and these 250 people, will they be able to feed themselves?" God's answer was Precept Upon Precept® Inductive Bible Studies.

The first course Kay wrote was Romans. After writing each lesson, Kay would meet with a number of her mature leaders in Chattanooga and Atlanta to discuss the contents of the lesson. Each of the leaders would then meet with a small group of students and discuss the week's homework in a one-hour discussion time which became known as "Precept I." After attending a small discussion group, each student and leader would attend a follow-up lecture. The lecture session taught by Kay became known as "Precept II." In 1975 the Romans study, consisting of 31 lessons, was published in book form; and Precept Upon Precept® was on its feet and growing.

CHILDREN'S STUDIES DEVELOPED — Shortly after the inception of Precept Upon Precept®, Line Upon Line, an inductive Bible study course for children, was developed. Tailored to meet the heartfelt need for an in-depth study for impressionable young minds, Line Upon Line was a valuable tool to introduce preteens to challenging and exciting Bible study. This is now the Discover 4 Yourself® Inductive Bible Studies for Kids series, begun in 1999, that coincides with many of our Precept™ courses.

THE MINISTRY MULTIPLIED — When the day came in 1980 for Kay to leave Atlanta, the concept of Precept™ was put to the test and validated; the 900 studying Precept Upon Precept® in Atlanta mushroomed to 3,000. Gradually, the Lord moved key Precept™ leaders and students out of Atlanta and Chattanooga, and other classes quickly sprang up in new locations. Precept's inductive method of study emerged, not by any one person's design, but as part of God's plan for "such a time as this."

LEADER TRAINING INTRODUCED — In an effort to provide consistent, high quality leadership for every study group, leader training was introduced in 1981 and has now expanded across the United States and in a number of countries worldwide.

A NEW NAME — In 1982 the name of the ministry was changed from Reach Out to Precept Ministries, a name which more clearly identifies the ministry's focus: establishing people in God's Word.

INTERNATIONAL MINISTRY LAUNCHED — Precept diversified and became truly international during the spring of 1983 when the translation of Romans into Korean was completed. Since then, other courses have been translated into many languages.

IN & OUT® AND “LORD” SERIES ADDED — In 1984 In & Out® was added to the Precept™ Bible Studies Series in order to meet the needs of teens and adults who might be new to Bible study or who might not be able to commit themselves to the requirements of Precept Upon Precept®. Created for people who want to do more than just fill in blanks or record the obvious, In & Out® has proven to be an open doorway to more in-depth study for many. Also added in the late 1980s was the “Lord” series of Bible studies. These are meaty devotional studies designed to answer some of life’s tough questions and to meet the daily needs of real people. God has used these different studies to set people free from misconceptions about Him and to ground them in the truth of the Word.

NISB & NISS PUBLISHED — In the 1990s we added The New Inductive Study Bible (NISB), which provides directions for studying each book inductively in a self-paced format. The New Inductive Study Series (NISS) has also been added as a survey-style inductive series that covers all the books of the Bible. These studies give daily 15- to 30-minute directions and pace the student through books of the Bible.

40-MINUTE SERIES — In 2001 Precept added a new Bible study series to meet the needs of those who wanted or needed an inductive Bible study with no homework outside of class time. Each of these studies is six weeks/ lessons in length, and each lesson should take 40 minutes to complete. They cover biblical topics rather than books of the Bible, and are designed so that no formal training is required for leaders or students.

MORE STUDIES — We created the *Inductive Bible Study Curriculum* (IBSC) for use in Middle and High School classrooms in 2006, adapting existing Precept Upon Precept® courses for Bible education in schools. In 2008, Transform Student Ministries began developing a new series aimed specifically at teens, for use as a weekend retreat or a month of youth curriculum with the first study, *The Problem with Evil*. In 2009, the *Sweeter Than Chocolate* Series was added, written by our first non-staff author, and we began making the *Precepts for Life (PFL) TV and Radio Study Companions* available to the public to use as group Bible studies.

DISCOVER. GO DEEPER. DISCIPLE. — Today Precept Ministries International is thriving — a testimony to the faithfulness of an all-wise and loving Father. The list of Precept Upon Precept®, In & Out®, “Lord,” NISS, 40-Minute, and Discover 4 Yourself® courses continues to grow with thousands of students in Canada and the United States and in a number of foreign countries participating in the studies. Although students have been attracted to Precept™ Bible Studies primarily through the testimonies of other students, Precept Ministries’ conference ministry and the radio and television programs have also awakened the desire in Christians to study the Word of God Precept Upon Precept®.

Born out of a desire to provide ongoing discipleship in the Word for the people of God, Precept™ Bible Studies affords its leaders the privilege of equipping the saints for the work of the ministry. Through a team of several thousand voluntary leaders worldwide, Precept™ Bible Studies continue to meet the needs of people who are hungering and thirsting for righteousness.

If you’re burdened for other believers to know God in an intimate way, if you’ve seen the deep need for people to be able to apply His Word to everyday life, if you sense the need for Christians to be disciple through a study of the Word of God, God may be calling you to leadership that you might equip His saints through Precept™ Bible studies.

INDUCTIVE BIBLE STUDIES

The fundamental principle of inductive Bible study is to study the text of Scripture first and refer to the work of others second. In this approach, individual time spent observing Scripture to know what the Bible says and using sound principles of interpretation to understand what it means should culminate in personal application.

Although individual study is the first step, high value is placed on group discussion of what has been observed, sharing insights of understanding and application so that confirmation, clarification, or correction is made in the fellowship of others who have also studied. Verbalized understanding helps seal truths in our minds and sharing application encourages us to greater obedience and holiness.

Because there are skills in observing and interpreting the Bible that are unfamiliar to many students and because there are different philosophies of what is meant by “leading a discussion,” Precept Ministries International provides training workshops to prepare discussion group leaders and students to study inductively and to prepare discussion group leaders to help their students successfully complete their assignments and to lead effective discussions.

This manual sets forth guidelines and principles that will assist in choosing which Bible study series is appropriate for your group. It does not substitute for training workshops nor for leader helps for specific courses.

INDUCTIVE BIBLE STUDY FORMATS



PRECEPT UPON PRECEPT®

The most in-depth study offered in the Precept™ Bible Study Series is Precept Upon Precept® and is the only series which requires training for the leader. Over 75 courses are available in this unique format. The format is primarily inductive in nature; therefore, the student begins his study by seeing what the Word of God has to say before reading other books or commentaries about the Bible. Often we will refer to this format as PUP.

DAILY STUDY TIME — The Precept™ format incorporates a minimum of five hours of individual study time per week. The student purchases a workbook which lays out one hour of study time per day for five days of each week of the course. The leader uses the same workbook as the students.

CLASS DISCUSSION — A group meets once a week for approximately an hour to discuss each week's lesson and application of truth. **The group must be lead by a qualified leader.**

VIDEO MESSAGE — An optional lecture immediately follows the discussion session and, through expository teaching, builds upon the discussion of the lesson. Lectures are in audio (CD) or video (DVD) format featuring your choice of a male or female teacher. They are up to one hour in length. These are available through the online store or by calling Customer Service. The study can be done without the video lecture or in some situations the message is taught by a local pastor or Bible teacher.



IN & OUT®

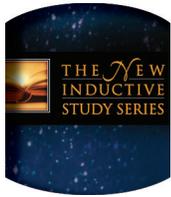
In & Out® is designed to meet the needs of those who might be new to Bible study or who might not be able to commit themselves to the lengthier homework requirements of Precept Upon Precept®. While In & Out® exposes the student to some basic observational skills, it does not take the student into a thorough inductive approach to the Word of God. However, to those who have never studied to this depth before, it is an “eye-opener” to the treasures of God's Word.

DAILY STUDY TIME — In & Out® lessons are intended to take one to three hours per week. The student purchases a workbook in which each lesson consists of two parts: Taking It In (the study of the Word) and Living It Out (the practical application of the Word). The leader should use the corresponding Precept Upon Precept® workbook in order to have a thorough understanding of the week's lesson but they will also need a copy of the In & Out® workbook for planning the class discussion.

CLASS DISCUSSION — Follows the same format and resources as discussed under Precept Upon Precept®, with the exception that the leader does not have to be qualified. There are two ways the discussion may be handled when the group has both PUP and In & Out® students:

1. The In & Out® discussion can be held at the same time as but separate from the Precept Upon Precept® discussion class with both groups coming together for the video message.
2. The In & Out® students can join the Precept Upon Precept® class discussion.

VIDEO MESSAGE — See Video Message section under Precept Upon Precept®.



NEW INDUCTIVE STUDY SERIES

This series provides a study plan that will help you survey each book of the Bible in such a way that you will see and understand truth for yourself. These books are ideal for Sunday school, prison ministry, inner-city ministry, etc. Many of the books in this series contain studies for more than one book of the Bible.

DAILY STUDY TIME — The students and leader each purchase a book which divides the study into 15 minute daily portions for each week of the course. In addition to their Bible, students will also need a notebook, or blank notepaper to record their insights as these books do not have space for notes.

CLASS DISCUSSION — For those using this series for a group study, there are discussion questions on Day 7 of each week.

VIDEO MESSAGE — With the exception of *Free from Bondage God's Way* as taught by Kay Arthur, there are no messages available for the courses in this series.



40 MINUTE BIBLE STUDIES

The 40-Minute Bible studies are designed to be led by anyone to help people discover God's Word inductively without doing homework! Work through these six-week assignments...right at your kitchen table one-on-one, with a group of business associates over breakfast or lunch, in your cell group or Sunday school class. It's a simple way for busy people to study the Bible with others!

DAILY STUDY TIME — Not required. Some groups encourage the students to do the reading and marking for the next week's lesson ahead of time in order to allow more time for discussion.

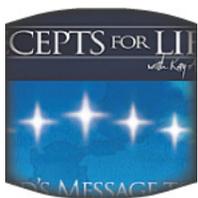
CLASS DISCUSSION — Everyone purchases a book and follows along by marking the text and answering the questions in the book. The book makes note of exactly how the leader will guide the students through each lesson, the Scripture passages are printed in the margin and there is space for the students to record their observations.

VIDEO MESSAGE — No messages are available for the courses in this series.



SWEETER THAN CHOCOLATE

These are six-week studies with homework designed with option that will allow you to go as deep each week as you desire. There are optional sidebar "One Step Further" assignments and "Digging Deeper" boxes. The amount of time you spend studying can be as much as Precept Upon Precept® study or much less—you choose. Each book in the series covers a specific Scripture or uses a passage to address a topic that can be as narrow as one Psalm, or as broad as an Old Testament survey. Leader's guides are available on www.preceptministries.ca/leaderguides.



PRECEPTS FOR LIFE

These study booklets were designed to accompany the Precepts for Life TV and Radio program, but can be used independently for Bible study. Each "program" or day of study is one page, with a synopsis, questions to answer from the Bible, cross-references, and extras like word studies, historical information, maps, etc. And there's a concluding prayer. While there is no leader's discussion guide, the CD/DVD messages by Kay Arthur are available for purchase from Precept Ministries or can be viewed on-line in the archives at LightSource.com or listen on-line at OnePlace.com.



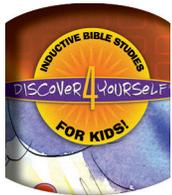
“LORD” SERIES

The “Lord” series is designed to answer some of life’s tough questions and meet your daily needs. These devotional studies expose the student to basic observational skills but do not take the student into a thorough inductive study of the Word of God. They can be used in a variety of ways, including personal devotion, home Bible study, Sunday school class, or church-wide Bible study.

DAILY STUDY TIME — The students and leader each purchase a workbook which divides the study into daily lessons for each week of the course. The “Lord” series lessons are intended to take less than thirty minutes per day.

CLASS DISCUSSION — For those you wish to study in group settings, there are discussion questions available after each lesson and a group discussion can be held like the Precept Upon Precept® and In & Out® studies.

VIDEO MESSAGE — An optional message immediately follows the discussion session and, through expository teaching, builds upon the discussion of the lesson. The messages are in audio (CD) or video (DVD) format. They are up to one hour in length. Kay Arthur is the teacher for all of the “Lord” series with the exception of “Lord, Is it Warfare” which also has the message series as taught by Wayne Barber. These are available through the E-Store or by calling Precept Customer Service.



DISCOVER 4 YOURSELF®

Discover 4 Yourself® is an inductive Bible study series created for the preteen student. Designed to challenge young minds with the truth of God’s Word, this series teaches the child good principles of study which will enhance both his spiritual life and his studies at school. Discover 4 Yourself® takes the boredom out of Bible study and leaves 8- to 12-year-olds asking for more. It is ideal for homeschoolers. (Age recommendations are approximate. Children’s reading skills and maturity vary, and some children are ready for these books earlier, or you might find them useful for 13-year-olds.)

Each student must have their own workbook in order to gain the full benefit from the study questions, Scripture observation pages, games and puzzles. The pages cannot be copied.

DAILY STUDY TIME — The study is divided into daily portions for each week of the course. The daily lessons are intended to take less than thirty minutes per day.

CLASS DISCUSSION — When used in a homeschool, Christian school, Sunday School, Bible club setting it is possible to hold a discussion with the students. There are two primary ways to use this series with a group:

1. The leader, who has also completed the past week’s lesson creates a list of review questions from the lesson. Some students need encouragement to speak out loud. Games with points for correct answers encourage all the students to participate.
2. As time permits the leader works through one or two of the daily lessons in class with the students each week. The above mentioned games can also be used in this type of setting for review questions.

Teacher guides are available for Christian school and homeschool use.

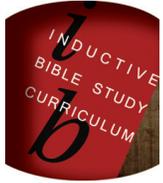
Contact Customer Service for information on the *Discover 4 Yourself® Workshop* or for suggestions on games that work well in this setting.

VIDEO MESSAGE — Video messages are not available for this series but the DVD called “*How to Study the Bible for Kids*” uses an entertaining mix of live action and animation to introduce the key concepts of inductive Bible study—observation, interpretation, and application. As kids join the adventures of Max and Molly of the M and M Detective Agency, they’ll get excited about studying the Bible for themselves and discover that God’s Word speaks to them right where they are. The DVD is available through the E-Store or by calling Customer Service.



COOKIES ON THE LOWER SHELF

Take Bible reading to a new level—read through the Bible in just 30 weeks—10 weeks at a time. With a flexible format designed to meet the needs of each student, this series provides a step by step guide to the story line of the Bible. Part 1 covers Genesis to Ruth; Part 2 covers 1 Samuel to Malachi; and Part 3 covers the New Testament.



INDUCTIVE BIBLE STUDY CURRICULUM

The Inductive Bible Study Curriculum is designed specifically for Christian education, grades 6 through 12. Students will learn to observe the text carefully to build their knowledge of God while being challenged to interpret the text accurately and apply the truth to their lives.

Each Bible study in the series includes a student workbook and teacher's guide. They are designed to take four hours of individual study time per week.

Each teacher's guide gives the teacher everything they need to review the lessons with their students: answers to the student assignments, suggestions for teaching the assignments and for holding discussions with the students, and tests and quizzes for each unit.

TRANSFORM WEEKEND SERIES



The Transform Weekend Series leads students 12-18 years of age directly into God's Word to examine different subjects and themes that are relevant to today's generation. They are perfect for a student weekend retreat or a full month of youth curriculum. There is no homework. We recommend a group discussion of approximately one hour followed by a message relating to the lesson by the youth leader.

Download Sample Lessons for any of the above studies online at www.preceptministries.ca.

Bible Study Formats

Formats	Personal Study Time per week	Discussion	Lecture	Training for Leaders
Precept Upon Precept®	5 hours	1 hour	(optional) 1 hour	required
In & Out®	1-3 hours	1 hour	(optional) 1 hour	not required but helpful
New Inductive Study Series	1-3 hours	½-1 hour	no lectures (except <i>Free from Bondage God's Way</i>)	not required but helpful
40-Minute Studies	none	40 minutes	none	not required but helpful
Sweeter Than Chocolate!®	1-5 hours	1 hour	none	none
Precepts for Life™	1 hour	1 hour	30 minutes per program	none
"Lord" Series	1-3 hours depending on book	1 hour	(optional) 1 hour (for most books)	none
Discover 4 Yourself	2-3 hours	optional	none	not required but helpful; audio seminar and training workshop available on using series in group setting
Cookies On the Lower Shelf™	1-5 hours	1 hour	none	none
Inductive Bible Study Curriculum	4 hours	1 hour	none	not required but helpful
Transform™ Weekend Series	none	1 hour	20 minutes	none

GETTING A CLASS STARTED

Beginning a Precept™ Bible study small group has the potential of being one of the most spiritually profitable projects you'll ever undertake. Preliminary preparation is a key factor to beginning a productive time of study and growth, and it is never too soon to start considering the specific steps to take in order to be ready.

These guidelines can be used for any Precept™ Bible study series.

CHARTING YOUR COURSE

Choose an appropriate course for your group. You should consider the doctrinal content and the appropriateness of the message of the course to the particular needs of your area, group, and time. Ask the Lord for direction as you seek to know what topic or book of the Bible should be studied next in order to make your group effective servants. As you plan for your group, pray that God will bring together those who are to study this course with you.

The Bible Study Catalogue and online store provide complete up-to-date lists of the courses that are available and offers suggestions for which studies are good for new groups with new leaders. www.preceptministries.ca/estore

CHOOSING YOUR STUDY

We recommend that new groups begin with one of our easier Bible studies. If your group is new to inductive Bible study, we suggest beginning with one of the following options.

- *Lord, Teach Me to Study the Bible in 28 Days*
- One or more of the *40 Minute* Bible studies
- The New Inductive Study Series

We suggest that new “Precept Upon Precept®” groups with new leaders might begin with:

- *Where Are You Going? A Study of Jonah* (two lessons)
- Genesis Parts 1-5
 - Part 1: The Creation* (four lessons)
 - Part 2: The Fall, the Flood, and the Nations* (seven lessons)
 - Part 3: Becoming a Friend of the Faithful God: A Study on Abraham* (six lessons)
 - Part 4: Wrestling with God: A Study on Isaac, Jacob, and Esau* (four lessons)
 - Part 5: Keeping Your Focus When Your Dreams Are Shattered: A Study on Joseph* (four lessons)
- *Titus, Developing Character and Integrity in the Midst of a Society Which Has Lost Respect for God* (three lessons)

ENLISTING THE STUDENTS

About **two months before your class begins**, start to generate interest for your study. Host an introduction to Precept™ inductive Bible study and information session at which Precept™ students could give testimonies of the effect that inductive Bible study has had in their lives. Determine the schedule for your class (starting and finishing dates, allowing for holidays, and time of day), and begin to talk with those who you think would be interested.

The most effective way to draw students is by prayer, asking the Lord to bring the ones He desires to study with you.

Enlist others to pray with you—for you and for the group.

Perhaps you know of two or three people who want to study the Bible. Begin with them. You can have a wonderful learning time together and trust the Lord to increase the number of students as He wills.

CHOOSING YOUR MEETING LOCATION

Choose a place for your group to meet. If you choose to meet in a church or other public facility, make the necessary prearrangements for use of the building and nursery if you need one.

Church buildings are usually ideal locations for Precept™ classes; they are often centrally located to the students' homes and have classroom and nursery facilities. Having a nursery facility can increase the possibility of those with children being able to attend your class.

If the class is to be held at a local church, you will need to obtain permission from the pastor or ruling body of leaders. You may also wish to invite the pastor or other church representative to welcome the class on the first week.

Meeting in a home is another option which works well with smaller groups. If you plan to meet in a home, be sure that you have adequate seating space for your students to be seated at a table.

Another possibility is the workplace, reaching out to coworkers whom you might not live near. Think creatively! One leader had a class in the Pentagon!

COMPLETING THE PREPARATIONS

A substitute leader is a student who, in the event of the leader's absence, leads the class discussion. There are no training requirements for a substitute leader, but training is strongly recommended.

Set up an organized system for registering people who want to be a part of your group. This will help you decide on how many books to order.

We recommend you delegate the administrative duties of your group—advertising, registration, ordering materials, and setting up the room each week—to students who would enjoy using their gift of administration.

Having a faithful administrator can be a real source of encouragement and can help take some of the burden off of you, the leader. An administrator could also make name tags for the group or coordinate any extracurricular activities your group might wish to do together.

LIST BIBLE STUDY CLASS ONLINE

Go to www.preceptministries.ca and follow these instructions for posting your class online.

- On the www.preceptministries.ca homepage, hover over the “Leaders” tab
- From the drop-down menu, click on “Post a Class”
- Fill in the required information about your class.
- At the bottom of the page, you will need to enter a 2-digit number into the “verification” field
- Click submit

*Your class will be posted 24-48 hours after the information has been submitted.

PLACING YOUR ORDER FOR MATERIALS

At least **two to three weeks before your class begins**, order your materials. If you have preregistered your students, order the number of books you need plus 10% extra for last minute and late entrants. If you order too many books they can be returned within 90 days of your order for full credit.

To place an order, you may go to our E-Store at www.preceptministries.ca/estore, or you may call 1-877-234-2030.

For best results include a phone number and/or e-mail address where you may be reached during the day so that any questions concerning your order might be answered and your order quickly expedited.

All materials are shipped Canada Post; therefore, a Canada post mailing address should be included with all orders.

LATE ENTRANTS. Students who join the class late may order directly by calling the Customer Service Department or they may order online at www.preceptministries.ca and use MasterCard or VISA.

AUDIO AND/OR DVD MESSAGE FOR YOUR CLASS. You or your students may purchase a set of audio or video messages. Audio messages are available on CD. (Be sure your order specifies whether you prefer a male or female teacher.) Video messages are available on DVD.

PRECEPT UPON PRECEPT® LEADER GUIDES. The use of leader guides is encouraged for leaders in preparing a lesson plan. Leader guides may be downloaded free from www.preceptministries.ca/leaderguides (Bible study leaders only) or they may be purchased for a nominal cost at www.preceptministries.ca/estore.

RETURNS. If for some reason you must return some of the materials you ordered, please follow the guidelines included on your original invoice. If you have questions, please call Customer Service at 877-234-2030, Monday through Friday 9:00 a.m.–5:00 p.m., Eastern Time or e-mail us at info@preceptministries.ca.

1. Defective, Incorrect, or Damaged Products

Precept will issue a refund or ship a replacement for any defective, incorrect or damaged products. Returns must be made within 90 days from the original delivery date.

2. Returns for Other Reasons

You may return other products you purchased directly from Precept Ministries for a refund (excluding shipping and handling costs) provided that Precept receives them in new and unused condition within 90 days from the original delivery date.

3. Unable To Refund

- Merchandise damaged by or used by the customer (as determined by Precept).
- Merchandise returned more than 90 days after the original delivery date.
- Items obsoleted during the 90-day return period.
- CD or DVD products with broken or tampered-with seals (as determined by Precept).
- Workbooks with removed shrink-wrapping (as determined by Precept).
- Merchandise damaged from inadequate return packing material (as determined by Precept).

4. To Return

- Call or email Precept to obtain a Returned Merchandise Authorization Number (RMA #).
- Write the RMA # on a copy of the original invoice and enclose that copy with a note stating the reason for the return.
- Pack the materials to avoid damage during shipment.
- Send the materials back using a trackable shipping method to the following address:

Precept Ministries Canada
c/o Returns Department
61 Sherwood Drive
Brantford, ON N3T 1N3

CANADIAN CUSTOMERS please call 1-877-234-2030 to obtain a Return Authorization number or request an RMA by emailing info@preceptministries.ca and then mail to:
Precept Ministries International, 61 Sherwood Drive, Brantford ON, N3T 1N3

U.S. CUSTOMERS please contact US Customer Service for current return procedures
1-800-763-8280.

5. We will not give credit if merchandise is damaged due to inadequate packing by the customer so it is very important that you prevent damage to the merchandise during shipment. When packing your merchandise, carefully stack all materials flat and include enough packing material so the merchandise is secure in the box and does not shift during transit.
6. If you receive defective materials please advise us, and we will replace them. A Customer Service representative will advise you whether or not the defective item should be returned to us.
7. If we have shipped incorrect items, please let us know. We will send a return shipping label and promptly ship the correct items to you. Please repack items in their original box, when you receive the return shipping label, affix it to the box and drop off at your nearest Canada Post outlet.

If you have additional questions, please call our Customer Service team at 877-234-2030, Monday through Friday 9:00 a.m.–5:00 p.m., Eastern.

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QUALIFYING TO LEAD

NOTE: This section is specific to “**Precept Upon Precept**®” Studies

Not everyone should be a Bible study leader; therefore, you should

EXAMINE YOUR QUALIFICATIONS

God does not call everyone to be a Bible study leader. Therefore you should examine whether the qualities of a leader are evident in your life. Please read the following qualifications carefully, and then prayerfully examine yourself in the light of each one.

DEMONSTRATE THAT JESUS CHRIST IS YOUR LORD AND SAVIOR By “Lord” we mean acknowledging that Jesus Christ is God and, because He is God, seeking to walk in submission to His will. By “Savior” we mean that there is salvation in no other. All have sinned; and there is no salvation from sin’s penalty, sin’s power, or (someday) sin’s presence apart from trusting in the death of our Lord Jesus Christ for our sins and in His resurrection from the dead for our justification.

NOT BE A NEW CONVERT This qualification is not intended to discourage Christians who are young in the faith from taking responsibility, but rather it is an exhortation to temper zeal with knowledge and wisdom before assuming leadership. Allowing oneself time to mature in the faith is a valuable and necessary step toward becoming an effective leader (1 Timothy 3:6). Even our Lord grew in wisdom before He began His public ministry.

HAVE A SPEAKING GIFT At the time of spiritual birth, each believer receives at least one spiritual gift which gives him/her an important function in the body of Christ. It is necessary that the prospective leader possess at least one of the following speaking gifts (1 Peter 4:11):

- **Teaching:** The God-given ability to communicate the Word of God in a way that is clearly understood (Romans 12:7).
- **Pastor-teacher:** The God-given ability to shepherd and to teach believers (Ephesians 4:11).
- **Exhortation:** The God-given ability to encourage and motivate, to give strength and assurance, and to offer consolation and hope (Romans 12:8).
- **Prophecy:** The God-given ability to speak forth a message from God’s Word which edifies, exhorts, and/or comforts the body (Romans 12:6; 1 Corinthians 14; Ephesians 4:11).
- **Leadership:** The God-given ability to call and to lead others so that they follow the Lord (Romans 12:8).

If you enjoy speaking and teaching, if others have recognized your abilities in this area, and if the Lord has blessed as you have ministered, then you probably have one or more of the speaking gifts.

KNOW THAT GOD HAS CALLED YOU TO LEADERSHIP Spiritual service should result from a believer’s response to the call of God on his life, not from a believer’s sense of duty, nor to resolve a “need” in your own life.

AGREE WITH THE DOCTRINAL STATEMENT We ask that the leader agree with the following Doctrinal Statement, which is the common ground on which we ask our leaders to stand. Disagreement over doctrines not mentioned here are accepted without breaking fellowship.

PRECEPT MINISTRIES INTERNATIONAL DOCTRINAL STATEMENT

Our doctrinal statement summarizes biblical truth that historically and doctrinally has been regarded as essential to the Christian faith. We ask that all of our leaders be in full agreement with this statement.

THE SCRIPTURES We believe (a) in the plenary verbal inspiration of the Word of God, and (b) that both the Old and New Testaments are inerrant in the original writings and are the supreme and final authority for faith and life.

THE GODHEAD We believe the Godhead exists in three Persons: Father, Son, and Holy Spirit. These three Persons are one God having precisely the same nature, attributes, and perfections.

THE LORD JESUS CHRIST We believe in (a) His eternal existence as God, (b) His Incarnation and Virgin Birth, (c) His death on the cross as the substitutionary atonement for sin, (d) His literal, bodily resurrection from the dead, (e) His present ministry of intercession in heaven, and (f) His personal, future return to earth.

THE HOLY SPIRIT We believe that the Holy Spirit, the third Person of the Godhead, convicts men of sin, regenerates, baptizes, indwells, seals, and sets apart believers unto a holy life; that He keeps and empowers believers day by day; that He is the Teacher of the Word of God and the Guide for daily living.

MAN We believe that (a) man was created innocent and pure, and (b) Adam fell through the sin of disobedience. Therefore, (c) all men are corrupted in body, soul, and spirit; and (d) all men need redemption.

SALVATION We believe that (a) salvation is by grace, a free gift of God apart from works, (b) salvation involves repentance, a change of mind in respect to God and thus turning from one's own way to God's way, (c) salvation is through personal faith in the Lord Jesus Christ, (d) all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God, and (e) true salvation will be manifested by a changed life.



THE FUTURE We believe (a) in the personal, visible, bodily return of Jesus Christ to earth, (b) in the bodily resurrection of the just to the eternal abode in the glory of God's presence, and (c) in the bodily resurrection of the unjust to judgment and everlasting punishment in the lake of fire.

www.preceptministries.ca/leaders

GIVE THE HOME GOD'S PRIORITY God's primary priority for husbands, wives, and parents is the home. Small Group leadership should never be a threat or source of contention in the home.

A married woman must have her husband's permission and wholehearted support in order to assume leadership (Ephesians 5: 22, 24).

A married man should have his wife's wholehearted agreement that this leadership position is what God wants for him (Ephesians 5:21; 1 Timothy 3:4, 5).

REGULARLY ATTEND AND SUPPORT A LOCAL CHURCH One purpose of our study is to equip the saints to more effectively serve in the church. Active participation in the life of a local church is not only an essential act of obedience on the part of the leader (Hebrews 10:25), but it is also necessary for the welfare of the group.

God has ordained Precept™ Bible studies to work through local congregations. Therefore, it is the purpose of Precept Ministries International to support the local church. Never is it our intention to usurp the authority of the pastors, elders, or leaders of the church; nor to cause people to sit in judgment or withdraw from serving/ministering to and with their church.

BE COMMITTED TO WEEKLY PREPARATION The leader must diligently study the Word of God for himself if he is to be equipped to lead those in his discussion group. Each leader is responsible not only to be a diligent student of the Word but also to have a teachable spirit. The leader's thorough preparation will give him the confidence to lead so that both understanding and application are discussed.

FOLLOW THE FORMAT The leader should be fully committed to following Precept Ministries International's inductive Bible study format: study time before discussion and discussion before lecture.

COMPLETE TRAINING

Training is required for all *Precept Upon Precept*® discussion group leaders. (This is not required for leading any other studies such as the “Lord” Series, In & Out® Series, NISS, Discover 4 Yourself®, or 40-Minute Bible Studies, but would be helpful.)

Those who are interested in becoming a Precept Upon Precept® leader should contact the office at 877-234-2030 or online at www.preceptministries.ca/entrust-workshop to find out more about our new Entrust Discipleship Program designed specifically to raise up individuals to lead Precept Upon Precept Bible studies.

COMPLETE A LEADER EVALUATION

To assist you in evaluating your personal qualifications and readiness to lead a Precept™ Bible Study, a Leader Evaluation should be completed. This is required for those who desire to lead “Precept Upon Precept” studies. It is not required for leading the other studies such as the “Lord” Series, In & Out® Series, NISS, Discover 4 Yourself®, or 40-Minute Bible Studies, though it can be helpful.

LEADING PRECEPT UPON PRECEPT[®]

DISCUSSIONS

EARLY PREPARATION FOR LEADING A COURSE

- Be dependent on the Holy Spirit as you choose which course to study.
- For book studies, read that book of the Bible as many times as possible.
Listen to it on CD or MP3 player/iPod.
- Order your Precept™ workbook and complete the first lesson.
- Read the whole Precept™ course and note what is covered/not covered in each lesson.

For example: 2 Thessalonians, Lesson 1
Overview of 2 Thessalonians
Cross-references in 1 Thessalonians

2 Thessalonians, Lesson 2
Chapter 1 chapter study
Topical study on suffering

BEGINNING THE COURSE

THE FIRST TIME YOU MEET begin with prayer, hand out workbooks and make announcements about the course schedule, holidays, and what to do in the event of prohibitive weather. Also, be sure everyone is aware of the location of rest rooms, telephone, nursery provisions, coffee and refreshments, and any specifics pertaining to parking, equipment use, or the building.

ORIENTATION Having an orientation for your group can make all the difference in a successful start. An orientation session is designed to get your students started in the homework for the first lesson. (For help in doing an orientation for your class, contact our customer service department or visit our website www.preceptministries.ca)

Acquaint your students with their Bible study book.

- Explain the way the lesson is laid out and how much they are expected to have completed by the following week when you meet again.
- Show the Appendix, Observation Worksheets, etc.
- Teach your students how to do the lesson. Do a part of the assignments together from Lesson 1.

Resources to help you hold an Orientation Class are available at www.preceptministries.ca

THE SECOND TIME YOU MEET you will discuss their study from Lesson 1. If the study has a DVD or CD message and you've chosen to use it with your group, you will play the Lesson 1 DVD or CD after the discussion.

LEADING THE COURSE

CREATE A LEARNING ATMOSPHERE THROUGH GROUP DISCUSSION:

- by your grasp of the lesson. You can't explain what you don't understand.
- by your attitude. Students should know that you care about them, what they say, what they learn. They should feel safe to ask or answer questions.

MAINTAIN EYE CONTACT WITH YOUR STUDENTS:

- this helps them to personalize what's being said.
- shows them you're interested when they are speaking.
- helps you to see from their expressions whether or not they understand.

LEAD WITH ENTHUSIASM AND BE ENCOURAGING.

DON'T CALL ON PEOPLE unless it's obvious they want to answer. Everyone does not have to verbally participate for learning to take place.

BE AWARE OF YOUR FACIAL EXPRESSION. It can communicate satisfaction or displeasure.

KEEP YOUR DISCUSSION:

- **relevant**—based on the study in each particular lesson. Don't chase rabbits. Stay within that week's lesson.
- **minimal**—based on the main points of what was studied. Some portions of the lesson can be consolidated.
- **logical**—an order for a discussion should be logical so your students can easily follow the flow of thought. Lessons are arranged for inductive study, but sometimes need to be rearranged for discussion.

FOCUS ON A GROUP DISCUSSION. Don't fall into the trap of trying to teach them all you know and don't lecture. Ask questions that stimulate discussion among the group participants. Refrain from answering your own questions. If there is silence, your students are probably thinking about the question and answer. Wait and give them time to answer.

USE NOTES but don't be bound to your notes.

MAINTAIN UNITY. There may be times when the leader of a group will not agree with the emphasis or the interpretation of the material in the leader guide and/or on the lecture tape. However, the leader should do everything possible to maintain the unity of the Spirit among the group members. This may be accomplished by an objective presentation of the differing points of view in the spirit of humility. Maintaining the unity of the Spirit is characterized by the ability to disagree and still walk in love and peace. This is maturity.

DISCIPLE YOUR STUDENTS THROUGH THE GROUP DISCUSSION.

A disciple is a learner, a follower. Learn God's Word and follow Jesus Christ. The Word is the basis of your discussion.

2 Timothy 3:16-17 — All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work.

Ask questions to cause your students to think about the Word and reason together. Acts says several times that Paul went into a synagogue and reasoned the Scriptures (Acts 17:2, 17; 19:4, 19; 19:8, 9).

YOUR EXAMPLE OF FOLLOWING CHRIST SHOULD BE EVIDENT FOR THEM TO FOLLOW. In Philippians 3:17, Paul said, "Brethren, join in following my example, and observe those who walk according to the pattern you have in us." Paul was following Christ and called others to follow him. As a leader, you should demonstrate Christlikeness so that others can follow you—lifestyle as well as teaching. But don't encourage your students to be "Corinthians."

1 Corinthians 3:1-7 — And I, brethren, could not speak to you as to spiritual men, but as to men of flesh, as to infants in Christ. I gave you milk to drink, not solid food; for you were not yet able to receive it. Indeed, even now you are not yet able, for you are still fleshly. For since there is jealousy and strife among you, are you not fleshly, and are you not walking like mere men? For when one says, "I am of Paul," and another, "I am of Apollos," are you not mere men? What then is Apollos? And what is Paul? Servants through whom you believed, even as the Lord gave opportunity to each one. I planted, Apollos watered, but God was causing the growth. So then neither the one who plants nor the one who waters is anything, but God who causes the growth.

The problem with the believers in Corinth was jealousy, strife, "I am of . . ." You don't want your class following after you in immaturity, but rather following your example to become mature believers. Paul and Apollos were servants (verse 5). Precept™ leaders are servants and, through the Word, encourage students on to maturity, to the meat of the Word.

We pray that this information is helpful to you as you disciple others in God's Word.