

Orientation And

Administrative

Guide

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INTRODUCTION

This introductory manual provides orientation and administrative guidelines for Harvestime International Institute, the educational ministry of Harvestime International Network.

Part One of the manual presents an introduction to the ministry of Harvestime International Network and the Institute.

Part Two contains guidelines for independent study of curriculum materials.

Part Three is an administrative guide which provides guidelines for group study, reproduction, and translation of curriculum.

OBJECTIVES

This Orientation And Administrative Guide:

- Introduces the ministries of Harvestime International Network and Institute.
- Provides an overview of curriculum objectives.
- Provides guidelines for independent study.
- Provides administrative guidelines for group study.
- Explains reproduction, distribution, and translation policies.

PART ONE:

INTRODUCING HARVESTIME

Harvestime International Network: The name of the organization reflects its purpose:

HARVESTIME:

A joining of the words "harvest" and "time" stresses the urgency of the command to harvest. The Bible warns, "Where there is no vision, the people perish" (Proverbs 29:18). Jesus Christ challenged His followers with one of the greatest visions of all times:

...Lift up your eyes, and look on the fields; for they are white already to harvest. (John 4:35)

The challenge for laborers for the spiritual harvest fields of the world is greater than ever as we near the return of our Lord and Savior, Jesus Christ.

In the natural world, harvesting is the act or process of gathering the ripened crop, to gain or win by effort the product of any labor.

In the spiritual world, the analogy of natural principles of harvest is made to the reaping of souls of men, women, and children through proper presentation of the Gospel.

Jesus said:

...The harvest truly is plenteous, but the laborers are few. (Matthew 9:37)

The only way this great spiritual harvest will be reaped is for each born-again believer to become a reproducing Christian...a harvester.

It is to this vision Harvestime International Network is dedicated...raising up laborers for worldwide spiritual harvest.

INTERNATIONAL:

The word international means "between or among nations." Our vision is global in nature, with special emphasis on people groups yet unreached with the Gospel message.

NETWORK:

A network is the joining together of many segments to make a whole. Working between denominations, organizations, and nations in a new network of evangelism is the vision of this ministry.

Simply stated, a network consists of people talking to each other, sharing ideas, information and resources to achieve a common goal. For Harvestime International Network, that goal is reaching the world with the Gospel of the Kingdom.

A network can be compared to a knotted fishnet with a multitude of cells of varying sizes, each linked to all others directly or indirectly.

The New Testament definition of the Church is an example of networking. The Church is pictured as a united body of many parts, gifted believers functioning together in ministry and mission (I Corinthians 12:4-31).

The controlling power of the network is the authority of God's Word and the headship of the Lord Jesus Christ.

STATEMENT OF PURPOSE

It was upon the spiritual harvest fields of the world that Jesus Christ constantly focused the attention of His disciples:

Say not ye, There are yet four months, and then cometh harvest? Behold, I say unto you, Lift up your eyes, and look on the fields; for they are white already to harvest. (John 4:35)

The challenge given by our Lord is for laborers, men and women who know how to reap the spiritual harvest fields of the world for the Kingdom of God. It is to this purpose that Harvestime International Network is dedicated, to recruit, train, motivate, and mobilize a network of international harvesters capable of:

1. Intercession for international spiritual harvest:

...The harvest truly is plenteous, but the laborers are few; Pray ye therefore the Lord of the harvest, that He will send forth laborers into His harvest. (Matthew 9:37-38)

2. Articulation of the principles of spiritual harvest:

And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also. (II Timothy 2:2)

3. Demonstration of the principles of spiritual harvest:

And my speech and my preaching was not with enticing words of man's wisdom, but in demonstration of the Spirit and of power: that your faith should not stand in the wisdom of men, but in the power of God. (I Corinthians 2:4-5)

4. Communication of the urgency of the mandate for worldwide spiritual harvest:

The harvest is past, the summer is ended, and we are not saved. (Jeremiah 8:20)

5. Mobilization of members of the Body of Christ to reap their appointed fields in worldwide, end time harvest:

...He reserveth unto us the appointed weeks of the harvest. (Jeremiah 5:24)

DOCTRINAL STATEMENT

The purpose and objectives of Harvestime International Network focus on the spiritual principles of harvest revealed in God's Word. The Doctrinal position of the organization is also centered on this great vision:

THE WORD OF GOD

The Seed

The seed Is the Word of God... (Luke 8:11)

The Scriptures of the Old and New Testaments are the true Word of God, the foundation of Christian faith, understanding, life and ministry. The Scriptures are without error and are not to be added to, taken from, or changed by tradition or supposed revelation:

For ever, O Lord, thy Word is settled in Heaven. (Psalms 119:89)

THE TRIUNE GOD

The Lord of the Harvest

Pray ye therefore the Lord of the Harvest... (Matthew 9:38)

The Godhead consists of God the Father, God the Son Jesus Christ, and God the Holy Spirit:

For there are three that bear record in Heaven, the Father, the Word and the Holy Ghost: and these three are one. (I John 5:8)

God The Father:

There is but one God, unlimited, eternal and perfect, Creator of Heaven and earth:

For thus saith the Lord that created the heavens; God Himself that formed the earth and made it; He hath established it, He created it not in vain; He formed it to be inhabited; I am the Lord, and there is none else. (Isaiah 45:18)

God The Son, Jesus Christ:

Jesus Christ was supernaturally conceived by the Holy Spirit and born of the virgin Mary. He was the perfect sacrifice for the sin of all mankind through His death and the shedding of His blood.

He arose from the dead in His own glorified body, appeared to many, ascended into Heaven, and will return to earth in power and glory. He is now the Head of His Body, the Church, victor over all the powers of darkness, and is at the right hand of God making intercession for believers:

Wherefore God also hath highly exalted Him, and given Him a name which is above every name: That at the name of Jesus every knee should bow, of things in Heaven, and things in earth, and things under the earth; And that every tongue should confess that Jesus Christ is Lord, to the glory of God the Father. (Philippians 2:9-11)

God The Holy Spirit:

The Holy Spirit inspired the Word of God, anointed Jesus Christ for His ministry, filled the Church with Pentecostal power, and will transform the mortal bodies of believers in the glory of resurrection.

The Holy Spirit convicts the world of sin, righteousness, and judgment, unites man to Jesus Christ in faith, brings about the new birth, and dwells within the believer.

The Baptism of the Holy Spirit is available to all who believe in Jesus Christ and will be evidenced by the ability to be a powerful witness of our resurrected Lord as well as the confirming sign of Acts 2:4:

But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth. (Acts 1:8)

The gifts of the Spirit are available to the believer through the ministry of the Holy Spirit, who bestows them on every man as He will:

But all these worketh that one and the selfsame Spirit, dividing to every man severally as He will. (I Corinthians 12:11)

The Holy Spirit also makes possible the fruit of the Spirit, enabling the believer to grow in sanctification:

But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance... (Galatians 5:22-23)

MAN

The Sower

Behold there went out a sower to sow. (Mark 4:3)

Man was created by God in the image and likeness of God. Through the original sin of Adam and Eve, all men became sinful in nature. Man is totally incapable of returning to God in himself, and is lost without hope apart from the salvation of Jesus Christ:

And so it is written, The first man Adam was made a living soul; the last Adam was made a quickening spirit. Howbeit that was not first which is spiritual, but that which is natural; and afterward that which is spiritual. The first man is of the earth, earthy; the second man is the Lord from Heaven. (I Corinthians 15:45-47)

SALVATION

The Harvest

But he that received seed into the good ground is he that heareth the Word, and understandeth it; which also beareth fruit...(Matthew 13:23)

Salvation is the gift of God through grace and faith in Jesus Christ. There is no name except that of Jesus Christ by which mankind may be saved.

By turning from sin, bringing forth the fruit of repentance, and trusting in Christ and His death for the sins of all, man is born again to eternal life by the Holy Spirit.

Through this redemptive act comes forgiveness of sin, liberation from bondage of the world, and freedom in the Spirit of God.

For it is by free grace (God's unmerited favor) that you are saved (delivered from judgment and made partakers of Christ's salvation) through (your) faith. And this (salvation) is not of yourselves--of your own doing, it came not through your own striving--but it is the gift of God; Not because of works (not of the fulfillment of the Law's demands), lest any man should boast.--It is not the result of what any one can possibly do, so no one can pride himself in it or take glory to himself. (Ephesians 2:8-9) The Amplified Bible

THE CHURCH

The Laborers

Pray ye therefore the Lord of the harvest that He will send forth laborers into His harvest. (Matthew 9:38)

The Church is the Body and Bride of Christ. The primary mission of the Church is to teach all nations and to make disciples, taking the Gospel of the Kingdom to all men and nations with confirming signs:

And He said to them, Go into all the world and preach and publish openly the good news (the Gospel) to every creature (of the whole human race). He who believes-- (that is,) who adheres to and trusts in and relies on the Gospel and Him Whom it sets forth--and is baptized will be saved (from the penalty of eternal death); but he who does not believe--who does not adhere to and trust in and rely on the Gospel and Him Whom it sets forth--will be condemned. And these attesting signs will accompany those who believe: In My name they will drive out demons; they will speak in new languages; they will pick up serpents, and (even) if they drink anything deadly, it will not hurt them; they will lay their hands on the sick, and they will get well. (Mark 16:15-18) The Amplified Bible

THE CONSUMMATION

The Final Harvest

*Thrust in thy sickle, and reap: for the time is come for thee to reap;
for the harvest of the earth is ripe. (Revelation 14:15)*

The consummation [the end] of all things includes the visible and glorious return of Jesus Christ, the resurrection of the dead, and the translation of those alive in Christ unto the judgment of the just and the unjust. Satan with his hosts and all men outside Christ will be separated from the presence of God to endure eternal punishment while the redeemed will be in the presence of God for eternity:

But I would not have you to be ignorant, brethren, concerning them which are asleep, that ye sorrow not, even as others which have no hope. For if we believe that Jesus died and rose again, even so them also which sleep in Jesus will God bring with Him. For this we say unto you by the word of the Lord, that we which are alive and remain unto the coming of the Lord shall not prevent them which are asleep. For the Lord Himself shall descend from Heaven with a shout, with the voice of an archangel, and with the trump of God: and the dead in Christ shall rise first; Then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air... (1 Thessalonians 4:13-17)

And I saw the dead, small and great, stand before God; and the books were opened: and another book was opened, which is the book of life: and the dead were judged out of those things which were written in the books, according to their works. (Revelation 20:12)

HARVESTIME INTERNATIONAL INSTITUTE

THE NAME

The word "institute" rather than "training center" or "school" was selected because the noun form of the word not only means training center but can also mean a union or association. This reflects the networking aspect of Harvestime International Network, sponsoring organization of the Institute. The vision is to work with existing evangelical organizations in the training of laymen.

The word "institute" in its verb form means "to bring into being, develop, create, initiate, conceive, and give birth to." The Institute is birthing a vision designed to move laymen from vision to reality, from observation to demonstration of the power of God.

WHAT WE ARE NOT

-Harvestime International Institute is not a seminary for those who desire study of theological issues or training in Biblical languages, archaeology, history, etc.

-Harvestime International Institute is not in competition with the traditional Bible college structure. For those who are educationally and financially qualified, have access to a school, and whose circumstances permit, we encourage a traditional resident Bible college education. Our training is for laymen and women who do not have opportunities for such training.

-Harvestime International Network, the sponsoring organization of the Institute, is not a denomination, nor does it desire to create a denominational structure. We are a network working between denominations, churches, organizations, and nations to raise up laborers for the harvest fields of the world.

-The Institute is not a self-improvement program. God is not teaching self-improvement but is taking dead men and women and making them spiritually alive. That is radically different from self-help.

STRUCTURE AND FUNCTION

Harvestime International Institute is a lay training program designed to reach every level of the Body of Christ. This Bible based training can be used for individual study and for small group Bible study in homes, organizations, schools, prisons, and churches on a local, national, or international basis.

Harvestime International Institute was conceived by the Holy Spirit and in answer to a cry from the harvest fields of the world for materials geared for training the average layman. Leaders involved in training laymen found most available programs to consist of two approaches:

First, there is the theological training of the typical seminary or Bible college which includes Latin, Greek, Biblical archaeology and many other courses not included in the training of disciples by Jesus. Most of these courses are beyond the educational level of the average layman. Geographic accessibility to the seminary or Bible college and tuition costs are also problems.

Second, there is the seminar approach, where only one or two segments of training are given which are not enough to lead the typical layman from vision to reality. For example:

- In some seminars students may be taught "How to Have the Power of God" with great emphasis on the miraculous, but no training on the practical aspects. They may emerge with zeal but no practical knowledge of how to use that power.

- Other seminars focus on "Victorious Christian Living," while fundamentals of the faith are ignored. Some people they are trying to teach to live victoriously really do not understand what it means to be born again.

- In some seminars, participants are introduced to deep revelations which inspire them, but they are not taught how to study God's Word to receive their own revelation through the Holy Spirit. They become only imitators of what they have heard.

Harvestime International Institute is more extensive than a seminar in its approach and content. At the same time, it is not as inclusive as a Bible college because it eliminates materials not directly related to spiritual growth and reproduction.

The Institute is mobile in form. Through the Internet, computer disks, flash drives, hot spots, local translation, publication, and distribution--the courses can be taken anywhere in the world which allows laymen to be trained without leaving their present environment. Students study within the context of their own culture, allowing their daily activities to remain stable while becoming a laboratory for application of what they are learning. The Institute uses the distance factor as a positive element in developing learning independence. The goal of education is not to make students dependent upon teachers, but independent of them.

The Institute does not spend millions of dollars on brick and mortar to build training centers. The training can be offered in existing facilities, whether a home, church building, or school. Jesus did not construct buildings, yet He took men from vision to reality. It is the content, not the physical facility, that establishes a training institute as an effective spiritual force for God.

A great leader in the United States, Benjamin Franklin, once said, "Give me 26 lead soldiers and I will conquer the world." He was referring to the printer's lead type of the 26 letters of the English alphabet. He recognized the impact of the printed page. The distribution and translation record of the written Word of God, the Bible, demonstrates the effectiveness of this form of communication.

Thanks to new technology, Harvestime International Institute can be taken into nations without customs problems or expensive shipping costs. It can be downloaded from the Internet free of charge anywhere throughout the world. The curriculum is then reproduced in the individual countries, keeping costs at a minimum which can be paid by the average laymen.

The Institute is not a traditional correspondence course. Such schools are effective only where there is a good postal system. Since the Institute targets unreached people in remote locations, the correspondence course method is not effective because of limited postal service to such areas.

The Institute is a decentralized training program. This means that minimum control is exercised by Institute headquarters. We provide curriculum and guidelines for reproduction, translation, and organizing training sessions, but we do not control the details of operation of local Institutes. Decentralization enables rapid growth and provides the flexibility necessary for a cross-cultural program of this nature.

Each school is operated independently, maintains its own records, and awards its own diplomas.

All Harvestime courses are free downloads at: <http://www.harvestime.org>.

CURRICULUM EMPHASIS

The curriculum of Harvestime International Institute emphasizes two major areas:

First: What Jesus taught by word and demonstration to raise up trained, motivated, lay leadership. Training focuses on what He taught to transform simple men into reproductive Christians who reached their world with the Gospel message in a demonstration of power. Often great emphasis is placed on the teaching methods of Jesus with little attention to the content. But what did He actually teach that turned men from fishermen and tax collectors to international harvesters?

Second: The curriculum emphasizes what was demonstrated and taught during the times of the Acts and Epistles as His plan was instituted in the early Church.

This emphasis in no way discredits the value and inspiration of the remainder of Scriptures. Jesus often referred to the Old Testament in His teaching. He based His life and ministry on the total revelation of God's Word. The Institute equips students with creative Bible study skills to enable continued study of all the Scriptures following basic course training. We also provide Legacy Bible Outlines of the books of the Bible. But the primary focus of Institute core training is teaching what Jesus taught to move men from vision to reality and the strategies revealed as His plan was initiated in the Church.

The curriculum emphasizes demonstration, training laymen to be participators rather than spectators. Intellectual knowledge of God is not enough:

But be ye doers of the Word, and not hearers only, deceiving your own selves. (James 1:22)

True knowledge is gained only by experience. Study results in gaining information, but not experience. Teaching is factual while training is experiential. Jesus is a living person, not a cold fact. Relationship to Him is based on experience, not just knowledge, facts, and information. The aim of the training is not accumulated knowledge, but action which converts the possibilities of ministry into reality. It is not just articulation [talking about the power of God], but demonstration [putting it into action]:

And my speech and my preaching was not with enticing words of man's wisdom, but in demonstration of the Spirit and of power; that your faith should not stand in the wisdom of men, but in the power of God. (I Corinthians 2:4-5)

We emphasize training rather than teaching. Although teaching is part of training, teaching leaves the learner the option to accept what is taught or reject it. We desire that students...

...mightest know the certainty of those things, wherein thou has been instructed. (Luke 1:4)

The curriculum takes students beyond teaching to training, from observation to participation is required. We are not just disseminating information. We are imparting the things of God to our students.

SPIRITUAL REPRODUCTION

The participation to which students are challenged is that of spiritual reproduction.

Christ's first appeal to His disciples was centered on reproduction:

**And He saith unto them, Follow me, and I will make you fishers of men.
(Matthew 4:19)**

His final command was to reproduce spiritually:

**Go ye therefore, and teach all nations, baptizing them in the name of the
Father, and of the Son, and of the Holy Ghost;**

**Teaching them to observe all things whatsoever I have commanded you...
(Matthew 28:19-20)**

The Church is a spiritual body under commission. Since 99% of the Church is composed of laymen, this force must be motivated to become reproductive in order to harvest the spiritual fields of the nations of the world. (See "The Challenge: Training the Laity" in Part Three of this guide).

Through application of Scriptural principles, this training results in each believer having the potential to raise up other motivated Christians, creating a new network of evangelism throughout the world. Even if they never teach a Sunday school class, preach a sermon, or minister in a group situation, each believer can become part of the expansion of this evangelistic network.

This is not a plan developed by an individual or an organization, but the plan of God revealed in Scriptures. It is based on the principle given by the Apostle Paul to a young minister named Timothy:

**And the things that thou has heard of me among many witnesses, the same
commit thou to faithful men, who shall be able to teach others also.
(II Timothy 2:2)**

PROGRESSION

For complete intensified training to move laymen from vision to reality, use the courses in the order explained in the "Curriculum" section of this manual. Each module and course is independent of all others, however, permitting a course to be used separately if so desired. For example, a pastor can use "Foundations of Faith" in a class for new converts without using other courses offered by the Institute.

INSTITUTE STAFF

The curriculum is designed to enable a local pastor or Christian leader to conduct the training sessions. At the headquarters of Harvestime International Institute, all writers, editors, translators, and others involved with Harvestime International Institute do not receive salaries. As a networking ministry, many of them are involved in ministries of their own and contribute their time and abilities to Harvestime.

CURRICULUM CONTRIBUTORS

Associates of Harvestime International Network involved in curriculum preparation for the Institute represent a variety of leadership in evangelical circles. Some are ministers, teachers, or journalists in their secular or ministerial occupations. Some hold graduate degrees from recognized institutions. But we have not limited contributors to graduates of theological schools or Bible colleges. Some contributors are actually out on the front lines, vitally involved in lay training programs around the world. Their inclusion as contributors helps avoid purely theoretical training and focuses attention on the practical aspects as well. They bring to the program an international viewpoint from the front lines of Christian service. All contributors are qualified, born-again, Spirit filled, fundamental Christians who believe in the divine inspiration of God's Word. Their common bond is a vital concern for the training. This has united them together in a new network of evangelism for the purpose of raising up laborers for the harvest fields of the world.

CURRICULUM

ORIENTATION AND ADMINISTRATIVE GUIDE

This manual introduces the vision of Harvestime International Network and the Institute. Objectives, purposes, and course development are discussed. The guide explains how to use the Institute on an individual or group basis. This manual is an important tool for individuals or groups planning to take the complete Institute training. (ISBN#1-930703-01-5)

BASIC TRAINING COURSES

MODULE ONE: VISUALIZING

Communicating the vision of spiritual harvest.

STRATEGIES FOR SPIRITUAL HARVEST:

The initial call of Jesus Christ to men was to be spiritually reproductive: "Follow me, and I will make you fishers of men." His final command, that of the Great Commission, also challenged followers to spiritual reproduction. Using the analogy of the natural harvest, this course focuses on promises of spiritual harvest, things that prevent harvest, and keys to effective harvest. It communicates the vision which the remainder of Institute training equips students to fulfill. (ISBN #1-930703-02-3)

MODULE TWO: DEPUTIZING

Training laborers to fulfill the vision.

FOUNDATIONS OF FAITH:

This course stresses the importance of proper spiritual foundations for life and ministry by focusing on foundations of the Christian faith identified in Hebrews 6:1: Repentance, faith, baptism, laying on of hands, resurrection, and eternal judgment. (ISBN #1-930703-03-1)

KINGDOM LIVING:

The "Gospel of the Kingdom" shall be preached in all the world before the return of the Lord Jesus Christ (Matthew 24:14). Understanding of Kingdom principles is necessary if one is to spread the Gospel of the Kingdom. This course focuses on patterns and principles of Kingdom living applicable to life and ministry. (ISBN #1-930703-04-x)

SPIRITUAL STRATEGIES: A MANUAL OF SPIRITUAL WARFARE:

This course moves participants beyond the natural world into the realm of the spirit. Tactics of the enemy are analyzed and strategies of spiritual warfare assuring victory over the principalities

and powers of the spirit world are explained. (ISBN #1-9030703-05-8)

MINISTRY OF THE HOLY SPIRIT:

This study focuses on the ministry of the Holy Spirit, spiritual fruit, and spiritual gifts. Students are guided in discovery of their own spiritual gifts and position of ministry in the Body of Christ. (ISBN #1-9030703-06-6)

KNOWING GOD'S VOICE:

This course explains how God speaks to men today and how to find His general and specific plans for life. A Christian model for decision making is presented, along with guidelines for overcoming wrong decisions, steps to take if you have missed the will of God, and methods for dealing with questionable practices. (ISBN #1-9030703-07-4)

CREATIVE BIBLE STUDY METHODS:

This course equips students for personal study of the Word of God after the conclusion of Institute training. Students learn how to study the Bible by book, chapter, paragraph, verse, and word. Other methods taught include biographical, devotional, theological, typological, and topical. Special guidelines for studying Bible poetry and prophecy are presented and students are taught methods of charting and outlining. (ISBN #1-9030703-08-2)

BASIC BIBLE SURVEY:

This survey provides an overview of the entire Bible. Study outlines of each book of the Bible are provided for further development by the student. Volume One: Introduction and Old Testament (ISBN #1-9030703-09-0). Volume Two: New Testament. (ISBN #1-9030703-10-4)

MODULE THREE: MULTIPLYING

Multiplying the spiritual labor force which has been trained.

DEVELOPING A BIBLICAL WORLD VIEW:

This course examines the Biblical world view from Genesis through Revelation. God's plan for the nations of the world from the beginning of time is detailed. Current worldwide spiritual need is also presented. (ISBN #1-9030703-11-2)

TEACHING TACTICS:

This course examines the methods Jesus used to teach and preach the Gospel. Students are taught how to prepare and present lessons and how to teach and preach the Gospel. (ISBN #1-9030703-12-0)

MULTIPLICATION METHODOLOGIES:

God's plan for spiritual multiplication is presented. This study reveals how a single Christian can be responsible for the multiplication of thousands of trained and motivated believers. Church growth principles are emphasized. (ISBN #1-9030703-13-9)

POWER PRINCIPLES:

The early church was born in a demonstration of the power of God. Power principles taught in this course equip students for spiritual harvest and moves them from being spectators to demonstrators of the power of God. (ISBN #1-9030703-14-7)

MODULE FOUR: ORGANIZING

Organizing the resources resulting from multiplication.

BIBLICAL MANAGEMENT PRINCIPLES:

A review of Biblical management principles with emphasis on servant leadership, Biblical leaders, and Scriptural strategies for success. (ISBN #1-9030703-15-5)

PRINCIPLES OF ENVIRONMENTAL ANALYSIS:

Students learn environmental analysis on an individual, church, and organizational basis. They learn how to analyze the spiritual environment of a village, city, state or nation prior to penetrating it with the Gospel message. (ISBN #1-9030703-16-3)

MANAGEMENT BY OBJECTIVES:

Everything Jesus did centered on the great purposes of God. This course analyzes Christ's objectives for ministry and teaches students to institute management by objectives in their own life and ministry. (ISBN #1-9030703-17-1)

MODULE FIVE: MOBILIZING

Mobilizing the spiritual task force
through practical application.

MOBILIZATION METHODOLOGIES:

This course presents methods for mobilizing spiritual forces for God and explains the practical application of the Harvestime vision to specific areas of ministry. Referral courses in various areas of ministry are also available through this module. (ISBN #1-9030703-18-x)

MODULE SIX: EVANGELIZING
The vision becomes reality through the
process of leaven-like evangelism.

LEAVEN-LIKE EVANGELISM:

The Gospel of the Kingdom spreads throughout the world as leaven in bread dough: The leaven is small and hidden, but its impact is unlimited. Effective evangelism strategies are taught, including detailed instruction on the deliverance ministry, church planting, and techniques of networking between ministries. (ISBN #1-9030703-19-8)

SUPPLEMENTAL COURSES

WOMEN, A BIBLICAL PROFILE:

A study of all the Bible teaches about women and their role in ministry. Also includes a study of the Bible books bearing women's names--Ruth and Esther--and resources for biographical study of all of the women of the Bible. (ISBN #1-9030703-20-1)

YOU CAME UNTO ME....A JAIL AND PRISON MINISTRY MANUAL:

A complete guide to jail and prison ministry. Includes guidelines for writing and visiting inmates, conducting group services inside an institution, reaching out to families of inmates, and ministering on death row. (ISBN #1-9030703-22-8)

INTERCESSORY PRAYER:

An intercessory prayer guide that includes guidelines on how to pray, what to pray for, when not to pray, resources for prayer, international intercession, and factors that hinder prayer. (ISBN #1-9030703-23-6)

BATTLE FOR THE BODY:

A study of all the Bible teaches about divine healing. Complete guidelines for receiving and ministering healing. (ISBN#1-9030703-21-x)

WHAT TO DO WHEN YOU DON'T KNOW WHAT TO DO:

Available as an Internet download only. Based on the story of Jehoshaphat, this book provides strategies for what to do in crisis situations--when you don't know what to do.

ALTAR COUNSELOR'S GUIDE:

Available as an Internet download only. A training manual for altar workers.

LEGACY BIBLE OUTLINES: Available as an Internet download only. An outline study of books of the Bible with study questions for each chapter.

Additional courses are available online at:

<http://www.harvestime.org>

PART TWO:

INDEPENDENT STUDY GUIDE

COURSE FORMAT

Each course is in workbook format. With permission from the Institute, each workbook can be downloaded, reproduced, and used to teach others. Instructions for this are given in the administration section of this guide. Students may also study the material on their personal computer or mobile devices.

Each course contains:

Introductory Page: This identifies the course as part of the Institute.

How To Use This Manual: A brief guide to using the course.

Suggestions For Group Study: Guidelines for using the course in a group setting.

Course Introduction: This identifies the module of which the course is a part, gives the name of the course, and presents an introduction to the subject matter.

Course Objectives: Major objectives are stated in terms of what the student should be able to do upon completion of the course.

Chapter Organization: Each chapter contains an introduction and list of objectives for that chapter. A key verse focuses on the major concept taught in the chapter.

Lesson content is presented in a modified outline format. This means the material is divided by headings and subheadings, special titles which identify the content of the following paragraphs. This format enables the student to teach what he learns to others by following the outline.

Self-Test: At the conclusion of each chapter a self-test is provided. Answers to tests are provided in the back of each manual. (Note: If you are teaching in a group situation and you do not want students to have access to the answers, simply remove these answer pages when you print out the material.)

For Further Study: This is the final section in each chapter. It encourages additional independent study on the subject matter.

STUDY MATERIALS

The curriculum of Harvestime International Institute is designed so that other reference books are not required to complete the courses. You do not need a Bible concordance, dictionary, Bible handbook, atlas, or commentary, etc. If you have access to these materials their use is encouraged, but they are not necessary to complete the training. You do need a King James version of the Bible in your own language.

SEVEN STUDY STEPS

Set a special time for study each day. Always start with prayer to God that the Holy Spirit will quicken your mind to learn God's truths. Follow this "Seven Step Study Plan":

STEP ONE - Course Survey:

Read the module and course titles on the introductory page of the manual. Use the curriculum list provided in this guide to see where the course fits into the pattern of Institute training. Read the chapter titles in the "Table Of Contents" of the manual. They provide an overview of the study. Read the "Introduction" which introduces the subject matter. Read the "Course Objectives." These are the main goals for your study of this course. After you complete the course survey you are ready to begin the first chapter. For this and all other chapters use steps Two through Six.

STEP TWO - Chapter Survey:

Read the "Objectives" of the chapter. These are the goals you should achieve by studying this lesson. Read the "Key Verse" and memorize it for the "Self-Test." This verse summarizes the basic concept of the chapter. Read the "Introduction" to the chapter. This introduces the content of the lesson. Go through the chapter and read the headings [titles which are centered] and subheadings [titles which are even with the left hand margin]. These introduce the basic outline of the chapter.

STEP THREE - Chapter Study:

Now you are ready to study the chapter in detail. Read through the entire chapter. Do not skip any material. As you read, underline important points and write notes or questions in the margins. When you are told to look up a reference in the Bible and read it, be sure to do so.

STEP FOUR - Chapter Review:

Review the objectives at the beginning of the chapter. Have you met each of these goals in your study? If not, study the materials again. Can you quote the "Key Verse" from memory? Review the chapter headings, subheadings, and your own study notes and underlined portions.

STEP FIVE - Self-Test:

Take the "Self-Test" for the chapter. When you finish, compare your answers with the correct answers given at the back of the manual. Study again the material for any question which you did not answer correctly.

STEP SIX - For Further Study:

Do the assigned projects in the "For Further Study" section. These activities will develop independent study habits and expand your knowledge of the subject matter.

STEP SEVEN - Course Review:

Upon completion of all the chapters of the course, refer back to the major objectives given at the beginning of the manual. Have you achieved these major objectives? If not, you may need to review certain portions of the course again.

When you finish the course, mark the completion date on the "Student Record" provided in this guide. This will help you keep track of the courses you have studied.

TAKING THE COURSES FOR CREDIT

For information on how to receive credit for the Harvestime Institute, check out the Frequently Asked Questions (FAQ) on our web page at:

<http://www.harvestime.org>

HARVESTIME INTERNATIONAL INSTITUTE

STUDENT RECORD

(Use this form to keep track of the core courses you complete.)

MODULE	DATE COMPLETED	CORE COURSES
VISUALIZING	___/___/___	Strategies For Spiritual Harvest
DEPUTIZING	___/___/___	Foundations Of Faith
	___/___/___	Kingdom Living
	___/___/___	Spiritual Strategies: A Manual Of Spiritual Warfare
	___/___/___	Ministry Of The Holy Spirit
	___/___/___	Knowing God's Voice
	___/___/___	Creative Bible Study Methods
	___/___/___	Basic Bible Survey (Parts One And Two)
MULTIPLYING	___/___/___	Developing A Biblical World View
	___/___/___	Teaching Tactics
	___/___/___	Multiplication Methodologies
	___/___/___	Power Principles
ORGANIZING	___/___/___	Biblical Management Principles
	___/___/___	Principles Of Environmental Analysis
	___/___/___	Management by Objectives
MOBILIZING	___/___/___	Mobilization Methodologies
EVANGELIZING	___/___/___	Leaven-Like Evangelism

PART THREE:

ADMINISTRATIVE GUIDE

This section provides administrative guidelines for using Harvestime International Institute materials in a group setting.

THE CHALLENGE: TRAINING THE LAITY

The Gospel is to be preached to every nation. Can it be done in this generation? Only if the laity is trained to spread the Gospel message. When we speak of "laity" or "layperson" we are referring to men and women who are not professional ministers. They compose 99% of the church population.

Rather than separate the clergy [ministers] from the laity, we must help each born-again believer realize his personal responsibility in fulfilling the Great Commission. The world will never be reached with the Gospel if only the ministers are responsible for sharing the message. There are not enough professional ministers to get the job done.

Involvement of the laity was one of the keys to growth in the early Church. In Acts 8:1 we read that the persecution of Christians resulted in their scattering throughout Judaea and Samaria. Church leaders remained in Jerusalem and we find...

**...they that were scattered abroad went everywhere preaching the Word.
(Acts 8:4)**

Not only the leadership, but also the laity who were scattered fulfilled an important role in the spread of the Gospel message.

From the beginning, the spread of the Gospel was a lay movement. Men like Peter and John were untrained fishermen. The majority of ministry and missionary activity in the early Church was accomplished by non-professionals, ordinary men and women involved in secular work as occupations.

When Saul tried to destroy the early Church, the Bible records that he entered into the temples and into "every house" taking believers captive (Acts 8:3). He recognized that eliminating only the churches and professional ministers would not stop the spread of the Gospel. Each layperson was a reproducing Christian and each home was a center of evangelism.

If we are to reach the world with the Gospel message and stop the advance of the enemy, the clergy and laity must join forces. Believers are not just fragments of the Church scattered throughout the community who come together for worship, instruction, and Christian fellowship.

In daily work and living they are representatives of the Kingdom of God who can reach people who will never enter a church or attend a religious meeting.

Paul told Timothy to select faithful men and commit to them the things he had been taught. These faithful men were to have the ability to teach others. Through this organized plan of training the laity, the Gospel would be spread throughout the world.

It is the selection of these "faithful men and women" that is the key to effective training of the laity. The world takes talented people and attempts to give them character. They focus on creating professionals. God said to take "faithful men" of character and He will empower them with spiritual talents and abilities.

By following the plan given in II Timothy 2:2, the Church can experience tremendous growth. Even on a one-to-one basis the multiplication is amazing.

Look at the chart on the following page. This chart uses the period of a year as the average time necessary to disciple [train] a new convert and make him a reproductive Christian. In reality, the process could take more or less time, depending on the people involved.

But using a year as an average, if a believer would reach just one person and disciple them each year and have them pledge to disciple one person each year, the world could easily be reached with the Gospel message.

Observe on the chart that during the first year the believer is discipling one person. At the end of that year, there are now two faithful men [the believer and the person he has disciplined].

During the next year, each of them disciple one person. At the end of the second year, there is a total of four people, each of whom will disciple one person the following year.

	DISCIPLER(S)	DISCIPLE(S)	TOTAL	
YEAR 17	65,536	65,536	=	131,072
YEAR 16	32,768	32,768	=	65,536
YEAR 15	16,384	16,384	=	32,768
YEAR 14	8,192	8,192	=	16,384
YEAR 13	4,096	4,096	=	8,192
YEAR 12	2,048	2,048	=	4,096
YEAR 11	1,024	1,024	=	2,048
YEAR 10	512	512	=	1,024
YEAR 9	256	256	=	512
YEAR 8	128	128	=	256
YEAR 7	64	64	=	128
YEAR 6	32	32	=	64
YEAR 5	16	16	=	32
YEAR 4	8	8	=	16
YEAR 3	4	4	=	8
YEAR 2	2	2	=	4
YEAR 1	1	1	=	2

GOD'S DIVINE STRATEGY OF MULTIPLICATION AND MOBILIZATION

When you take an average church membership of approximately 100 people and increase this chart to 100 people each discipling one person each year and these disciples in turn continue the cycle, it is easy to see how we could reach the entire world in this generation.

Jesus entrusted the laity with major responsibilities of the Gospel cause. Taking fishermen from their boats, He made them into fishers of men. He believed that ordinary people could become extraordinary when empowered by the Holy Spirit.

The purpose of Harvestime International Institute is to spread this vision of training the laity which is God's methodology of multiplication throughout the world. It is to the laity that the Institute is geared and to the reproductive process of II Timothy 2:2 that we are committed.

ENTRY LEVEL SKILLS

Elementary reading knowledge is necessary for students to use Institute materials independently.

ADAPTING MATERIALS TO ILLITERATE PEOPLE

If the group falls below the entry level reading skill or members cannot read or write, guidelines for adapting materials to illiterate people are provided in the Harvestime International Institute course entitled "Teaching Tactics."

ESTABLISHING PERMANENT INSTITUTES

Concise instructions for establishing Harvestime International Institute extensions are provided in the Harvestime International Institute course entitled "Multiplication Methodologies." We also offer a download of everything needed to establish an Institute—the complete strategy, every form, handbook, records, examinations for the courses, etc. Check out the Immediate Institute Download on our web page.

RECORD KEEPING

If you are teaching all the Institute courses and want students to receive certificates of completion, reproduce copies of the "Student Record" form in Part Two of this manual. Maintain a record for each student or have the students keep their own study records. After the group has completed all courses listed on the "Student Record", you can produce a completion certificate locally to present to students.

GROUP STUDY: ADVANCE PREPARATION

If you have not previously taught in a group setting, we suggest you take the Institute course, "Teaching Tactics." This course focuses on teaching methods Jesus used to train disciples to reach the world with the Gospel. Follow these steps to establish the Institute:

1. Order or download from Harvestime International Institute the first course you plan to teach.
2. Complete the reproduction request and reproduce enough copies of the course for your group.
3. If you are taking students through the entire Institute curriculum, reproduce copies of the "Student Record" form to record their progress. (See Part Two of this guide).
4. Call together a group of concerned believers to join you in praying, organizing, and publicizing of the Institute.
5. Establish the organizational structure. Identify leaders, teachers, and their responsibilities. Set the dates, times, and places for class sessions.
6. Publicize the Institute: If you are selecting key leaders and the training is not open to the general laity, you will not need to publicize the Institute. Contact each of the leaders and give them the time, date, and place for the first session. If you are opening your group to Christian lay people of the community, you need to advertise the meeting.

If you live in a rural village or remote area, your advertising may all be by word of mouth. If you live in a city, you can prepare posters and flyers for distribution. Place these anywhere Christians gather. Put them in churches, Christian bookstores, and ask local ministers to announce the training from their pulpit or in their church newsletters.

Obtain mailing lists from Christian organizations and churches and send announcements through the mail if postal service is available in your region. Send information on the Institute to local newspapers and radio and television stations in your region.

On all publicity, always include the name of your organization, date, time, location and purpose of your meeting. Include your own name, address, and telephone number as the contact for further information.

Harvestime has much more information to assist you in establishing a school in a publication entitled: The Immediate Institute.

-If you live outside of the US: You may request the Immediate Institute Download free of charge via email.

-If you live within the US, you may order the Immediate Institute Download from our bookstore on our web page: <http://www.harvestime.org>. Your support enables us to provide these free resources.

GROUP STUDY: CONDUCTING THE SESSIONS

INTRODUCTORY MEETING:

- Open the first meeting with prayer and introduction of group leaders and members.
- Obtain the names and addresses of everyone in attendance. This will permit you to contact them prior to the next meeting.
- Explain group procedures: Group leaders, teachers, and the dates, times, and places you will meet.
- Conduct a time of praise and worship, inviting the presence of the Holy Spirit into the training session.
- Introduce Harvestime International Institute and its purposes and objectives. Use the material provided on this subject in Part One of this guide.
- Present an overview of the total curriculum if you are going to use the entire training program. Explain where the first course fits in the program.
- Distribute the manuals for the first course.
- Review with students the "Seven Study Steps" for independent study provided in Part Two of this guide. Give each student a copy of these steps to guide their study. Each time you introduce a new course, go through the course survey with students (Step One of the "Seven Study Steps" given in Part Two of this guide).
- Present an overview of the first lesson. Make assignments for the students to read and complete prior to the next meeting.
- Close the meeting with a time of prayer and ministry to students.

FOLLOWING MEETINGS:

- Open in prayer.
- Welcome new group members and provide them with course manuals.
- Praise and worship.
- Lesson: Discuss each section of the chapter students have studied. Ask students for questions or comments.
- Review the "Self-test" together. Check to see how the students did on the test. You may want to do the "For Further Study" projects as a group rather than on an individual basis.

- Share any additional study you have done on the subject. Use various methods of teaching:
 - Ask questions.
 - Call for group discussion.
 - Use charts and diagrams to illustrate the lesson.
 - Have students present reports on certain parts of the lesson.
 - Involve the students. Participation is the best method for learning.
 - Apply the lesson to the lives of students. Emphasize practical application, participation and demonstration.
 - Provide special times of dedication calling for new commitment to God.
 - Always minister to special needs of group members and allow the Holy Spirit to move in your training sessions.

CONCLUDING THE COURSE:

Note completion on the "Student Record" forms if your group is working towards certificates. Have a graduation ceremony and award the certificates you have produced locally. Challenge group members to use what they have learned and teach the course to at least one other person during the next year. This will continuously expand the network of training.

If a student expresses interest in teaching in a group setting:

1. Give him copy of this "Orientation and Administration Guide."
2. Refer him to the "Suggestions For Group Study" provided in the course manuals.
3. Suggest that he take the Institute course entitled "Teaching Tactics."

HARVESTIME INTERNATIONAL NETWORK

Reproduction And Translation Policies

We have accepted the challenge of Habakkuk 2:2 and Psalms 68:11. The Lord told us to "write the vision and make it plain." But we must get it into the hands of the "runners," those out on the front lines of evangelism. This is why we permit reproduction and translation of Harvestime materials under the terms of these policies. Harvestime International Network retains the copyright to all curriculum, but grants reproduction and translation privileges under the following terms:

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3. Perfect bound commercial printing of the courses is not permitted. Perfect bound copies must be purchased from Harvestime. This is one way we support our ministry of providing materials free of charge. You may, however, reproduce the materials by copy machine, flash drive, SD Card, CD ROMs, etc.
4. If you make a copy machine copy of a course, it should not be sold for more than 15% over your actual production costs. This amount is allowed for administrative costs of reproducing materials. We have set the limit of 15% above actual cost so materials are not used for profit or inflated beyond the financial level of the average layman. You are also free to sell the courses at your exact cost or give them away, as your finances permit.
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