

MBC Instruction Manual
For the Training of Small Group Leaders
(30-minute Davar Audible® N1 Audio Player Version)

Mini Bible College



***“Getting people into God’s Word and
God’s Word into People”***

International Cooperating Ministries

“Nurturing believers and assisting Church growth worldwide.”

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TABLE OF CONTENTS

	PAGE NUMBER
CHAPTER 1	
Introduction and Overview of MBC.....	1
What People are Saying about MBC.....	2
MBC Courses.....	3
International MBC Curriculum Courses.....	4
MBC Components.....	5
CHAPTER 2	
MBC Small Group Instructions.....	6
Selecting a Coordinator.....	6
Choosing Small Group Leaders.....	6
Introduction, Orientation and Instruction (IOI).....	7
Structuring the Groups.....	8
Selecting the Location.....	8
Structuring the Meeting.....	9
Recommended Study Group Format.....	9
Before Class.....	10
During Class.....	10
After Class.....	11
Special Instructions for Teaching Oral Learners.....	11
CHAPTER 3	
Davar Operating Instructions.....	12
Proper Charging Instructions.....	12
Turning Player On/Off.....	14
Play/Pause.....	14

Navigation.....	14
Sound Volume Control.....	15
User Preferences.....	15
Battery Status.....	15
Battery Management.....	15
Charging Using the Solar Panel.....	15
Charging Using the External DC Plug.....	15
Audio Phone Jack, External Speaker/s, or Public Address System.....	15
Care and Maintenance.....	15
Usage Problems.....	16
CHAPTER 4	
Suggested Reporting Forms.....	17
CHAPTER 5	
Biblical Mandate.....	18
Making Disciples of All Nations - Nurturing Believers.....	18
Master Key.....	18
Four Spiritual Secrets.....	19
Cities of Refuge – A Biblical Model.....	21
Seven Biblical Steps of Planning for Bible Study Groups.....	22
ATTACHMENT 1	
Biography of Dick Woodward.....	25
ATTACHMENT 2	
MBC Nurturing Report Form.....	28
ATTACHMENT 3	
Sample Certificate of Completion.....	30

Chapter 1

Introduction and Overview of Mini Bible College (MBC)

This manual provides training and instruction for the small group leaders. Please read all the instructions carefully and completely before planning training sessions with the small group leaders. In this manual, we share what we have observed and learned and what has worked well over the last several years. This instruction manual contains important operating instructions and helpful suggestions.

The Mini Bible College (MBC) is both the nurturing arm of International Cooperating Ministries (ICM), and a strategy designed and developed to assist in nurturing believers through small groups with the MBC materials. It is the goal of ICM's Directors of Partnership Review to assist each partner and local pastor in his or her understanding and implementation of the MBC curriculum. With proper implementation, this program will provide small groups with a disciplined, systematic and solid four years of Bible study. As the believers become nurtured and strengthened in their knowledge of God's Word and in their faith, the local church will grow spiritually and numerically. We are all familiar with our Lord's Great Commission:

*"Go into all the world and preach the good news to all creation."
"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Mark 16:15; Matthew 28:19,20)*

For the most part, churches have been doing a good job of sharing the Gospel, which is the "first half" of the Great Commission. Yet because so many churches are *not* doing a good job with the "second half," that of making disciples and teaching, there are many who are leaving the church and others who are staying, yet who are spiritually weak and unfruitful.

MBC was developed to give ICM Partners a powerful tool to aid in the nurturing of the believers in their churches and congregations, all in obedience to our Lord's Great Commission. Many appreciated the MBC broadcasts and the Study Booklets that ICM offered, but wanted something designed to allow them to hear the messages whenever they wanted and to share those messages with others. MBC was designed to provide this flexibility, while preserving a structured curriculum.



MBC is a comprehensive Bible study designed to teach God's Word. MBC is a devotionally practical Bible study that is packaged and presented to be easy to use in small groups, even in the most remote areas. Over the last 25+ years MBC has been translated into over nearly 40 major languages and has proven effective to ground believers in their knowledge and faith. As Dick Woodward, the author of Mini Bible College said:

"The prayer and the purpose of MBC is to get people into God's Word and God's Word into His people, because then wonderful and miraculous things happen!"

MBC nurtures believers by providing biblical instruction and easy-to-use materials at the local church level, helping believers to fulfill our Lord's Great Commission and facilitating ICM's partners' shared mission of "nurturing believers and assisting Church growth worldwide." If you have any questions, please contact ICM for clarification.

What People are Saying about MBC

"It has been such a personal blessing to my life and I want all my pastors to go through it and to make it a part of the Bible School...This is very good material for everyone."
Pastor Saied from Cairo, Egypt

"This is especially good for illiterates. With the [Davar audio player] they can clearly understand God's Word, and many are coming to the Bible study groups and to Christ, who would have never accepted an invitation to our churches." Joseph Mammen from, India



"I have noticed tremendous spiritual growth especially in the lives of the pastors as they are listening to the Bible studies all the time." James Rebbaverapu from, India

"We have been very pleased with this material and have found it to be very effective. Some of our groups have grown over 150%, and the churches that are using MBC are growing and growing!" Selvaraj from, India

"Because of the persecution, many are fearful to attend church but the [Davar audio player] groups are growing...The [Davar] is a powerful method of teaching God's Word." Joseph Raju from India

MBC Courses

MBC is divided into 14 manageable courses that loosely equate to semesters of study, beginning with the ***Sermon on the Mount***, then moving through the ***Old Testament Survey***, the ***New Testament Survey***, and ending with a special course on ***Family and Marriage***. The ***Old Testament*** and ***New Testament Surveys*** are further broken down into smaller separate courses like Genesis and Exodus, Leviticus through Joshua, and the like.

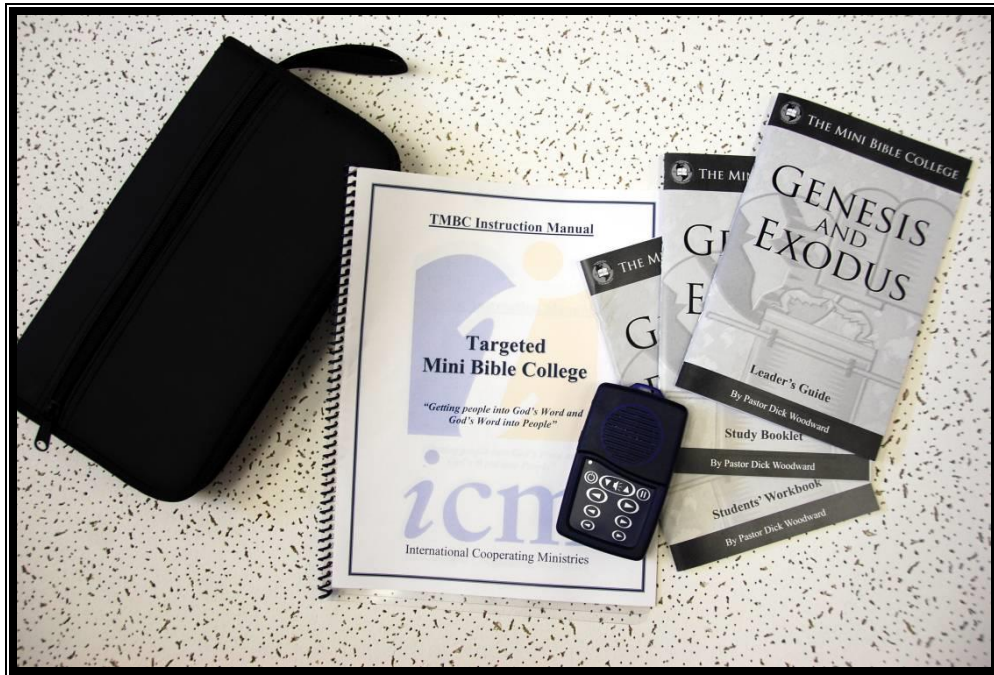
Our experience has shown that the best and most appropriate sequence of study is to begin with ***Sermon on the Mount*** and then to work through the ***Old Testament Survey*** and ***New Testament Survey***. This sequence follows Christ's model of teaching to his disciples (Luke 24:7). The ***Sermon on the Mount*** teaches what it means to be a "Christ follower." We recommend this sequence for new believers and all others wishing to join the study groups. What makes Mini Bible College unique and powerful is the way it systematically builds principle upon principle. Thus, it is important to start at the beginning. All who join the study groups should have the goal to study the whole Bible from beginning to end.

International MBC Curriculum Courses

Course Name	Description	Number of 30-min Audio Lessons
1. Sermon on the Mount	Understanding Jesus' key teachings to His disciples	24
2. Genesis & Exodus / Old Testament (OT)	Introduction to the Bible and the Creation	14
3. Leviticus – Joshua / OT	The founding of the nation through which God works	12
4. History Books: Judges – Esther / OT	Examples and warnings from Hebrew History and learning from them	19
5. Poetry Books: Job – Song of Solomon / OT	God's teaching to the hearts of His people	15
6. Major Prophets: Isaiah – Daniel / OT	Devotional Survey through the Major Prophets	13
7. Minor Prophets: Hosea – Malachi / OT	Devotional Survey through the Minor Prophets	17
8. Intro to New Testament (NT) & Matthew	Introduction to the New Testament and devotional study through Matthew	18
9. Luke and John / NT	Biographical and devotional study of life and ministry of Jesus	12
10. Acts and Romans / NT	Founding of the Church historically and doctrinally	13
11. I and II Corinthians / NT	Practical teaching from Paul to the churches	11
12. Pauline Epistles: Galatians – II Timothy / NT	Deep and devotional truths from Paul	18
13. Hebrews – Revelation / NT	General Epistles and Prophecy	18
14. Family and Marriage	What the Bible says about God's model for marriage and family	11

Each MBC package contains audio lessons and printed material for the leaders of the small groups, and workbooks for the literate students. Each Kit should be used by at least three small groups during the week. For example, one group could use it on Monday, another group on Tuesday, and a third group on Thursday, and yet another group could use the same MBC package on Saturday.

MBC Components



(Pictured here is a sample package in English, including an audio player and CD set.)

The Components of the MBC package are:

Audio: Over 110 hours of Bible teaching on an audio player (Davar Audibible® audio player, where available)

215 thirty-minute audio lessons

24 Sermon on the Mount

90 Old Testament Survey

90 New Testament Survey

11 Family and Marriage

Text: Printed material for 1 course (additional course materials are provided upon receipt of reports and requests from partners)

Leader's Guide

Study Booklets (Commentary for the leader)

Student Workbooks (for the literate)

This MBC curriculum will provide over four years of Bible study when a small group faithfully meets weekly, typically for 1 ½ hours (a recommended meeting format is provided later), to study one lesson. The audio lessons may be delivered in various forms such as CDs, audio DVDs, MP3-type audio players (such as Davar Audibible®), internet, or some other form of delivery.

MBC Small Group Instructions

Selecting a Coordinator

First of all, it is very important that a Nurturing Coordinator be designated. Most ministry leaders are far too busy to be able to provide the administration and attention needed to manage all the needs of the small groups, their leaders and students, and the oversight of the MBC materials. The Nurturing Coordinator is responsible for the coordinating and managing of the study groups and for interaction with ICM to ensure group leaders are properly trained, have their needed materials, and ICM is provided with timely reports. In their respective regions, ICM's Directors of Partnership Review (DPRs) are available to advise the Nurturing Coordinators as they plan, organize, and launch their programs.

Designated Nurturing Coordinator Responsibilities:

- Works with ICM's MBC Coordinator to develop the implementation and ongoing use of MBC
- Manages the MBC and/or MBC projects, including possible translation, printing and small group leader training
- Provides reports on-schedule
- Manages payments, inventory and printed material for the partnership.

Designated Nurturing Coordinator Essential Qualities

- Heart for nurturing and discipleship
- Leadership and administrative skills
- Proficiency in English and computer skills to keep and file reports via the internet
- Authority and ability to act in the partnership's best interest.

Our experience has taught us that the groups which grew the most spiritually and numerically are those that were smaller (6-8 people) and had separate groups for men, women and youth. Other significant factors contributing to sustained growth were consistency of the leader, location, meeting time, and humility. By humility we mean those leaders and groups who are truly spiritually hungry and devote themselves to the study, not presuming that they do not need to study God's Word.

Choosing Small Group Leaders

It is important to begin by praying, asking God to raise up capable leaders within your churches and congregations, while looking for men, women and young people who can lead

small groups. Through this process God *will* raise up leaders, possibly some that you were not expecting. Here are some characteristics that we have observed in a good leader:

- A desire to learn and to share God's Word
- Good testimony
- Can read and write and has some administrative ability to keep reports
- Is dependable

Introduction, Orientation and Instruction (IOI)

Once the prospective leaders are chosen, organize a day when you can conduct Introduction, Orientation and Instruction (the "IOI"), which introduces MBC and trains small group leaders. The IOI will give prospective leaders a good understanding of the biblical mandate for discipling, as well as the orientation and instruction they will need to successfully lead their groups.

Further details about the IOI will be worked out in the planning between your Nurturing Coordinator and ICM's MBC Coordinator.

Begin giving practical advice to the leaders, including:

- Personally start inviting people to come to this spiritual banquet.

"Go to the street corners and invite to the banquet anyone you find.' So the servants went out into the streets and gathered all the people they could find, both good and bad, and the wedding hall was filled with guests." (Matthew 22:9-10)

- Although these MBC studies are mostly for the nurturing of believers in the church, they can also be a wonderful outreach tool. Many who would never accept an invitation to church will accept an invitation to a friend's home for a Bible study.

NOTE: We have observed that groups that do not immediately invite visitors to their church or congregation grow more. When visitors are invited too soon to come to church, they stop coming to the study group. Thus, we recommend that you instruct and encourage your leaders and groups to wait until visitors ask about the church that the study group members attend, or it comes up in conversation. These visitors should never feel that the Bible studies are a *trick* to get them into church. Experience shows that it is more effective to wait until they ask, realizing that some, even though they have come to faith in Christ, may not come to church for a long time because of family differences or other reasons.

- Prepare yourself in prayer for those who will attend the study group. If possible, pray for them by name. Only God can change the hearts of people, and prayer is the most powerful tool.

“Then Jesus told his disciples a parable to show them that they should always pray and not give up.” (Luke 18:1)

- Ask for help. Do not try to do everything yourself. Invite one or two people to help with the necessary details of running a small group: for example, music, singing, greeting, and keeping records for the class.
- Start looking for someone to be the assistant leader, for the times the leader might not be able to be present, and for that time when the group grows so large that it needs to divide so that the groups can continue growing spiritually and numerically.

Structuring the Groups

There is more interaction and participation in the smaller, and therefore more intimate, groups. These smaller groups tend to experience more discussion and application of God’s Word to their lives. Before testing MBC in small groups, we thought groups of 12 to maybe 20 would be good sizes, but we soon discovered that those larger groups tended to not show as significant spiritual or numeric growth as the smaller ones did. Therefore, based on our experience, we recommend the following size and composition:

- Ideal group size is 6-8 people.
- Once the group grows to 12-14, divide it into two groups.
- Separate groups for ladies, men, couples and young people grow much better than mixed groups.

Selecting the Location

In the *MBC Introduction, Orientation and Instruction* there is a short devotional about the Cities of Refuge (also provided in the Biblical Mandate portion of this Manual). God gives us a wonderful model in the Old Testament of what our small groups, and even our churches, should be. God set up Cities of Refuge as places where condemned people could find safety and God’s mercy and grace. In the same way, our churches, and even our small groups should be a place of **refuge** where the condemned can find God’s mercy and grace. People should always know they may join a small group. (Numbers 35; Deuteronomy 19, 29; Joshua 20, 21)

God was very clear in providing places of refuge that were **strategic and where all were welcome, which are easy to reach, and safe**. The Cities of Refuge were a picture of Christ and salvation, and we believe they provide us a model for our churches and our small groups. In summary, prayerfully select a meeting place with this in mind:

- Strategic locations (new area, daughter or sister congregation, people group, and the like.)
- All are welcome (especially visitors should feel welcome and comfortable)

- Easy access (easy to find and space for everyone)
- Safe (safe place to experience God's grace and mercy)

Structuring the Meeting

Scripture is clear in so many places that our God is a God of order and design. Experience has also shown us that the more effective groups are also the more organized and consistent groups. Those leaders who are faithful to start and end the meetings on time tend to have the groups that grow more spiritually and numerically. God's Word says that there is a time for everything, a time to start and a time to end.

We need to be respectful of those we invite to come. For example, if we tell someone that the meeting will start at 7 and will only last about 1½ hours, and then the study group does not start till after 8 and goes until past 10, that gives a very bad testimony. An invited guest is less likely to return. Therefore, encourage your leaders to follow the schedule, beginning and ending on time. We recommend that the Bible study time should only be about 1½ hours long from beginning to end.

So, choose a meeting time (See the example of the Cities of Refuge. The gates were always open. Similarly, people should always know they may join a small group).

- Find different times for various groups, when they want to meet:
 - Early morning groups might work for men
 - Young mothers may prefer afternoon meetings
 - Young people groups are more successful on a weekend evening
- In our tests, Monday and Tuesday evenings were more successful than Thursdays.
- In our tests, adult groups on Saturday and Sunday tended not to grow.

Recommended Study Group Format

We have found that the following format works well:

- Welcome (have a person designated to be the official greeter and always make the visitors feel as welcome as possible)
- Praise: praise music (10 minutes)
- Prayer: time of prayer (5 minutes)
- Recitation: recite the memory verse (5-10 minutes)
- Scripture: Bible passage reading for the day (5-10 minutes)
- Lesson: listen to the teaching on the audio player (30 minutes)

- Discussion: lead the discussion on the lesson and answer the questions in the workbook (30 minutes)
- Closing prayer: (See the prayer guide at the end of each chapter)
- Fellowship (optional for those who can and want to stay after the study to visit)

A good leader is a prepared leader. Here are a few practical suggestions to give as encouragement to your leaders to do before, during, and after each class:

- Before class

- Review the lesson and understand the lesson objective.
- Become familiar with the material: listen, read, and study each lesson, and memorize the Bible verse before class time.
- Be sure all materials are ready for each class.
- Pray that God will teach you what He wants you to learn, using you to help others to learn and apply God's Word to their lives, and to use you to be a blessing.
- Be early, the first one there. Make sure the meeting area is adequate and comfortable, ready for the class to start on time.

- During class

- Here are some suggestions from group leaders that you might find helpful. In using these, remember to encourage the group leaders to limit the class time to 1½ hours:
 - Greet everyone as they arrive. Do you remember how nice it is when you are welcomed? Extend God's welcome to all. Have someone serve as the greeter and introduce people to one another if they are not already acquainted.
 - Open with a time of worship and prayer, asking God to help each of you to understand and apply God's Word to your lives.
 - Follow the schedule.
 - Work through the workbook, inviting discussion with a focus on application. We trust that the questions will encourage interesting discussion and understanding that will lead to application. If the group is large (more than 12), consider dividing it into smaller groups of three or four people to encourage discussion. Be sure to monitor the time and be careful that the conversation does not detract from the focus of the lesson and the study of God's Word.

- Thank those who helped you, thank all for coming, and encourage attendance to the next class.
- Challenge the students to invite others to join the Bible study.
- Encourage the students to memorize the biblical passages of the lessons each week.

- After Class

- The leaders should not only end on time but also remember to:
 - Gather up all materials.
 - Restore the meeting room to the proper order.
 - Fill out and file the attendance report forms.
 - If you are meeting in someone's home, thank him or her for their hospitality.

Special Instructions for Teaching Oral Learners

MBC, because of its audio format, has proven to be very effective among those who are oral learners - those who cannot read and write. It is important to remember that those who cannot read and write learn and retain information differently from those who are literate. The auditory learners learn from listening and telling what they have heard. Illiteracy was not an obstacle in Jesus' day and should not be an obstacle today. It is good to remember and even to tell those in your class that most of the disciples, and the majority of the people who first shared and spread the Gospel, could not read or write.

In many ways, auditory learners have a greater capacity to learn what they hear than we who must write something down in order to remember it. Take the time, therefore, to allow your students to hear the Scripture and the lessons, pausing the audio message and even going back to listen again to a portion if it was not understood. Then allow them to respond to questions. When auditory learners can "story back"—tell in their own words what they have heard and learned—it indicates that they have properly grasped the principle. Therefore, use the study questions to guide the discussion and study time, as it will help in the learning process. Ask the questions out loud and encourage all to participate. This will lead them into a deeper understanding of God's Word and a stronger relationship with His Son, Jesus the Christ.

Chapter 3

Davar Audible® N1 Audio Player Operating Instructions (If not using Davar, go on to the next Section, Suggested Reporting Forms.)

“Faith comes by hearing...” Romans 10:17

“This is a very precious piece of equipment! Not because of the price or that it is high-tech, being solar powered, but because it has the teachings of God’s Word!” Pastor Sudakhar

The Davar Audible® audio player has advantages over other audio delivery media:

- Simple to use
- Durable
 - No moving parts
 - Shock resistant (but not shock-proof)
 - Heat resistant to over 50 C. You can place it out under the sun on the hottest day
 - Water resistant (but not water-proof)
 - Solar powered - no need to purchase batteries
- Practical
 - Cannot be re-programmed
 - Totally self-contained
- Rich in content: contains 215 lessons, about 110 hours in Bible teaching (the entire MBC curriculum in your hands.) As mentioned above, these lessons are arranged in the following sequence:
 - 24 *Sermon on the Mount*
 - 90 *Old Testament Survey*
 - 90 *New Testament Survey*
 - 11 *Family and Marriage*



Proper Charging Instructions (NOTE: Please ensure that the units are fully charged before operating.)

Because the Davar Audible® audio player is solar powered, if it does not receive light, it has no power. Likewise, if we do not stay in the Light, we will not have His power! *“If we walk in the light as He is in the light we have fellowship one with another.”* (1 John 1:7) No light, no fellowship. Once fully charged, the unit can be played at mid-range volume for approximately 5 – 9 hours before needing to be recharged.

We recommend that the units be fully charged before distributing to the Group Leaders.

- IMPORTANT: To charge the Davar Audibible® unit fully, place the unit in direct sunlight for at least 5 ½ hours. For best results, tilt the solar panel side toward the light.

- The unit can even be charged, although at a much slower rate, by placing the solar panel 15 cm. from an incandescent light bulb or even a candle.

- Be sure the unit is left charging in a safe place.

- It is possible to use Direct Current (DC) for a quick charge but we do not recommend purchasing or using DC adapters for charging because, in many places, the electricity is inconsistent and a power surge could damage the player or batteries. If you choose to use a charger (AC power adaptor), it must have a 3.5mm barrel plug connector (1.3mm center pin) that has an output voltage between 5V and 28V which can deliver a current of at least 200mA.

- Maximizing Battery Life: If the unit is to be stored for a period of time, make sure the battery is fully charged first. Storing the unit with an uncharged battery can damage it and cause it not to recharge properly in the future.

NOTE: Always discharge the unit entirely (play it until it will play no more) and then fully charge it (4 to 5.5 hours of direct sunlight) at least once every 3 months, to extend battery life. If properly cared for, the batteries can be recharged many times. Be aware that this total discharge might happen in the middle of a group lesson. A red LED will flash as an indicator that the battery level is below 5% and that it will need to be recharged soon.

- The pastor and group leaders are to use the Davar players.

- We ask that every pastor lead at least one group.

- We ask that each church start with at least 3 groups.

- We ask that each player be used by at least 3 groups.

Turning the Davar Audible® N1 On/Off:



- The on/off button is at the center top of the player. The button is marked with red.
- To turn the player on, press the red **On/Off/Play/Pause** button until you hear a short high-pitched beep and see the green LED light. The red LED will also light briefly while the unit does a diagnostic test and the content is validated. If the RED led remains lit then either the SD card cannot be read, or it contains content that is invalid or that has been tampered with.
- To turn the player off, press the red **On/Off/Play/Pause** button until you hear a short low-pitched beep and see the green LED turn off. Alternatively, if the player is left in the paused state for 3 minutes, it will turn itself off automatically.

Play/Pause



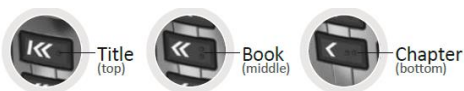
- To begin play, press the red **On/Off/Play/Pause** button temporarily. The green LED will flash to indicate that content is being played.
- To pause, press the red **On/Off/Play/Pause** button again. The green LED will light continuously in the paused state.
- Playback can also be started or re-started by pressing any of the other navigation buttons.

Navigation



The Davar® navigation is designed on a three tier structure: Series or Title (top outside buttons), Book (middle outside buttons) and Chapter (bottom outside buttons)

- Press the |<< and >>|buttons to navigate forward or back in the Series or Title tier of audio content.
- Press the << and >> buttons to navigate forward or back in the Course or Book tier of audio content.
- Press the < and > buttons to navigate forward or back within the Lesson or Chapter tier.



To perform a fast forward/seek function, hold down on the > button to increase the playback speed. The playback speed will automatically revert to normal speed if the end of the chapter is reached. The player will automatically advance to the next chapter, book, or title when it gets to the end of a chapter. The player will also automatically wrap around from the last chapter or section back to the first. Press the |<< button to navigate in the top tier of the audio content to revert back to the start.

Sound Volume Control



The sound volume control is centered near the bottom of the unit. Press the V to decrease and Λ button to increase the volume. When the Davar® player is turned on, the volume level will revert to the same level as when it was last turned off.

User Preferences

The navigation position and the sound volume level are saved when the player is turned off. When the player is turned on again, the navigation position will revert to the beginning of the chapter that the player was at when preferences were last saved. Similarly the sound volume level will revert to the saved level.

Battery Status

The unit will play for approximately 5 to 9 hours from a full charge depending on the volume setting. The red LED will begin to flash when the battery level drops below 5% charge remaining.

Battery Management

The battery comes fully charged by the factory. For best results please make sure to charge it fully on a regular basis before using the player in the field.

Charging using the Solar Panel

When the battery is fully depleted, the player can be fully charged by direct, fully sunlight using the solar panel on the back of the unit in 4 – 5.5 hours (typically).

Charging using the External DC Plug

When the battery is fully depleted, the player can be fully charged in 2.5 hours (typically) using a 5 - 28V DC adaptor that has a 3.5mm barrel plug connector (Center pin = Positive (+) polarity). The charger must be able to supply a current of at least 140mA. The adaptor jack is situated on the lower right side of the Audible® player. When the unit is plugged into an external charger, a blue LED will light to indicate charging. The blue LED will turn off once the battery is fully charged.

Audio Phone Jack, External speaker/s, or Public Address System

Stereo earphones, external speaker(s), or PA can be connected to the standard 3.5mm phone jack located on the right side of the Audible® player.

Care and Maintenance

The Audible player was designed to give years of normal use in all types of harsh environments. It is resistant to moisture and dust, but not completely waterproof. It is designed to withstand heat and cold but will work best to operate it between -20 degrees Celsius (-4 degrees Fahrenheit) and 60 degrees Celsius (140 degrees Fahrenheit). Do not place the Davar player close to a fire. If water or sand does get into the cavity of the speaker, make sure it is completely dry and/or all the sand is removed before turning the unit on again. If the Micro SD Card has been removed, make sure to replace it with the 8 copper strips facing upward.

Usage Problems

If the audio player does not turn on, please follow the directions listed above in Powering on the Audio Player. If the RED or GREEN LED does not turn on, please ensure that the player's battery is fully charged as instructed above. If the audio player does not turn off and the lights remain lit Red or Green please ensure that the Micro SD card contains a valid Base Content File. The only way to turn off the audio player is when it is in this state is by removing the Micro SD card and then pressing the power button for at least two seconds.

Chapter 4

Suggested Reporting Forms

Counting and reporting are important parts of being a good steward of what God has entrusted into our hands. We all know the parable of the lost sheep. How did the shepherd know he was missing one sheep? He must have counted them.

Why are reports important?

- First of all, the reports are important to you, as they will help identify potential leaders in individual churches.
- Reports are also very important, as they will reveal what is working (successes) and what is not working (problems) within your ministry area.
- Reports are important to facilitate accurate planning and budgeting (for example, to determine how many audio players, Leader's Guides, Study Booklets and Student Workbooks you will need).
- Reports are required for ICM to secure continued funding of the study materials, as ICM is accountable to the donors.
- We recommend that your group leaders keep attendance records beginning with the very first week, and that these be gathered, examined, and compiled every month so you might be better able to evaluate and then acknowledge where there is progress and/or where adjustments are needed. ICM does **not** want or need these weekly detailed reports. For our ministry needs of planning and sharing with supporters what God is doing in and through MBC, we only require periodic reports using one form: MBC Nurturing Report Form (**see page 28**). This report form is to be used as follows:
 - Semi-Annual Reports
 - January-June Reporting due by July 31
 - July-December Reporting due by January 31
 - Request materials (audio units) and reporting of any non-functioning audio units.

We also recommend rewarding the faithful students who have completed a course, and especially those who complete the entire four years. We recommend that you maintain a log of weekly attendance so you will know who these students are. ICM encourages your ministry to give Certificates of Completion for all those faithful students who complete a course. An example of such a certificate is shown as an attachment to this Manual (**see page 30**).

Chapter 5

Biblical Mandate

This last section of the Manual provides you with the Biblical passages and the devotions we use when providing Introduction, Orientation and Instruction (IOI). We trust this section will be helpful and insightful as you lead the leaders.

Making Disciples of All Nations - Nurturing Believers

This is not our idea; it is Christ's command to His Church. As His disciples, we are commanded to go, make disciples, baptize and teach. (Matthew 28:19-20) In Greek, these verbs would be better understood this way; *"As you go, make disciples, baptize them and teach them."* Making disciples is to be a part of our "going."

The Mini Bible College can teach people and help them teach others. *"We proclaim Him, admonishing and teaching everyone with all wisdom, so that we may present everyone mature in Christ."* Colossians 1:28

The Mini Bible College has proven to be internationally and cross-culturally widely embraced as an effective Bible study tool, providing a systematic foundation in Scripture that is devotionally practical. MBC is part of International Cooperating Ministries (ICM), working in over 70 countries and in nearly 40 major languages.

The mission of ICM is to *"Nurture believers and assist Church growth worldwide."* MBC courses have been designed to help the average person in the church to understand and apply Biblical principles to their daily life. We have discovered through the years that it is also helpful for the worldwide training of pastors and leaders who often cannot afford or do not have access to adequate Bible teaching.

A church can only grow if it is strong, and a church can only be strong if the members are strong. MBC strengthens the church through the teaching of God's Word, and God through His Word transforms lives, communities, societies and nations. As the apostle Paul wrote about what we call the Old Testament, *"For everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope."* Romans 15:4

Master Key

Mini Bible College provides, to many, their first and only comprehensive study of the entire Bible. At most hotels and large buildings, every room has its own key, but the front desk or security staff has a key that will open all of the rooms. That key is called a "Master Key." In a similar way MBC uniquely provides a way to understand all of God's Word, and one of the fundamentals is the idea of a Master Key that unlocks the meaning of the whole Bible. The **Master Key** to understanding all 66 books can be found in Luke 24:25-27 and John 1:45:

Jesus said to them, "How foolish you are, and how slow of heart to believe all that the prophets have spoken! Did not the Christ have to suffer these things and then enter his glory?" And beginning with Moses and all the Prophets, he explained to them what was said in all the Scriptures concerning himself. And, Philip found Nathanael and told him, "We have found the one Moses wrote about in the Law, and about whom the prophets also wrote—Jesus of Nazareth, the son of Joseph."

After Christ's suffering and death, Jesus' disciples were confused and were struggling to understand the Bible. Jesus came and taught them, by giving them the Master Key that would help them unlock the truth of every book of the Bible. That Master Key was that the whole Bible is all about Himself - Jesus Christ.

All the books of the Old Testament say, in essence, "Jesus the Christ is coming; will you believe Him?" And all the books of the New Testament tell us, "Jesus came; will you trust Him?" The Bible is one book with one message; it is all about God reconciling the world to Himself through Jesus Christ.

Here are **two other keys** that will help you unlock the meaning in passages within the books. Those two keys are given to us by Paul in First Corinthians 10:11. "*These things (Old Testament) happened to them as examples and were written down as warnings for us, on whom the fulfillment of the ages has come.*" Paul tells us all the things that happened in the Old Testament are told to us as a warning or as an example.

Thus the keys to unlocking the meaning of any passage are: 1) warning or 2) example. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.* (2 Timothy 3:16) We should always be looking in Scripture to learn from the examples and heed the warnings.

So, as we study through the Bible, we need to realize that, even though there are 66 books, it really is only One Book with One Story from start to finish. We should always be looking in the Book for the central message of redemption through Jesus the Christ, and ask if the passage is giving a warning to be heeded or an example to follow. These simple Master Keys have helped countless people in their study of God's Word.

Four Spiritual Secrets

These are the "secrets" given by God to Dick Woodward, the author of Mini Bible College. Pastor Woodward was a quadriplegic (having no use of his arms and legs) who used a voice-activated computer to continue his writing and teaching ministry. He had been suffering with a debilitating and painful disease for over 25 years, yet he continued his work with amazing joy and a sense of God's using him to help nurture believers around the world. Pastor Woodward was able to live this way because he lived these Four Spiritual Secrets on a daily basis.

The Four Spiritual Secrets will be taught in various ways throughout the study of the Bible. They are truly foundational to understanding our daily dependence on God and our need to remain in Him, if we are to live a transformed, victorious life in Christ.

The Four Spiritual Secrets are:

- I am not, but He is *because I am in Him and He is in me.*
- I cannot, but He can *because I am in Him and He is in me.*
- I do not want to, but He wants to *because I am in Him and He is in me.*

And when He gives the victory...

- I did not, but He did *because I was in Him and He was in me.*

The “Secret” to unlocking the power of these principles is: *“I am in Him and He is in me.”* (John 15:5, Philippians 4:13) The Four Secrets, without the truth and the reality of being in Him, *“I am in Him and He is in me”*, is like sitting in a powerful car but not having the key to turn on the powerful engine.

We, as leaders, must understand that nurturing believers and assisting Church growth is not just difficult ... it's impossible. It takes a miracle! And that miracle begins when we help to get people into God's Word and God's Word into His people.

We must learn to confess that we are not the Savior, but He is the Savior. We are not the healer, but He is the Healer. We cannot save, nor heal anyone, but He can. And if we are really honest, like the great men in the Bible, we often do not *want* to go, to preach, to teach, but He wants us to. And then when He gives the victory, we confess we did not, but He did, *because we were in Him and He was in us.*

As Pastor Woodward often said, “Do not worry about failure; just obey the Great Commission and go. The best ability is availability. Make yourself available and place yourself between the love of God and a hurting person - and leave the results to God.”

The Four Spiritual Secrets only have power if we remain in Christ and He remains in us. Our job as branches is to bear fruit. Without being attached to the vine, we will not produce fruit. Another way of looking at this is thinking of Jesus as a vine, looking for branches. Are you willing to be one of those branches? A foundational truth here is that if we do not remain in Him, we will not be fruitful; but another truth is that without us there will be no fruit. The vine produces fruit only through the branches. What a wonderful opportunity, but we have to be connected to the Vine, to produce fruit for His honor and glory. (John 15:1-8)

Remember the story of Palm Sunday, when Jesus rode on the donkey into Jerusalem, the week before his crucifixion. Everyone was singing and dancing and decorating the path with their coats and palm leaves. The crowds were saying *“Hosanna, Hosanna! Blessed is He who comes in the Name of the Lord! Blessed is the King of Israel!”* (John 12:12) Now, would it not have been inappropriate if that little donkey had thought all that celebration was for him? In the same way, we must be careful to never take the glory. If Jesus chooses to “ride” into people's lives through us, and if people praise the Lord and applaud, we must never think

that praise and applause is for us. We should remember, 'I did not, but He did, because I was in Him and *He was in me.*'

We trust that these Four Spiritual Secrets will become a daily reality in your growing relationship with our Lord Who is, Who can, Who wants to and Who does!

Cities of Refuge – A Biblical model for our churches and small groups

The teaching on Cities of Refuge is found mainly in five different chapters: Numbers 35, Deuteronomy 19 and 29 and Joshua 20 and 21. Before we can begin to really look at the Cities of Refuge, we should recall what Dick Woodward called the *Master Key* to unlocking all of Scripture. In the teaching of the Cities of Refuge we will see that it is a picture ... a type of Jesus Christ.

God gives us a wonderful model in the Old Testament of what our small groups, and even our churches, should be. God set up six Cities of Refuge as places where condemned people could find safety and God's mercy and grace. In the same way our churches, and even our small groups, should be places of refuge where the condemned can find God's mercy and grace.

Let's summarize just a few of the main points about these six cities that are great examples for our churches and small groups.

Strategically located: Three cities were on the east side and three were on the west side of the Jordan River. All six cities were on built on hilltops. The six cities were spread throughout the country and they were chosen so that, no matter where in the country someone was, he or she could reach one of these cities within a day.

All were welcome: The main entrance gates of these cities were never closed, not even at night; and no one was denied entry, not even foreigners. There was always someone at the gate to welcome those who were fleeing condemnation. When someone was seeking refuge, they had to confess at the gate the crime of which they were being accused. A trial date was set, but they were never denied entry.

Easily accessible: The residents of the city were instructed to maintain the roads that led to the city, filling in holes and taking out stones that might cause someone who was running to stumble. Also, at night the city was to be well lit, and even the last kilometer-or-so of the road leading to the city was lit so no one would stumble in the dark. Bible scholars believe that Christ was referring to these Cities of Refuge when he said, "*You are the light of the world. A city on the hill cannot be hidden.*" (Matthew 5:14) After entering the city, the one seeking refuge was provided a place and integrated into the community.

Safety: Once inside the City of Refuge, the condemned found safety and a place where they experienced God's grace and mercy. They were not condemned either by those in the city, or by the city leaders. The residents were instructed to make the person who had fled to their city feel welcome, and to give them a job. In other words,

the person was to become a productive part of the city. The one seeking safety and mercy was put to work and integrated into the society.

There are many applications for this study, but let us just examine a few. Let us take a closer look at those “keys”, starting with the Master Key. Jesus said that the entire Old Testament was about Him. See the picture of Jesus and redemption in the Cities of Refuge. Jesus is available to all who are condemned and all are welcome. And like the Cities of Refuge, we must confess our sin to be able to enter into His grace and mercy, where we will be forever safe.

Take the other two Keys. Paul said these are either a warning or an example for us. We should use this passage as an example for our churches and Bible study groups.

Seven Biblical Steps of Planning for Bible Study Groups:

In this section we share some biblical steps for planning and organizing your small groups. Some of these are obvious, but it will be helpful to be reminded of some steps that we see in the ministry of Jesus Christ, which should be applied to your planning of the MBC Bible studies in your small group, church, village, city, state, and country.

In John chapter 15, Jesus says that “apart from Him we can do nothing.” Conversely, and perhaps not so evident, is the truth that without us (His disciples), He is not going to do anything. God has no other plan. God has commanded us to be involved in taking His message to everyone everywhere. He has plans on how we are to be involved through using our gifts, talents and abilities to get people into God’s Word and God’s Word into people.

“Pray”

*“Then He said to His disciples, ‘the harvest is plentiful but the workers are few.’ **Ask the Lord** of the harvest therefore, to send out workers into his harvest field.”* Matthew 9:37-38

Obviously we need to pray to the Lord of the harvest for more workers. In the above verse we can learn at least five other truths:

- We must acknowledge that Jesus Christ is Lord - He is the Master and we are the workers.
- We are told that it is His harvest. We must never think it is **our** ministry.
- We are reminded that the task is huge and it requires supernatural help.
- We realize again that Jesus has always had it in His eternal plan to use people like you and me to accomplish His mission. This means that, not only does God want to use us, but also He wants to involve many more people.
- We are reminded that the work is to be a unified effort of the whole body of Christ. Cooperation needs to remain at the center of our strategies.

“Open our eyes”

The second Biblical step Jesus would share with us is, *“I tell you, open your eyes and look at the fields! They are ripe for harvest.”* (Matthew 9:38) In this passage the Master is telling us two things: First, He does not want us to be blind to the spiritual needs of those around us; secondly, time is of the essence.

We tend to have our vision clouded by biases and by our own shortsightedness. Jesus wants us to “open our eyes.” It is a huge challenge to see the needs, to see where the needs are and how Jesus wants us to be involved in answering those needs. The fields are ripe for harvest.

Our eyes must be open to see. But where do we look?

“Look at the fields!”

This is the third biblical step to planning a small group Bible study. Notice the scope of this challenge...**“fields”** is in the plural. As we prayerfully open our eyes, He wants us to be aware that there are perhaps many other “fields” where He wants us to plant and reap.

Upon seeing the needs in the fields we must guard our feelings ... feelings that more money or more people are needed to answer those needs. Scripture says, *“The Lord is not restrained to save by many or by few.”* (1 Samuel 14:6) And who can forget how Gideon and just 300 men - *plus* God – defeated 138,000 Mideonites? But just as the strategy for such an overwhelming victory was not Gideon’s, so also we must seek God for His strategy.

Let us consider a few other interesting truths about God’s strategies before moving on. The strategy that God provides rarely seems logical. God’s ways are usually not agreed to by the majority. God often chooses to use the small and the weak so He will receive the credit and honor. He is not limited to one plan. And we need to remember that, just because He has never worked in a certain way before, it does not mean He will not work in that way now.

Thus, we encourage you to prayerfully consider how this Bible study can best be used to nurture the believers in your churches. Look and see if there is a nearby village or area of your city where a small group Bible study should be started. Pray and ask God to reveal to you who should be invited to participate and to lead in these Bible studies.

“Find the neglected”

Luke 15 tells us how Jesus wants us to look at the world. *“Suppose one of you has a hundred sheep and loses one of them. Does he not leave the ninety-nine in the open country and go after the lost sheep until he finds it?”*

Do you know of someone who was interested in the Gospel, or who even made a decision to follow Christ, but who now is not? Do you know of any who made a decision for Christ but who is now *back* to their old ways? These are the “lost sheep,” which need to be found and invited to join the Bible study.

“Don’t go alone”

Even Jesus did not go alone. He invited disciples to go with Him, and later He encouraged them to mobilize and to involve others in the task. *“Calling the Twelve to him, he (Jesus) sent them out **two** by **two** and gave them authority over evil spirits.”* (Mark 6:7) Your Bible study group is one of thousands of groups that are now using Mini Bible College to study the Bible. When you visit seekers, don’t go alone. And do not try to lead, administer, and manage everything by yourself. We, as the body of Christ, need to work together; after all, we will be spending eternity together.

“Go with compassion”

We need to see the world through His eyes and this sixth principle reminds us of seeing things with an eternal view. Jesus gave us His example. *“When He saw the crowds, He had compassion on them, because they were harassed and helpless, like sheep without a shepherd.”* (Matt. 9:36) Our strategy must be fueled by His burden to reach the lost and the helpless with the eternal joy and hope found in Jesus Christ.

“Love one another”

“My prayer is not for them alone. I pray also for those who will believe in Me through their message, that all of them may be one, Father, just as You are in Me and I am in You. May they also be in Us so that the world may believe that You have sent Me... May they be brought to complete unity to let the world know that You sent Me and have loved them even as You have loved Me.” “I am not writing you a new command but one we have had from the beginning. I ask that we love one another.” (John 17:20-23, 13:34)

This seventh and last biblical principle should guide and be the fuel for planning Mini Bible College small group Bible studies, and it is perhaps the most important. If we apply all the other principles we have mentioned, but fail in this last one, our strategy will not have God’s blessing.

In 1 Corinthians 13 we read, *“If we do not have love when we do something, we are nothing and are doing nothing of eternal value.”* Jesus tells us that without Him we can do nothing (John 15:4) but with His strength we can do all things (Philippians 4:13). Our prayer is that these principles will help guide you and the small group Bible studies as they bless you and your church in this new exciting chapter of spiritual growth.

Attachment 1

Biography of Reverend Dick Woodward Pastor, author and teacher

In the late 1970s, when his ministry seemed to be at its zenith, Pastor Dick Woodward was diagnosed with a rare degenerative disease of the spinal cord that slowly and steadily left him a bedfast quadriplegic. Despite huge obstacles and crippling limitations in his life, he became an internationally-known, locally successful, and beloved mentor, pastor, and Bible teacher.

Pastor Woodward, a husband, father of five and grandfather of five, was a pastor from 1956 until his death in 2014. He founded Virginia Beach Community Chapel where he served for 23 years. Then he, along with two founding elders, started the Williamsburg Community Chapel where he served for 15 years as Pastor and then as Pastor Emeritus. He hosted a popular TV program and a nationally-aired radio program for many years, and he taught hundreds of businessmen weekly at breakfast Bible studies.

He authored many devotional and inspirational books and a uniquely clear, devotionally practical, systematic and expository survey of the Scriptures known as the Mini Bible College (MBC), which has become an integral part of International Cooperating Ministries (ICM). As a ministry, ICM is deeply committed to empowering Christian leaders throughout the world using MBC materials to nurture their people. MBC is a systematic curriculum that provides audio lessons and study booklets to an ever-increasing audience, now in nearly 40 major languages spoken by over 4 billion people in nearly 80 countries around the world via broadcasting and Internet.

Pastor Woodward often said, *“My prayer and desire is that the Mini Bible College will get people into God’s Word and God’s Word into people, because then, wonderful and miraculous things happen.”*

Yet none of these accomplishments tell the whole story. Pastor Woodward’s life is a testimony to “what God can do with somebody who has learned that he is nobody,” as Dick would often say when sharing his “God story.” He was raised in a poor family, the middle child in a family of eleven children: six girls and five boys. When he was 15, his mother died and he became an angry rebel. He often said when relating his story, “I was a ‘zero with the circle rubbed out – a nobody.’ I was told I had an inferiority complex, but when I went to college and studied psychology, I learned there really wasn’t anything complex about it. I was just plain inferior.”

Yet, Pastor Woodward went on to become a great Bible preacher and teacher whose writings and teachings have become known and revered around the world. The answer to the question of how someone so seemingly disadvantaged could become a man so mightily used by God is what Pastor Woodward called the “Four Spiritual Secrets”:

“I’m not, but He is,
 And I’m in Him and He is in me.”
“I can’t, but He can,

And I'm in Him and He is in me."
"I don't want to, but He wants to,
And I'm in Him and He is in me."
"I didn't, but He did,
Because I was in Him and He was in me."

God truly, uniquely qualified this man of God to minister and teach His Word. In March, 2014, Pastor Woodward went to be with the Lord. His legacy, however, is timeless.

ATTACHMENT 2

MBC Nurturing Report (See next page)

ATTACHMENT 3

Sample MBC Certificate (See next page)



Mini Bible College

CERTIFICATE



[Student Name]

having honorably and faithfully participated in the classes of the
Mini Bible College, the President and Leaders of

[Organization Name]

upon recommendation of the pastor and ministry leader, do therefore confer the certificate of
completion for

[Course Name]

with all the honors, rights, and privileges to this certificate appertaining.

Ministry Leader

Pastor

Date