

ELDERS AND MINISTERS

Overview

As Elders and Ministers in the Way of the Cross Organization, we have the responsibility to prepare our minds, homes, skills and abilities through the word of God to be the future leaders of this organization and our churches. Preaching is but a portion of the ministry God has called us to. It is important for us to understand and embrace the totality of the individual ministries God has called us to. God has placed us where we are for a reason. We must fully understand our role in that ministry; begin the work God has called us to, while improving and perfecting the skills we must have to be effective leaders in our local assemblies and national organization.

Our goal at the end of these seminars is for each attendee to walk away with a full understanding of how to listen and communicate with those God has placed in our sphere of influence. We can not lead people if we are not effective listeners and communicators.

.,	 1		Catalana (Esta Abasa)
#	Title	Focus	Scriptures of Focus\Readings
1	What does it mean to Communicate	Definition of communicationDifference between listening and communicating	Effective communication is key to maintain a Christ-Like flow within the ministry. Any leader must
2	Why does God Communicate with us	 Do His Pleasure Psalms 103:21 Deliver his Word Psalms 104:4 Keep the house Ezekiel 44:11 Cry for the people Joel 2:7 Examples of the New Testament 2 Corinthians 3:6 Examples of God's Power 2 Corinthians 6:1-10 Examples of Transformation 2 Corinthians 11:15 Examples of Gods Requirements I Timothy 3:1-7 Titus 1:5-11 1 Timothy4:1-16 Witness of his sufferings 1 Peter 5:1-8 To show diversity of Ministry 1 Corinthians 12:23-31 	master this if they are to become a success. Communication is an art from and can set the direction to accomplish the goals set by the ministry, auxiliary or group. One we have learned to listen, we must turn our attention to communicating what we have heard. • Matthew 22:35-45 • Matthew 5:22-25 • Matthew 18:15-17 • Deuteronomy 29:29 • Psalm 25:12-15 • Daniel 2:17-23 • Daniel 2:47 KJV • Matthew 13:34-35 • Mark 4:21-23 • John 18:15-25 • 1 Corinthians 2:5-15 • Luke 6:41-49 • Matthew 9:1-6
3	We must communicate	 Cry loud (Isaiah 58:1) For the people (Isaiah 62:1-2) Called to (Romans 10:14-15) (Ephesians 4:11-17) Restoration (Galatians 6:1-6) 	John 8:1-11Matthew 12:22-28Matthew 13:3-23



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with others I To Minister Grace (Ephesians 4:29) To Glorify God (Matthew 5:11-16) Jesus, the ultimate communicator Once Upon a Time Pitch Build To the Heart Bonus Open Meeting Emails One on One Use Presentations Communicate via Training Display Confidence and Seriousness Use Simple Words Use Visuals Use the appropriate Tone of Voice Avoid Unnecessary Repetition Create a Receptive Atmosphere Be Humorous Be Articulate Avoid Mumbling Encourage Feedback Gesticulate Be Appreciative Be Appreciative Be Appreciative Be Appreciative Don't Rush Communication Adapt your ideas to others Stay in the moment Don't Rush Communicating Pay Attention to Non-verbal Cues Intend to Understand Be Patient and Open-Minded Follow Up After Communicating Ask for Feedback from Others Consider your Foarmar Keep Criticism Constructive Restate What you Hear				
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WOTC-Filders-Ministers Page 2		Effectively	 Emails One on One Use Presentations Communicate via Training Display Confidence and Seriousness Use Simple Words Use Visuals Listen to Your Team Members Use Body Language Act Out Your Message Use the appropriate Tone of Voice Avoid Unnecessary Repetition Create a Receptive Atmosphere Be Humorous Be Articulate Avoid Mumbling Encourage Feedback Gesticulate Be Appreciative Pause before Responding Be Trustworthy and Honest Don't Rush Communication Adapt your ideas to others Stay in the moment Pay Attention to Non-verbal Cues Intend to Understand Be Patient and Open-Minded Follow Up After Communicating Ask for Feedback from Others Consider your Tone Don't be too Casual Check your Grammar Keep Criticism Constructive 	



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			Get a Little Personal Never Stop Improving	
6	Communication Scenarios	•	Attachment	

Summary

These are tips to becoming an effective listener. Before we can communicate the solution, we must fully understand the issue. That understanding will come from our ability to hear the members and the voice of God. We can be the voice of reason and healing if we slow down and learn to listen.

Being an effective listener will enhance every relationship you have; with God, spouse, children, coworkers and humanity in general.

Men communicate in order to make a point.	Women communicate in order to make a friend.	
Men see the home as a place of refuge and tranquility.	Women see the home as an extension of themselves and their place in society.	
Men link romantic love with warmth and pleasure.	Women link romantic love with self-esteem.	
Men are primarily task and goal oriented.	Women are primarily people oriented.	
Men seek fulfillment through achievement (work, hobbies, and so forth).	Women seek fulfillment through others (children, husband, and so forth).	
Men are competitive.	Women are cooperative.	
Men project their public image.	Women adopt their public image.	
Men identify themselves by what they do.	Women identify themselves by what others think of them.	
Men are troubled by feelings of inade- quacy.	Women are troubled by feelings of loneliness.	
Men withdraw when facing overwhelming problems.	Women reach out when facing overwhelm- ing problems.	
Men seek an answer.	Women seek a process.	



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lis·ten

verb (used without object)

- 1. to give attention with the ear; attend closely for the purpose of hearing; give ear.
- **2.** to pay attention; heed; obey (often followed by to): Children don't always listen to their parents.
- **3.** to wait attentively for a sound (usually followed by for): to listen for sounds of their return.
- 4. Informal. to convey a particular impression to the hearer; sound: The new recording doesn't listen as

com·mu·ni·ca·tion

noun

- 1. the act or process of communicating; fact of being communicated.
- 2. the imparting or interchange of thoughts, opinions, or information by speech, writing, or signs.
- 3. something imparted, interchanged, or transmitted.
- **4.** a document or message imparting news, views, information, etc.
- **5.** passage, or an opportunity or means of passage, between places.

Communication Keeps Strife, Jealousy and Sin Out

Matthew 22:35-45

35 Then one of them, which was a lawyer, asked him a question, tempting him, and saying, **36** Master, which is the great commandment in the law? **37** Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. **38** This is the first and great commandment. **39** And the second is like unto it, Thou shalt love thy neighbour as thyself. 40 On these two commandments hang all the law and the prophets.

Matthew 5:22-25

22 But I say unto you, That whosoever is angry with his brother without a cause shall be in danger of the judgment: and whosoever shall say to his brother, Raca, shall be in danger of the council: but whosoever shall say, Thou fool, shall be in danger of hell fire. 23 Therefore if thou bring thy gift to the altar, and there rememberest that thy brother hath ought against thee; 24 Leave there thy gift before the altar, and go thy way; first be reconciled to thy brother, and then come and offer thy gift. 25 Agree with thine adversary quickly, whiles thou art in the way with him; lest at any time the adversary deliver thee to the judge, and the judge deliver thee to the officer, and thou be cast into prison.

Matthew 18:15-17

15 Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. **16** But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. **17** And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.

We are called to Communicate God's Word



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1 Psalms 103:21,

21Bless ye the LORD, all ye his hosts; ye ministers of his, that do his pleasure.

2 Psalms 104:4,

Who maketh his angels spirits; his ministers a flaming fire:

3 Ezekiel 44:11,

11 Yet they shall be ministers in my sanctuary, having charge at the gates of the house, and ministering to the house: they shall slay the burnt offering and the sacrifice for the people, and they shall stand before them to minister unto them.

4 Joel 2:17,

17 Let the priests, the ministers of the LORD, weep between the porch and the altar, and let them say, Spare thy people, O LORD, and give not thine heritage to reproach, that the heathen should rule over them: wherefore should they say among the people, Where is their God?

5 2 Corinthians 3:6,

6Who also hath made us able ministers of the new testament; not of the letter, but of the spirit: for the letter killeth, but the spirit giveth life.

6 2 Corinthians 6:1-10,

1We then, as workers together with him, beseech you also that ye receive not the grace of God in vain.2 (For he saith, I have heard thee in a time accepted, and in the day of salvation have I succoured thee: behold, now is the accepted time; behold, now is the day of salvation.) 3Giving no offence in any thing, that the ministry be not blamed: 4But in all things approving ourselves as the ministers of God, in much patience, in afflictions, in necessities, in distresses,5In stripes, in imprisonments, in tumults, in labours, in watchings, in fastings;6By pureness, by knowledge, by longsuffering, by kindness, by the Holy Ghost, by love unfeigned,7By the word of truth, by the power of God, by the armour of righteousness on the right hand and on the left,8By honour and dishonour, by evil report and good report: as deceivers, and yet true;9As unknown, and yet well known; as dying, and, behold, we live; as chastened, and not killed; 10As sorrowful, yet alway rejoicing; as poor, yet making many rich; as having nothing, and yet possessing all things.

7 **Hebrews 1:7**,

7And of the angels he saith, Who maketh his angels spirits, and his ministers a flame of fire.

8 2 Corinthians 11:15

15Therefore it is no great thing if his ministers also be transformed as the ministers of righteousness; whose end shall be according to their works.

ELDERS\BISHOPS



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1. I Timothy 3:1-7,

1 This is a true saying, If a man desire the office of a bishop, he desireth a good work. 2 A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behaviour, given to hospitality, apt to teach; 3 Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; 4 One that ruleth well his own house, having his children in subjection with all gravity; 5 (For if a man know not how to rule his own house, how shall he take care of the church of God?) 6 Not a novice, lest being lifted up with pride he fall into the condemnation of the devil. 7 Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil

2. Titus 1:5-11,

5 For this cause left I thee in Crete, that thou shouldest set in order the things that are wanting, and ordain elders in every city, as I had appointed thee: **6** If any be blameless, the husband of one wife, having faithful children not accused of riot or unruly. **7** For a bishop must be blameless, as the steward of God; not self willed, not soon angry, not given to wine, no striker, not given to filthy lucre; **8** But a lover of hospitality, a lover of good men, sober, just, holy, temperate; **9** Holding fast the faithful word as he hath been taught, that he may be able by sound doctrine both to exhort and to convince the gainsayers. **10** For there are many unruly and vain talkers and deceivers, specially they of the circumcision: **11** Whose mouths must be stopped, who subvert whole houses, teaching things which they ought not, for filthy lucre's sake.

3. 1 Timothy 4:1-16,

1Now the Spirit speaketh expressly, that in the latter times some shall depart from the faith, giving heed to seducing spirits, and doctrines of devils; 2 Speaking lies in hypocrisy; having their conscience seared with a hot iron; 3Forbidding to marry, and commanding to abstain from meats, which God hath created to be received with thanksgiving of them which believe and know the truth.4For every creature of God is good, and nothing to be refused, if it be received with thanksgiving:5For it is sanctified by the word of God and prayer.6 If thou put the brethren in remembrance of these things, thou shalt be a good minister of Jesus Christ, nourished up in the words of faith and of good doctrine, whereunto thou hast attained . 7But refuse profane and old wives' fables, and exercise thyself rather unto godliness.8For bodily exercise profiteth little: but godliness is profitable unto all things, having promise of the life that now is, and of that which is to come . 9 This is a faithful saying and worthy of all acceptation.10For therefore we both labour and suffer reproach, because we trust in the living God, who is the Saviour of all men, specially of those that believe.11 These things command and teach. 12Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.13Till I come, give attendance to reading, to exhortation, to doctrine.14Neglectnot the gift that is in thee, which was given thee by prophecy, with the laying on of the hands of the presbytery.15 Meditate upon these things; give thyself wholly to them; that thy profiting may appear to all.16 Take heed unto thyself, and unto the doctrine; continue in them: for in doing this thou shalt both save thyself, and them that hear thee.

4. 1 Timothy 5:17-25,



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17Let the elders that rule well be counted worthy of double honour, especially they who labour in the word and doctrine.18For the scripture saith, Thou shalt not muzzle the ox that treadeth out the corn . And, The labourer is worthy of his reward.19Against an elder receive not an accusation, but before two or three witnesses.20 Them that sin rebuke before all, that others also mayfear.21 I charge thee before God, and the Lord Jesus Christ, and the elect angels, that thou observe these things without preferring one before another, doing nothing by partiality.22Lay hands suddenly on no man, neither be partaker of other men's sins: keep thyself pure.23Drink no longer water, but use a little wine for thy stomach's sake and thine often infirmities.24Some men's sins are open beforehand, going before to judgment; and some men they follow after . 25Likewise also the good works of some are manifest beforehand; and they that are otherwise cannot be hid.

5. 1 Peter 5:1-8,

1 The elders which are among you I exhort , who am also an elder, and a witness of the sufferings of Christ, and also a partaker of the glory that shall be revealed : 2Feed the flock of God which is among you, taking the oversight thereof, not by constraint, but willingly; not for filthy lucre, but of a ready mind;3Neither as being lords over God's heritage, but being ensamples to the flock.4And when the chief Shepherd shall appear , ye shall receive a crown of glory that fadeth not away.5Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble.6 Humble yourselves herefore under the mighty hand of God, that he may exalt you in due time:7Casting all your care upon him; for he careth for you.8 Be sober , be vigilant; because your adversary the devil, as a roaring lion, walketh about , seeking whom he may devour

6. 1 Corinthians 12:23-31

23And those members of the body, which we think to be less honourable, upon these we bestow more abundant honour; and our uncomely parts have more abundant comeliness.24For our comely parts have no need: but God hath tempered the body together, having given more abundant honour to that part which lacked: 25That there should be no schism in the body; but that the members should have the same care one for another.26And whether one member suffer, all the members suffer with it; or one member be honoured, all the members rejoice with it. 27Now ye are the body of Christ, and members in particular.28And God hath set some in the church, first apostles, secondarily prophets, thirdly teachers, after that miracles, then gifts of healings, helps, governments, diversities of tongues.29 Are all apostles? are all prophets? are all teachers? are all workers of miracles?30Have all the gifts of healing? do all speak with tongues? do all interpret? 31But covet earnestly the best gifts: and yet shew I unto you a more excellent way.

Who we were before we were saved or called to the ministry is as much apart of us after we are saved. We just have the ability to control it. These experiences add to the testimony of our calling. We must share those experiences as God permits. This sharing will encourage and impact those in a positive manner that we will come in contact with.

We do not forget how we were raised, or the influences tragedies had in our life. All these make up who we are, how we think, what we will tolerate and what we will not tolerate.



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Never forget we are teaching and preaching to Gods people. Never get to the place where we feel we are above the people or we know more than them or that we are better than them

God communicates with us, so we can communicate to others.

Deuteronomy 29:29

29 The secret things belong unto the LORD our God: but those things which are revealed belong unto us and to our children for ever, that we may do all the words of this law

Psalm 25:12-15

12 What man is he that feareth the LORD? him shall he teach in the way that he shall choose . **13** His soul shall dwell at ease; and his seed shall inherit the earth. **14** The secret of the LORD is with them that fear him; and he will shew them his covenant. **15** Mine eyes are ever toward the LORD; for he shall pluck my feet out of the net.

Daniel 2:17-23

17 Then Daniel went to his house, and made the thing known to Hananiah, Mishael, and Azariah, his companions: 18 That they would desire mercies of the God of heaven concerning this secret; that Daniel and his fellows should not perish with the rest of the wise men of Babylon. 19 Then was the secret revealed unto Daniel in a night vision. Then Daniel blessed the God of heaven. 20 Daniel answered and said, Blessed be the name of God for ever and ever: for wisdom and might are his: 21 And he changeth the times and the seasons: he removeth kings, and setteth up kings: he giveth wisdom unto the wise, and knowledge to them that know understanding: 22 He revealeth the deep and secret things: he knoweth what is in the darkness, and the light dwelleth with him. 23 I thank thee, and praise thee, O thou God of my fathers, who hast given me wisdom and might, and hast made known unto me now what we desired of thee: for thou hast now made known unto us the king's matter.

Daniel 2:30 KJV

But as for me, this secret is not revealed to me for any wisdom that I have more than any living, but for their sakes that shall make known the interpretation to the king, and that thou mightest know the thoughts of thy heart.

Daniel 2:47 KJV

The king answered unto Daniel, and said, Of a truth it is, that your God is a God of gods, and a Lord of kings, and a revealer of secrets, seeing thou couldest reveal this secret.

Matthew 13:34-35

34 All these things spake Jesus unto the multitude in parables; and without a parable spake he not unto them: 35 That it might be fulfilled which was spoken by the prophet, saying, I will open my mouth in parables; I will utter things which have been kept secret from the foundation of the world



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Mark 4:21-23

21 And he said unto them, Is a candle brought to be put under a bushel, or under a bed? and not to be set on a candlestick? 22 For there is nothing hid, which shall not be manifested; neither was any thing kept secret, but that it should come abroad. 23 If any man have ears to hear, let him hear.

John 18:15-25

19 The high priest then asked Jesus of his disciples, and of his doctrine. 20 Jesus answered him, I spake openly to the world; I ever taught in the synagogue, and in the temple, whither the Jews always resort; and in secret have I said nothing. **21** Why askest thou me? ask them which heard me, what I have said unto them: behold, they know what I said.

1 Corinthians 2:5-15

5 That your faith should not stand in the wisdom of men, but in the power of God. 6 Howbeit we speak wisdom among them that are perfect: yet not the wisdom of this world, nor of the princes of this world, that come to nought: 7 But we speak the wisdom of God in a mystery, even the hidden wisdom, which God ordained before the world unto our glory: 8 Which none of the princes of this world knew: for had they known it, they would not have crucified the Lord of glory. 9 But as it is written, Eye hath not seen, nor ear heard, neither have entered into the heart of man, the things which God hath prepared for them that love him. 10 But God hath revealed them unto us by his Spirit: for the Spirit searcheth all things, yea, the deep things of God. 11 For what man knoweth the things of a man, save the spirit of man which is in him? even so the things of God knoweth no man, but the Spirit of God. 12 Now we have received, not the spirit of the world, but the spirit which is of God; that we might know the things that are freely given to us of God. 13 Which things also we speak, not in the words which man's wisdom teacheth, but which the Holy Ghost teacheth; comparing spiritual things with spiritual. 14 But the natural man receiveth not the things of the Spirit of God: for they are foolishness unto him: neither can he know them, because they are spiritually discerned. 15 But he that is spiritual judgeth all things, yet he himself is judged of no man

Learning Effective Communication From Jesus

http://blessing.im/learn-communication/

When I think of some of the greatest communicators, I'd never leave out Jesus. He was so captivating he could get crowds of 5,000 plus (no social media!). I guess the miracles also helped but that wasn't the sum of why people desired to be in His audience. It's every communicator's dream to have a captive audience. When I observe how He communicated there are some communication 'must dos'. (You can also read 'Something Communicators Must Never Forget' here.) Remember: the essence of communication is that the message sent is ultimately perceived by the receiver as intended by the sender...

Why?: When interacting with people, especially from a platform it is easy to fall into the trap of having all the answers. Jesus used questions as one of the means to communicate with people. He obviously knew the answers... One of the best ways to communicate is not through answers but responding with questions. Questions help us realize certain things for ourselves. Engaging questions in the learning process means the learning process is not a one way street. When learners are actively involved in the learning process they will



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remember more. For leaders, asking your team questions also challenges motives. This is one of the things Jesus used. Questions also help the one (initially) asking in weighing the validity of their questions. Too many leaders ignore the power of rhetoric questions as statements. To enhance your communication, use questions.

Luke 6:41-49

46 **And why call ye me, Lord, Lord, and do not the things which I say? 47** Whosoever cometh to me, and heareth my sayings, and doeth them, I will shew you to whom he is like: **48** He is like a man which built an house, and digged deep, and laid the foundation on a rock: and when the flood arose, the stream beat vehemently upon that house, and could not shake it: for it was founded upon a rock. **49** But he that heareth , and doeth not, is like a man that without a foundation built an house upon the earth; against which the stream did beat vehemently , and immediately it fell; and the ruin of that house was great.

Matthew 9:1-6

1 And he entered into a ship, and passed over, and came into his own city. 2 And, behold, they brought to him a man sick of the palsy, lying on a bed: and Jesus seeing their faith said unto the sick of the palsy; Son, be of good cheer; thy sins be forgiven thee. 3 And, behold, certain of the scribes said within themselves, This man blasphemeth. 4 And Jesus knowing their thoughts said, Wherefore think ye evil in your hearts? 5 For whether is easier, to say, Thy sins be forgiven thee; or to say, Arise, and walk? 6 But that ye may know that the Son of man hath power on earth to forgive sins, (then saith he to the sick of the palsy,) Arise, take up thy bed, and go unto thine house.

John 8:1-11

6 This they said, tempting him, that they might have to accuse him. But Jesus stooped down, and with his finger wrote on the ground, as though he heard them not. **7** So when they continued asking him, he lifted up himself, and said unto them, **He that is without sin among you, let him first cast a stone at her**

Matthew 12:22-28

22 Then was brought unto him one possessed with a devil, blind, and dumb: and he healed him, insomuch that the blind and dumb both spake and saw. 23 And all the people were amazed, and said, Is not this the son of David? 24 But when the Pharisees heard it, they said, This fellow doth not cast out devils, but by Beelzebub the prince of the devils. 25 And Jesus knew their thoughts, and said unto them, Every kingdom divided against itself is brought to desolation; and every city or house divided against itself shall not stand: 26 And if Satan cast out Satan, he is divided against himself; how shall then his kingdom stand? 27 And if I by Beelzebub cast out devils, by whom do your children cast them out? therefore they shall be your judges. 28 But if I cast out devils by the Spirit of God, then the kingdom of God is come unto you

<u>Like:</u> Jesus also used a lot of imagery. Because of the eagerness to make a point, communicators tend to cut to the heart. Imagery can give greater impact to points you'd like to make. Imagery also needs you to understand the context of your audience. When you employ imagery ensure that you do so with a clear understanding of your audience.

Matthew 13:3-23-Sower of seeds



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3 And he spake many things unto them in parables, saying, Behold, a sower went forth to sow; **4** And when he sowed, some seeds fell by the way side, and the fowls came and devoured them up: 5 Some fell upon stony places, where they had not much earth: and forthwith they sprung up , because they had no deepness of earth: 6 And when the sun was up, they were scorched; and because they had no root, they withered away . 7 And some fell among thorns; and the thorns sprung up , and choked them: 8 But other fell into good ground, and brought forth fruit, some an hundredfold, some sixtyfold, some thirtyfold. 9 Who hath ears to hear, let him hear . 10 And the disciples came, and said unto him, Why speakest thou unto them in parables? 11 He answered and said unto them, Because it is given unto you to know the mysteries of the kingdom of heaven, but to them it is not given. 12 For whosoever hath, to him shall be given , and he shall have more abundance : but whosoever hath not, from him shall be taken away even that he hath . 13 Therefore speak I to them in parables: because they seeing see not; and hearing they hear not, neither do they understand. 14 And in them is fulfilled the prophecy of Esaias, which saith, By hearing ye shall hear, and shall not understand; and seeing ye shall see, and shall not perceive: 15 For this people's heart is waxed gross, and their ears are dull of hearing, and their eyes they have closed; lest at any time they should see with their eyes, and hear with their ears, and should understand with their heart, and should be converted, and I should heal them. 16 But blessed are your eyes, for they see: and your ears, for they hear. 17 For verily I say unto you, That many prophets and righteous men have desired to see those things which ye see, and have not seen them; and to hear those things which ye hear, and have not heard them. 18 Hear ye therefore the parable of the sower . 19 When any one heareth the word of the kingdom, and understandeth it not, then cometh the wicked one, and catcheth away that which was sown in his heart. This is he which received seed by the way side. 20 But he that received the seed into stony places, the same is he that heareth the word, and anon with joy receiveth it; 21 Yet hath he not root in himself, but dureth for a while: for when tribulation or persecution ariseth because of the word, by and by he is offended. 22 He also that received seed among the thorns is he that heareth the word; and the care of this world, and the deceitfulness of riches, choke the word, and he becometh unfruitful. 23 But he that received seed into the good ground is he that heareth the word, and understandeth it; which also beareth fruit, and bringeth forth, some an hundredfold, some sixty, some thirty.

Once Upon A Time: Stories are a great way to challenge people or issues without coming across as being 'too in your face'. Stories are a great way to capture and keep attention. Capturing and maintaining your audience's attention is necessary for effective communication. Communication that doesn't engage the 'listeners' imagination will not have any hooks to enable 'sticky learning'.

Luke 15:11-32-Prodigal Son

11 And he said, A certain man had two sons: 12 And the younger of them said to his father, Father, give me the portion of goods that falleth to me. And he divided unto them his living. 13 And not many days after the younger son gathered all together, and took his journey into a far country, and there wasted his substance with riotous living. 14 And when he had spent all, there arose a mighty famine in that land; and he began to be in want. 15 And he went and joined himself to a citizen of that country; and he sent him into his fields to feed swine. 16 And he would fain have filled his belly with the husks that the swine did eat: and no man gave unto him. 17 And when he came to himself, he said, How many hired servants of my father's have bread enough and to spare, and I perish with hunger! 18 I will arise and go to my father, and will say unto



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him, Father, I have sinned against heaven, and before thee, 19 And am no more worthy to be called thy son: make me as one of thy hired servants. 20 And he arose, and came to his father. But when he was yet a great way off, his father saw him, and had compassion, and ran, and fell on his neck, and kissed him. 21 And the son said unto him, Father, I have sinned against heaven, and in thy sight, and am no more worthy to be called thy son. 22 But the father said to his servants, Bring forth the best robe, and put it on him; and put a ring on his hand, and shoes on his feet: 23 And bring hither the fatted calf, and kill it; and let us eat, and be merry: 24 For this my son was dead, and is alive again; he was lost, and is found. And they began to be merry. 25 Now his elder son was in the field: and as he came and drew nigh to the house, he heard musick and dancing. 26 And he called one of the servants, and asked what these things meant. 27 And he said unto him, Thy brother is come; and thy father hath killed the fatted calf, because he hath received him safe and sound. 28 And he was angry, and would not go in: therefore came his father out, and intreated him. 29 And he answering said to his father, Lo, these many years do I serve thee, neither transgressed I at any time thy commandment: and yet thou never gavest me a kid, that I might make merry with my friends: **30** But as soon as this thy son was come, which hath devoured thy living with harlots, thou hast killed for him the fatted calf. 31 And he said unto him, Son, thou art ever with me, and all that I have is thine. 32 It was meet that we should make merry, and be glad: for this thy brother was dead, and is alive again; and was lost, and is found.

<u>Pitch:</u> Jesus always understood His audience & pitched his communication accordingly. Key to effective communication is understanding your audience. Do your best to understand your audience *before* (*what*) settling on *how* to communicate!

Matthew 3:7 KJV

But when he saw many of the Pharisees and Sadducees come to his baptism, he said unto them, O generation of vipers, who hath warned you to flee from the wrath to come?

Matthew 15:21-31-crumbs masters table

21 Then Jesus went thence, and departed into the coasts of Tyre and Sidon. 22 And, behold, a woman of Canaan came out of the same coasts, and cried unto him, saying, Have mercy on me, O Lord, thou Son of David; my daughter is grievously vexed with a devil. 23 But he answered her not a word. And his disciples came and besought him, saying, Send her away; for she crieth after us. 24 But he answered and said, I am not sent but unto the lost sheep of the house of Israel. 25 Then came she and worshipped him, saying, Lord, help me. 26 But he answered and said, It is not meet to take the children's bread, and to cast it to dogs. 27 And she said, Truth, Lord: yet the dogs eat of the crumbs which fall from their masters' table. 28 Then Jesus answered and said unto her, O woman, great is thy faith: be it unto thee even as thou wilt. And her daughter was made whole from that very hour

Mark 10:13-16

13 And they brought young children to him, that he should touch them: and his disciples rebuked those that brought them. 14 But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God. 15 Verily I say unto you,



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Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. **16** And he took them up in his arms, put his hands upon them, and blessed them.

<u>Build:</u> Don't just dunk 'the point' on your audience. Effective communicators build their points to stand. For your point to carry weight and stand, it must be built on a solid foundation. The build up to your point will determine its impact. Validate the importance of what you're about to communicate.

Luke 10:25-37

25 And, behold, a certain lawyer stood up, and tempted him, saying, Master, what shall I do to inherit eternal life? 26 He said unto him, What is written in the law? how readest thou? 27 And he answering said, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind; and thy neighbour as thyself. 28 And he said unto him, Thou hast answered right: this do, and thou shalt live . 29 But he, willing to justify himself, said unto Jesus, And who is my neighbour? 30 And Jesus answering said, A certain man went down from Jerusalem to Jericho, and fell among thieves, which stripped him of his raiment, and wounded him, and departed, leaving him half dead. 31 And by chance there came down a certain priest that way: and when he saw him, he passed by on the other side. 32 And likewise a Levite, when he was at the place, came and looked on him, and passed by on the other side. 33 But a certain Samaritan, as he journeyed, came where he was: and when he saw him, he had compassion on him, 34 And went to him, and bound up his wounds, pouring in oil and wine, and set him on his own beast, and brought him to an inn, and took care of him. 35 And on the morrow when he departed, he took out two pence, and gave them to the host, and said unto him, Take care of him; and whatsoever thou spendest more, when I come again, I will repay thee. 36 Which now of these three, thinkest thou, was neighbour unto him that fell among the thieves? 37 And he said, He that shewed mercy on him. Then said Jesus unto him, Go, and do thou likewise.

To The Heart: Jesus communicated to the heart of issues. He dealt with peripheral issues that stood in the way. Communication can be hindered when we make peripheral issues weightier than the core of what we'd like to communicate.

Luke 10:38-42

38 Now it came to pass, as they went, that he entered into a certain village: and a certain woman named Martha received him into her house. **39** And she had a sister called Mary, which also sat at Jesus' feet, and heard his word. **40** But Martha was cumbered about much serving, and came to him, and said, Lord, dost thou not care that my sister hath left me to serve alone? bid her therefore that she help me. **41** And Jesus answered and said unto her, **Martha, Martha, thou art careful and troubled about many things**: **42** But one thing is needful: and Mary hath chosen that good part, which shall not be taken away from her

Bonus: Jesus never wasted opportunities to communicate something of significance. Every 'platform' you get as a communicator or leader must be valued and maximized. Some leaders leave communication for emails, platforms or few media and underestimate the power of a few seconds at the coffee pot or in an



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elevator. Use every object lesson you can find. Don't wait for a big audience and a microphone to communicate important truths or values in your organization. Use each opportunity wisely.

Mark 12:37-44

37 David therefore himself calleth him Lord; and whence is he then his son? And the common people heard him gladly. 38 And he said unto them in his doctrine, Beware of the scribes, which love to go in long clothing, and love salutations in the marketplaces, 39 And the chief seats in the synagogues, and the uppermost rooms at feasts: 40 Which devour widows' houses, and for a pretence make long prayers: these shall receive greater damnation. 41 And Jesus sat over against the treasury, and beheld how the people cast money into the treasury: and many that were rich cast in much. 42 And there came a certain poor widow, and she threw in two mites, which make a farthing. 43 And he called unto him his disciples, and saith unto them, Verily I say unto you, That this poor widow hath cast more in, than all they which have cast into the treasury: 44 For all they did cast in of their abundance; but she of her want did cast in all that she had, even all her living.

Ways to Communicate Effectively in the Workplace

Nov 19, 2013 by Valentine Belonwu In Management

1. Open Meeting

It is easier to communicate your passion and how you feel to your team via open meetings. In this kind of forum, they will not only hear what you are saying, they will also see and feel it. This approach still remains one of the best approaches to communicate effectively with a team.

2. Emails

In official settings, communication via email remains potent. It will enable you to pass messages to members of your team without pulling them out of their work stations.

3. One on One

Experts have been able to prove that some people understand better when you take them aside and talk to them on a one-on-one basis. Ensure that you maintain eye contact with them to enable the message to sink in.

4. Use Presentations

Some people grasp messages easily when pictures and sounds are involved. Using presentations like Microsoft Power Point to communicate with your team will give them the opportunity to refer back to it if they aren't clear about certain things.

5. Communication via Training



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Your training should be tailored towards communicating certain information to your team members. Most employees take training serious, especially when it's part of their appraisal.

6. Display Confidence and Seriousness

Ensure that you display confidence and seriousness to ensure that you will not be taken for granted. When your team members notice any uncertainty and lack of seriousness when you're communicating with them, they are likely to treat the information with disdain or disregard.

7. Use Simple Words

The truth is that everybody cannot be on same page when it comes to vocabulary. Therefore, to be effective in your communications with your team members, use words that can be easily understood. When ambiguous words are used, you can be misunderstood and/or waste precious time having to explain yourself.

8. Use Visuals

Place visuals at strategic positions around the work stations of your team. They should not just hear the message, they should also see it. This gives room for better comprehension.

9. Listen to Your Team Members

Communication is intended to be a two way street. Don't just talk because you are the leader without listening to anyone else. Encourage them to open up so you can be well guided when communicating in the future with them. You have two ears and one mouth —so you must listen more than you speak.

10. Use Body Language

Your body language will pass your message faster and better. Master the art of using body language when communicating with your team. Stand/sit up straight, use smiles, handshakes and eye contact.

11. Act Out Your Message

Someone once said, "Tell me what you want me to do and I might forget it, but do it in front of me and I will never forget it." Acting out your message is a very potent way of communicating with your team. Let them see you do what you want them to do, and watch their excuses disappear.

12. Use The Appropriate Tone of Voice

One word can mean a different thing when said in a different tone of voice. Make sure you use the appropriate tone of voice to communicate your message to your team so that you won't be misunderstood and discourage or demotivate members or cause them to shut down completely out of fear.

13. Avoid Unnecessary Repetition



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If you want your team members to take you serious, never sound like a broken record and don't beat a dead horse. Tell your team members what you want them to know or do and ask them if they are clear about it. If they are not, only then do you repeat what you have said.

14. Create a Receptive Atmosphere

To effectively communicate with your team, you must create a receptive atmosphere. Avoid a tense environment at all costs because when you communicate in an overly intense manner, the message you are trying to share might not be well understood or retained.

15. Be Humorous

Using friendly jokes when communicating with your team members will help pass your message along in a more relaxed way. This method of communication has been proven to be a highly effective way of dousing tension. When the atmosphere is unfriendly and intense, being humorous does the trick. If you must use jokes, please don't overdo it. Remember, you are not a stand-up comedian.

16. Be Articulate

Communication is indeed a skill that must be learned by all, especially if you want to lead any group of people. Being articulate when you communicate to your team members makes it easier for them to understand your message.

17. Avoid Mumbling

Your team members should be able to hear you clearly. When communicating with them, try as much as possible to speak clearly and not mumble words. When you mumble words or speak too quickly, you may assume that they are clear on the subject. But the truth is, they might not be. It also shows a lack of confidence on your part.

18. Encourage Feedback

Don't just talk and walk away. Give room for feedback so that you can measure the effectiveness of your style of communication. It will also afford you the privilege of knowing if your message was well understood.

19. Gesticulate

Use your hands to demonstrate your message. Make hand motions and signals to establish the seriousness of your subject matter when communicating with your team members. This shows that you understand what you are trying to relay to them. Just don't let your body movement become too exaggerated and intense.

20. Be Appreciative



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After every communication session, via whatever means you have decided, always remember to thank your listeners for their time. It will cost you nothing and it's a simple courtesy.

Remember that the point of working as a team is to share ideas and boost productivity. When communication is hampered, it can sidetrack the entire effort.

You must work hard at these communication tactics and create ground rules to keep everyone up to date, which helps avoid confusion and ensure the completion of the project with ease

10 Ways to Communicate Effectively

dani [at] positivelypresent.com

- 1. Pause before responding. I don't know about you, but I'm often in a rush for something and whenever I'm trying to communicate, I'm usually trying to do so quickly. As hard as it is for me to just pause sometimes, I've actually found that it works wonders when it comes to communicating more effectively with others. Sometimes just that tiny break, giving you time to think, is just what you need to really understand what someone else has said or to formulate the thoughts you really want to convey.
- 2. **Be trustworthy and honest.** When you're trustworthy and honest, communication becomes a lot less complicated. You don't have to think about what you're going to say wrong and you don't have to worry about uncovering a secret or a dishonest statement. If you remain open, honest, and worth of trust, you'll have a much easier time communicating with others and others will be a lot more willing to communicate with you. Words like "trustworthy" and "honest" are thrown around a lot, but they really are valuable and they are particularly important when it comes to communication.
- 3. **Don't rush communication.** This goes back to the point that came up in #1. When you're rushing and trying to get through your communication quickly that's when things can go wrong. Often when we're in a rush, we forget things or misplace things and the same goes for when we're rushing through any type of communication. So next time you find yourself communicating with someone else, *slow down* and really pay attention. Taking just a little extra time could end up making a huge difference.
- 4. Adapt your ideas to others. When we come up with an idea, we often have a set image of it in our minds and that image isn't always easily conveyed to others. If you really want your ideas to be heard, you have to work with the person you're speaking to and find a way to communicate that idea in a way s/he will understand. This means you have to take the time to get to know your audience if you really, truly want to be able to communicate with them effectively.
- 5. **Stay in the moment.** You know I love this one! When you devote your full attention to the person or people you are communicating with, you're more likely to have much better results. I know for a fact that's very, very true. Whenever I've gotten distracted and stopped paying attention to the person I'm communicating with, the communication as quickly gone south. If you want to communicate your



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thoughts effectively, you have to stay in the present moment and *really* be there when you're speaking and listening.

- 6. Pay attention to non-verbal cues. This is essential when it comes to effective communication. So much of what we say is actually not said, and if you want to understand what others are really thinking or saying you have to do more than just listen. You have to look and experience too. It's very easy to say something and not really feel it so it's very important that, when communicating, you look both at your own non-verbal cues and those others are sending you. There's a lot to be said for what's not really being said.
- 7. **Intend to understand.** This idea comes from <u>Stephen Covey</u> and focuses on the concept of listening to actually understand what is being said, rather than listening just to respond with what you want to say. This can be a tricky thing to do if you're anything like me, always ready to respond with your own opinion. Too often we're not really trying to understand what others are saying but instead are trying to find a way to jump from their points to our own. Next time you're communicating, do what you can to really work on understanding what others are saying.
- 8. **Be patient and open-minded.** Communication, even the easiest of communication, can be tough at times, which is why it's so very important to be both patient and open-minded in your interactions with others. Recognize that you might not necessarily be communicating as effectively as you'd like and remember to also be patient with yourself. No matter what the situation, there is a way to communicate -- sometimes it just takes time. Be patient and keep your mind open for new ways of sharing and understanding.
- 9. **Follow up after communicating.** To often we assume that whatever we've attempted to communicate was received just the way we sent it and, unfortunately, more often than not that's just not the case. If you're communicating with someone (especially if it's important!), make sure that you follow up after you've communicated. Assuming that your message was heard and understand is a big no-no in the effective communication world. No matter how obvious your message might seem, it never hurts to follow up!
- 10. Ask for feedback from others. When it's all said and done, one of the best ways you can learn to communicate more effectively (particularly with specific individuals) is to ask for feedback. Take some time to speak to those who you communicate with frequently to find out how you can improve on your communication with them. Sometimes all it takes is a few suggestions and you'll be on the road to creating a better understanding with someone else. It's not always easy to ask for feedback, but it's worth it!

Communication can be tricky at times (especially if you're in a situation where you need to communicate difficult topics or discuss hard-to-grasp ideas). There are many ways communication can be made ineffective and it's all too easy to let effective communication skills slip through the cracks. However, if you really want to make the most of your life and you want to continually strive to improve your relationships with others (and with yourself!), you must stay on top of your communicating game. Pay attention to how



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you communicate with others and also pay attention to how others communicate with you. You may have learned a thing or two from this post, but you can always learn more and one of the best ways to learn is by observing and then taking action. So pay attention to what's going on around you and what choices you're making when it comes to communicating with others; being more aware will help you be more proactive in your effective communication efforts. Now go on -- get out there and communicate!

10 Ways to Communicate Better at Work

By Lindsay Olson Aug. 14, 2012 | 9:30 a.m. EDT

Tips for interacting easier with your colleagues.

Communication is arguably one of the most important business skills, no matter what your industry. Yet so many of us haven't been trained in how to <u>communicate with co-workers</u> and clients. Here are some tips to help you become a better communicator:

- **1. Listen.** Most of us are terrible listeners. Instead of truly listening to what the person is saying, we interrupt, prepare our response, or think we already know what the speaker is going to say next. It's impossible to understand what someone needs or wants if we don't give them our undivided attention.
- **2. Pay attention to body language.** Body language can tell you just as much as what a person says, if not more. Observe how they act when they talk. Is your co-worker saying she can meet a deadline, but wringing her hands while she says it? She might be afraid to tell you it will be hard to make the due date.
- **3. Consider communication preference.** Not everyone likes to communicate the same way. Email works for some, but others would rather pick up the phone and talk, text, or even use social media or instant messaging to relay something. Respect the person you're trying to contact and use the method she seems to prefer. If you've called a client several times and always get her voicemail, but she's always quick to respond to email, switch to email instead.
- **4. Consider your tone.** The problem with email and social media is that it can be difficult to determine the tone. You may mean something as a joke, but if it comes off pushy or angry, you could cause an unintended reaction from the recipient. Make sure your language is clear, and if you are angry, take a few minutes to cool down before you type. Better yet, meet in person so nothing is misconstrued.
- **5. Don't be too casual.** Getting along with your work colleagues can help you do your job better, but don't take it too far in your communication on the job. Keep the cursing for after hours, and make sure your emails, meetings, and phone calls are professional. Being too casual on the job may make others feel uncomfortable.
- **6. Check your grammar.** Spell check is your best friend on the job. Always proofread anything you type—be it an email, Tweet, or letter. If you're not great at catching errors, ask someone else to proof it for you.



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- **7. Keep criticism constructive.** If you manage others, you want them to do their best. Work to ensure your comments aren't <u>emotionally charged</u>, and that the person you're speaking with grasps what you're trying to say when giving feedback. Provide positive reinforcement when a job is well-done, and find ways to add in tips for improvement without being "that boss."
- **8. Restate what you hear.** Rephrasing what your co-worker or boss says to you by repeating the important points shows you are listening and understand what you were told. It gives both parties a chance to clarify if there is any confusion, and by repeating it, you'll remember.
- **9. Get a little personal.** People let their guards down when you talk about their lives outside of work. Ask about a co-worker's kid's soccer tournament. Find ways to interact on a personal level without going too far. You'll go a long way toward building trust.
- **10. Never stop improving.** Effective communication is a skill you must practice. Observe how others respond to your communication to clue you in on areas for improvement.



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Jesus' 46 Parables in Chronological Order Christian Bible Study ~ Introduction and 26 Lessons

The parables of Jesus embody much of his fundamental teaching. They are quite simple, memorable stories, often with humble imagery, each with a single message. Jesus, for example, likened the Kingdom of God to yeast (an image usually meant as corruption) or a mustard seed. Like his aphorisms, Jesus' parables were often surprising and paradoxical. The parable of the good Samaritan, for example, turned expectations on their head with the despised Samaritan proving to be the wounded man's neighbor. The parables were simple and memorable enough to survive in an oral tradition before being written down years after Jesus' death.

Most Bible scholars say that Jesus parables appear only in the three synoptic gospels (Matthew, Mark, and Luke). However, if we broaden our view a bit, it seems that Jesus' three-part story about the sheep, gate, and shepherd in John 10 can also be considered a parable especially as it chronologically falls right after the related parable of the lost sheep in Matthew 18:12-14.

The chronological order of the parables that I have used comes from the very excellent NIV *Narrated Bible in Chronological Order* (hardcover) and *Daily Bible in Chronological Order* (paperback) by Dr. F. LaGard Smith of Pepperdine University, published by Harvest House. There is another list of the parables in chronological order floating around on the web, but it lists only 35 parables and does not cite a source for the chronology.

The chronology is quite a lesson by itself. You can see that the first group of parables focuses on the fact that there's a new story being told, that it's not to be hidden, and it serves as a foundation for what's coming next. We then have the very important Parables #12 (sower and four types of soil) and #13 (weeds among good plants). This is followed by a group of "Kingdom of Heaven" parables (growing seed, yeast, valuable pearl, etc.). Now that the foundation has been built, Jesus gets into the behavior parables—how he would have you act as a Christian in different situations as a disciple, worker, or tenant. He then moves into using your talents well, remaining watchful, and finally into



judgement. Basically it's the progression of a Christian life. Unfortunately, it's a progression we miss out on when we read the parables in the order they appear in Matthew, Mark, and Luke.

If you plan to lead a group in studying Jesus' parables, I strongly recommend you look over and allow yourself some time to delve into the leader's notes from the first lesson (Parables Introduction) before you get going. Also, print out the entire list of parables and give everyone in your group a copy that they can refer to as your study progresses.

I've found with my groups that each lesson or discussion takes about 45 minutes to go through. I've also



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found that people can get passionately involved in these lessons and they can easily run much longer if the leader doesn't keep things moving along.

The discussion questions are slightly different from traditional Bible studies in that they **emphasize the application of the scripture to your life today.** Unlike some of my other studies, there are Leader's Guides for only about one-half of the lessons. Many of the questions are designed to be a springboard to further discussion and there is often no truly right or wrong answer. If you have questions or comments, please use the "Contact Me" button on the menu below. I guarantee that I will read your comments, however, as this web site gets more than 3,000 visitors per day, I can't possibly answer every one.

In response to your requests, **these studies are in Adobe PDF format**, so they can easily be printed out. The first page provides the NIV scripture verses, the second is the discussion questions. Pages 3 and higher are notes for leaders. For the Bible studies that I lead, I print the scripture verses on one side of a sheet and the discussion questions on the other side. However, if saving paper is not a consideration, print them on two sheets so people can refer to both the verses and the questions without excessive flipping over. If you cannot read PDF files, click to download Adobe Reader.

Some discussion questions are borrowed or adapted from the book *New Testament Lesson Maker* from NavPress (ISBN 0-89109-688-4). I highly recommend this book, which is available from CBD as well as most large Christian bookstores.

David Ahl, May 2009

- Parables Introduction Definitions, parable, fable, analogy, count of parables
- <u>List of Parables in Order</u> Brief descriptions and scripture references for all 46 parables.
- Parables #1-2-3-4 New cloth, New wine. Lamp on a stand. Wise & foolish builders.
- Parables #5-6 Moneylender forgives unequal debts. Lamp on a stand (2nd time).
- Parables #7-8 Rich man builds bigger barns. Servants must remain watchful.
- Parables #9-10 Wise and foolish servants. Unfruitful fig tree.
- Parable #11 Sower of seeds into four types of soil.
- Parable #12 Weeds among good plants. "Kingdom of Heaven".
- Parables #13-15 Growing seed. Mustard seed. Yeast. "Kingdom of Heaven".
- Parables #16-19 Hidden treasure. Pearl. Fishing net. Owner of a house. "Kingdom of Heaven".
- Parables #20-21 Lost sheep. The sheep, gate, and shepherd.
- Parables #22-23 Master and his servant. Unmerciful servant.
- Parables #24-25 Good Samaritan. Friend in need.
- Parables #26-27 Lowest seat at the feast. Invitation to a great banquet.

Parable #28 Cost of discipleship.



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- Parables #29-30 Lost sheep (sheep as sinners). Lost copin.
- Parable #31 Lost (prodigal) son.
- Parable #32 Shrewd manager.
- Parable #33 Rich man and Lazarus.
- Parable #34 Workers in the vineyard, early and late.
- Parables #35-36 Persistent widow and crooked judge. Praying: Pharisee and tax collector.
- Parable #37 King's servants given minas.
- Parables #38-39 Two sons, one obeys, one does not. Wicked tenants.
- Parable #40 Invitation to a wedding banquet.
- <u>Parables #41-42</u> Signs from a fig tree. Wise and foolish servants.
- Parables #43-44 Wise and foolish virgins. Servants must remain watchful.
- Parable #45 Three servants given talents.
- Parable #46 Sheep and goats will be separated