



WORKPLACE BELIEVER CERTIFICATION TRAINING

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Certification 01 - The 4 Types of Workplace Believers

1. _____the marketplace
2. Applying _____ Principles at a personal level
3. Working in the power of the _____. _____.
4. Believing God for workplace _____

Bezalel was a craftsmen in the Old Testament that Moses said was anointed with the _____ for the work of craftsmanship.

They have now gained such a big view of God and experienced His power in such a way that they are now believing him for a marketplace _____.

Certification 02 - Experiencing God at Work

Fresh Encounter _____

_____ that God is at work

Belief that He will _____ you

Preparation

- _____Story- Know how to ask about others story- know how to ask good questions
- _____Story - Know your story well
- God's _____ - Know God's story well

Certification 03 - Work as a Calling

In Genesis 1, we learn these five things:

1. God is a _____
2. God is a _____
3. God does _____ work
4. People reflect God's _____ when they work
5. The Holy _____ is involved in work

Avodah is an Old Testament word that both the word _____ and _____ is derived from.

In God's economy there is no sacred-_____ divide.

You are the _____ at your place of work.

"This job is your _____ for today."

Certification 04 - 10 Ways a Believer Impacts Their World of Work

1. His Presence – the _____ of Christ
2. His _____ – work reflects God's image
3. His _____ – work us unto the Lord
4. His Perspective about _____ – made in His image
5. His Perspective about life _____ – He provides
6. His Perspective on _____ related issues – Ethics
7. His Perspective on the _____ around us – Stewards
8. Their Story – How is God at work in their _____?
9. Your Story – How is God at work in _____ life ?
10. God's Story – God's Big _____

Certification 05 - The Power of the Holy Spirit

God has given us His Spirit so that we can experience _____ with Him and enjoy all He has for us

The Holy Spirit is God's permanent _____ with us.

The Holy Spirit enables us to _____ what God has given us.

The Holy Spirit enables us to _____ what God has given us

We cannot _____ the Christian life in our own strength.

We cannot _____ all God desires for us if we live by our self-centered desires.

God _____ us to be filled with the Spirit.

God _____ He will always answer when we pray according to His will.

We are filled with the spirit by _____

Certification 06 - Sharing Your Story Well

Three main parts

- 1) Life _____ knowing Christ,
- 2) How you came to _____ Christ (be specific)
- 3) Life _____ you received Christ (changes He has made, what He means to you now).

Action Steps

- _____out your personal testimony
- _____presenting it
- _____your story with a Christian friend
- Pray for an open door to share with a non-believer
- Tell your _____in the power of the Holy Spirit

[FIND WORKSHEETS AND MORE HELPS IN THE APPENDIX]

Certification 07 - Sharing God's Story Well

Four Themes of New Testament

- _____ Made Us
- _____ Separates Us
- _____ Provides for Us
- It's a _____ for Us

How to be Effective

- Memorize the 4 Themes of the New Testament
- Memorize a supporting _____ for each theme
- Memorize an expanded gospel presentation

Christ-Directed Life

- _____ is in the life and on the throne
- _____ is yielding to Christ
- Areas of life directed by Christ, resulting in peace, balance and fulfillment

[FIND MORE HELP IN THE APPENDIX]

Certification 08 - Having a Lunch on Purpose

A “Lunch on Purpose” is simply taking the _____ to go out to lunch with someone from your office in hopes that you:

- can get to know them better,
- build bridges with them,
- see if God opens up any further doors for discussion

In Order to Find Common Ground

- We need to be good _____ askers
- We need to be good _____
- We then can build upon our points of _____ with the other person

How to Get a Yes in Advance

- Be a _____ Person
- Pray
- Acts of _____
- Treat Everyone _____
- Do Your Work Well
- Group Lunches

[FIND MORE HELP IN THE APPENDIX]

APPENDIX

PERSONAL TESTIMONY WORKSHEETS



TELLING YOUR STORY WELL

HOW TO SHARE YOUR PERSONAL TESTIMONY

I. How to Prepare your Personal Testimony.

Any subject matter can be presented more effectively by careful organization. A carefully prepared testimony, given in the power of the Holy Spirit, can be an incredible tool for sharing your love and faith in Christ. It should be our desire to present Christ in such a clear, simple and attractive way that people we share with will not only want to know Him, but they will also know how to know Him personally.

A carefully and intelligently worded testimony will communicate far more effectively than a prolonged one that includes a lot of extraneous material which will distract from, rather than emphasize, the point of personal commitment to Christ and what this can mean in a person's life. This handout contains some thoughts and guidelines to help you prepare a simple and effective three-minute testimony that can be shared in a wide-variety of situations.

- A. Remember, the same Christ lives in you whether you trusted Him early or later in life. Do not be concerned that your testimony be exciting, just that it be interesting. You don't have to be a converted drug-dealing, motorcycle gang, axe murderer to have an effective and interesting testimony.
- B. Be realistic. Do not imply that Christ eliminates all the problems of life, but rather that He enables you to live them out with peace and confidence. "I am with you always."
- C. Be positive, not negative, from start to finish.
- D. Prepare your testimony so that you can share it in a group situation as well as with individuals.
- E. Avoid the following when writing your testimony:
 - (1) *Including statements that reflect negatively on the church, other organizations or people.*
 - (2) *Mentioning denominations, especially in a derogatory way.*
 - (3) *Using stereotypes of people or people groups.*
 - (4) *Preaching at people. This is a testimony, not a preachimony.*
 - (5) *Speaking in generalities or using overworked terms such as:*
 - (a) *Straight-laced, sober and sad.*
 - (b) *Fantastic, exciting and great.*
 - (c) *Peace, purpose and happiness.*
 - (d) *Changed (without giving specific changes).*
 - (6) *Using words that are meaningless to non-Christians. Terms like "salvation," "saved," "born again" and "conversion" need to be defined if used. Terms like "glorious" and "hallelujah" are so ridiculed in some areas that you would do well not to use them at all.*
 - (7) *Being long-winded and using unnecessary words. (Adhere strictly to trying to organize your testimony into a 3 minute format)*
- F. Ask the Lord to give you wisdom and guidance as you write (James 1:5,6)



TELLING YOUR STORY WELL

HOW TO SHARE YOUR PERSONAL TESTIMONY

- G. Follow a three-point outline: (See TESTIMONY WORK SHEET.)
 - (1) *Life before knowing Christ.*
 - (2) *How you came to know Christ (be specific).*
 - (3) *Life after you received Christ (changes He has made, what He means to you now).*
- H. Emphasize point (3) above if you became a Christian as a small child.
- I. Begin with an interesting, attention-getting sentence and end with a concluding statement. Include relevant, thought-provoking personal experiences.
- J. Write in such a way that others will identify with you in past and present experiences.
- K. Give enough details to arouse interest.
- L. Use at least one, but at the most two, Scripture verses.
- M. Edit carefully and rewrite as necessary before final draft.
- N. Look at some sample testimonies (see attached or World-Wide Challenge Magazine).
- O. Choose something characteristic of your experience that is of general interest to non-Christians. Build your own testimony around a theme. Examples: Personal Success (your own past viewpoint and now from God's viewpoint), Life's Goals (past and present viewpoint), Relationships (How God has changed your approach), Life Crisis (How God saw you through), Purpose in Life (God's personal plan for you),
- P. Emphasize the fact that the thing that made the difference in your life was accepting Christ as Savior and making Him Lord and Master of your life. Keep in mind that your testimony should give enough details so that someone else would know how to trust the Lord after hearing it. Tell how He entered your life.

II How to Share your Testimony

- A. Memorize your testimony and practice it until it becomes natural. It is tremendously encouraging to practice sharing your testimony with a group of others who are also working on their testimony.
- B. Share your testimony with loving enthusiasm in the power of the Holy Spirit (Ephesians 5:18).
- C. Smile often! Ask the Lord to give you a happy, radiant countenance. Use a natural speaking voice.
- D. Avoid nervous habits (especially with your hands) and other mannerisms, such as rubbing your nose, jingling coins in your pocket, swaying, clearing your throat, and using 'uhs' and 'abs.' Stand up straight. Do not talk on the way to or from your seat.
- E. Avoid arguing and using other high pressure methods to obtain a "decision" for Christ. Remember, men are born of the Spirit, "not through persuasiveness or logic of men" though God may use both.
- F. Use your testimony to transition into a clear gospel presentation. "Did you know there are 4 Basic Themes in the New Testament...(share a clear gospel presentation).



PERSONAL TESTIMONY

Communicating Your Convictions

Primary Objectives: To help you put together a clear presentation of your personal testimony (for a non-Christian audience) by bringing clarity and organization to the events surrounding your conversion.

I. Before I accepted Christ (or gave Him complete control)

- A. What was my life like before I accepted Christ? Describe it in a way that communicates well to non-Christians. Don't use religious terminology (i.e. "sinner", "backslidden",).

- B. What did my life revolve around? What did I get my security or happiness from? (Remember, the non-Christian is relying on something external to give him happiness-)

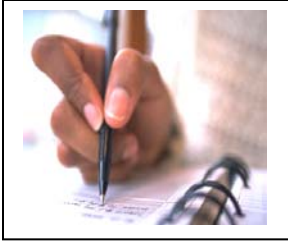
- C. How did those areas begin to let me down?

II. How I received Christ (or gave Him complete control)

- A. When was the first time I heard the gospel? Or, when was I exposed to dynamic Christianity?

- B. What were my initial reactions ?

- C. When did my attitude about Christ and/or the gospel begin to change? Why?



PERSONAL TESTIMONY

- D. What were the final struggles that went through my mind just before I accepted Christ?

- E. Why did I go ahead and accept Christ?

III After I accepted Christ (or gave Him complete control)

- A. Specific changes I have seen in my life since becoming a Christian (include a personal illustration).

- B. Why am I motivated differently? How does my relationship with Christ affect my decisions regarding activities, relationships, my future, etc.?

Remember:

- A. Write like you speak--make the testimony yours!
- B. Consider your audience (their age, interests, goals in life, etc.)
- C. Choose a theme.
- D. Practice it over and over until it becomes natural.
- E. Time limit should be three minutes

**YOUR MOST IMPORTANT
INVESTMENT**

SHARING GOD'S STORY WELL

The following is a clear gospel presentation that works well with workplace professionals. Your confidence in sharing God's love will increase if you can memorize the 4 main principles, 1 scripture for each principle, and the diagrams. In a lunch environment, knowing the diagrams well allows you to draw them on a napkin and start a discussion.

You also can get this presentation in a printed full color form that looks and feels like a mutual fund prospectus, providing further credibility to the message.

Your Most Important Investment

Before there was matter, space and time, there was God -- personal, all-powerful, eternal and perfect. Though He needed nothing, God chose to create the universe, the earth, and you and me.

"The Creator is that ultimate reality ... the source of life and He establishes its meaning and purpose." - - - Dr. Hugh Ross, astrophysicist

PRINCIPLE ONE - God Loves You and Created You to Know Him and Experience His Love.

God Offers Love

"For God loved the world so much that he gave his only Son so that anyone who believes in him shall not perish but have eternal life" (John 3:16).

God Offers Life

[Jesus speaking] *"I have come in order that you might have life - life in all its fullness" (John 10:10, TEV).*

"The meaning of earthly existence lies, not as we have grown used to thinking, in prospering, but in the development of the soul." -- Alexander Solzhenitsyn

What prevents us from knowing God personally?

PRINCIPLE TWO - All People are Sinful and Separated from God. Therefore, None Can Know Him Personally or Experience His Love.

People are Sinful

"Yes, all have sinned; all fall short of God's glorious ideal" (Romans 3:23).

We were all created to have fellowship with God; but, because of our own stubborn self-will, we chose to go our own independent way, and fellowship with God was broken. This self-will, characterized by an attitude of active rebellion or passive indifference, is an evidence of what the Bible calls sin.

People are Separated From God

"The wages of sin is death" (Romans 6:23).

God is holy (entirely free of moral evil and absolutely perfect in motive and behavior) and people are sinful (not living up to God's perfect standard). Thus, a vast distance separates the two. The figures climbing the ladders in the diagram on the left illustrate that people are continually trying to reach God through philosophy and religion or by depending on their own efforts, such as leading a "good, moral life," but they can never reach God



"Think of all the times you've taken without returning, told stories about others, threatened and hurt, lied and manipulated, used and discarded, disdained or ignored the welfare of others....If you're reacting with an immediate, 'not me!' -- think again!" -- Dr. Laura Schlessinger

The **Third Principle** explains the only way to bridge this gap....

PRINCIPLE THREE - Jesus Christ is God's Only Provision for Our Sin. Through Him Alone We Can Know God Personally and Experience His Love

He Died in Our Place

"God showed his great love for us by sending Christ to die for us while we were still sinners" (Romans 5:8).

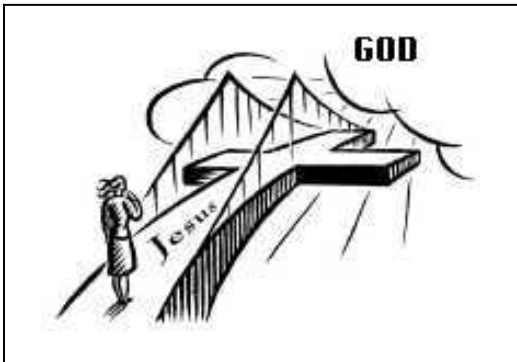
He Rose from the Dead

"Christ died for our sins just as the Scriptures said he would, and he was buried, and three days afterwards he arose from the grave just as the prophets foretold. He was seen by Peter and later by the rest of the 'Twelve.' After that he was seen by more than five hundred" (1 Corinthians 15:3-6).

***"There's no doubt in my mind that Jesus Christ is the Son of God." --
Astronaut Charles Duke, Apollo 16***

He is the Only Way to God

Jesus told him, 'I am the Way - yes, and the Truth and the Life. No one can get to the Father except by means of me'" (John 14:6).



This diagram illustrates that God has bridged the great distance which separates us from Him by sending His Son, Jesus Christ, to die on the cross in our place to pay the penalty for our sins. It is not enough just to know these three principles..

..The **Fourth Principle** explains further....

PRINCIPLE FOUR We Must Individually Receive Jesus Christ as Savior and Lord. Then We Can Know God Personally and Experience His Love.

We Must Receive Christ

"But to all who received him, he gave the right to become children of God. All they needed to do was to trust him to save them" (John 1:12).

We Receive Christ Through Faith

"For it is by God's grace that you have been saved through faith. It is not the result of your own efforts, but God's gift, so that no one can boast about it" (Ephesians 2:8,9 TEV).

When We Receive Christ, We Experience a Spiritual Birth

(Read John 3:1-8)

"If we let Him ... He will make us into dazzling, radiant, immortal creatures, pulsating through with such energy and joy and wisdom and love as we cannot now imagine." -- C. S. Lewis

We Receive Christ by Personal Invitation

[Christ speaking] *"Look! I have been standing at the door and I am constantly knocking. If anyone hears me calling him and opens the door, I will come in and fellowship with him and he with me"* (Revelation 3:20).

Receiving Christ involves turning to God from self (repentance), trusting Christ to come into our lives to forgive our sins and to make us what He wants us to be. Just to agree intellectually is not enough. Nor is it enough to have an emotional experience. We receive Jesus Christ by faith, as an act of the will.

These two circles represent two kinds of lives:



Self-Directed Life

- Self is on the throne
- Christ is outside the life
- Areas of life directed by self, often resulting in discord and imbalance.

Christ-Directed Life

- Christ is in the life and on the throne
- Self is yielding to Christ
- Areas of life directed by Christ, resulting in peace, balance and fulfillment

Which circle best represents your life?

Which circle would you like to have represent your life?

THE FOLLOWING EXPLAINS HOW YOU CAN RECEIVE CHRIST

You Can Receive Christ Right Now by Faith Through Prayer (Prayer is talking with God.)

God knows your heart and is not as concerned with your words as He is with the attitude of your heart. The following is a suggested prayer:

"Dear Jesus, I want to know You personally. Thank You for dying on the cross for my sins. Please forgive all my sins and give me eternal life. I open the door of my life and receive You as my Savior and Lord. Take control of the throne of my life. Make me the kind of person You want me to be."

Does this prayer express the desire of your heart? If it does, pray this prayer right now, and Christ will come into your life, as He promised. Through His power you will begin to experience the lasting peace, balance and fulfillment that only He can provide.

How to Know That Christ is in Your Life

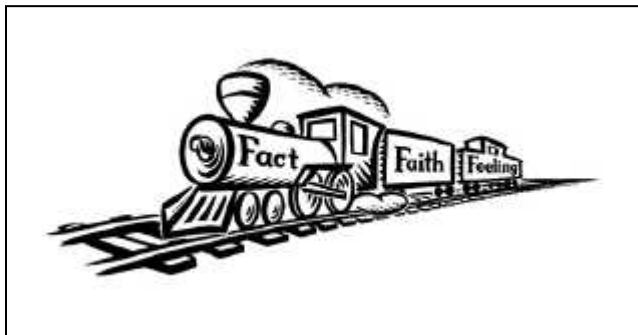
Did you receive Christ into your life?

According to His promise in Revelation 3:20, where is Christ right now in relation to you? Christ said that He would come into your life and be your friend so you can know Him personally. Would He mislead you? On what authority do you know that God has answered your prayer? (The trustworthiness of God Himself and His Word.)

The Bible Promises Eternal Life to All Who Receive Christ.

"The testimony is this: God has given us eternal life, and this life has its source in his Son. Whoever has the Son has this life; whoever does not have the Son of God does not have life. I am writing this to you so that you may know that you have eternal life -- you that believe in the Son of God" (1 John 5:11-13, TEV).

Thank God often that Christ is in your life and that He will never leave you (Hebrews 13:5). You can know on the basis of His promise that Christ lives in you and that you have eternal life from the very moment you invited Him in. He will not deceive you.



An Important Reminder ... Do Not Depend on Feelings.

The promise of God's Word, the Bible - not our feelings -- is our authority. This train diagram illustrates the relationship between fact (God and His Word), faith (our trust in God and His Word), and feelings (the result of our faith and obedience). The train will run

with or without the caboose. However, it would be useless to attempt to pull the train by the caboose. In the same way, we should not depend on feelings or emotions, but place our faith in God and His word.

A Few More Helpful Things.....

NOW THAT YOU HAVE RECEIVED CHRIST

The moment you received Christ by faith, as an act of the will, many things happened, including the following:

- **Christ came into your life** (Revelation 3:20; Colossians 1:27).
- **Your sins were forgiven** (Colossians 1:14).
- **You became a child of God** (John 1:12,13).
- **You received eternal life** (John 5:24).
- **You began the great adventure for which God created you** (John 10:10; 2 Corinthians 5:17; 1 Thessalonians 5:18).

Can you think of anything more wonderful that could happen to you than receiving Christ? Would you like to thank God in prayer right now for what He has done for you? By thanking God, you demonstrate your faith.

INVESTING IN YOUR RELATIONSHIP WITH GOD

Every relationship requires an investment of time and effort to make it grow. Investing in the following will ensure your spiritual growth.

GROWTH

Go to God in prayer daily (John 15:7).

Read God's Word daily (Acts 17:11); begin with the Gospel of John.

Obey God moment by moment (John 14:21).

Witness for Christ by your life and words (Matthew 4:19; John 15:8).

Trust God for every detail of your life (1 Peter 5:7).

Allow Him to control and empower your daily life and witness (Galatians 5:16,17; Acts 1:8).

LUNCH ON PURPOSE

EVERYONE HAS TO EAT

In our world of hectic pace, everyone seems to be busy to do anything together. Although many people have different approaches to lunch—bring your own, working lunch, business lunch, power lunch, etc... there should be room in our lives for one other type of lunch — a “Lunch on Purpose”.

WHAT IS A “LUNCH ON PURPOSE”?

A “Lunch on Purpose” is simply taking the initiative to go out to lunch with someone from your office in hopes that you can get to know them better, build bridges with them, and see if God opens up any further doors for discussion.

Because we are hoping to see a movement of dynamic workplace professionals who are making an impact for God, it is our desire to see Christian Professionals having at least two “Lunch on Purposes” each month.

SOME TIPS

- As you initiate these friendship lunches here are some tips:
- Ask someone in your company or business that you do not know as well.
- Ask another believer from work to join you.
- If you are married, generally try and stay away from having one on one lunches, with someone of the opposite sex unless you know there are really clear boundaries between you.

FINDING COMMON GROUND

Too often Christians become known for what they are against, versus what they are for. It is far easier to connect with someone and potentially get to deeper life issues if you can find as many points of agreement as possible.

The end result of finding common ground, is for the other person to be able to think or say, “hey we really are not that different, we want some of the same things out of life. If you can get to that point, then sharing your personal faith story at your lunch or a future lunch really becomes a natural part of the relationship.

POINTS OF CONNECTION

As you seek to find some common ground between you, here are some good questions to keep in mind.

HOW TO GET A YES IN ADVANCE

There are several ways that you can always get a yes answer when you ask to have lunch with someone.

- Be Happy— No one ever wants to go to lunch with someone who is always negative or gossipy around the office.
- Pray— Pray for those in your office by name, that God might open their hearts to consider a relationship with God or grow deeper in their relationship with them.
- Acts of Kindness—Take some action around the office using the **30 Ways to Change a Day at the Office** Brochure.
- Treat Everyone Equally—From CEO to janitor be consistent, this is a small item that does not go unnoticed.

- Do Your Work Well—If you are respected you will be listened to. Do your work well, professionally, and timely.
- Group Lunches—Here is a fun idea. Why don't you take the lead in getting a group of people to go once a month to a different International restaurant in your city. Look for the real deal. What an ice breaking and bonding experience it is—good or bad—to go with a group of people to a real ethnic restaurant. Other people might actually think you are fun !

BE PREPARED

As you initiate with others, seek common interests, and treat them with respect. God will open doors—sometimes far sooner than you may think. Be prepared. You need to have two things clear in your head.

First , your own personal story on how God has worked in your life. You need to have it thought out clearly and able to share in 3-5 minutes. See the **Sharing Your Story Well** Brochure. Secondly, you need to be able to clearly explain how a person can begin a relationship with God—**Your Most Important Investment** may be a helpful resource to use and be familiar with. Know the essence of the Gospel—1. God loves us, 2. Man is separated from God, 3. Christ forgives bridges the gap—forgives sins, 4. Each of us must choose to receive Christ's gift. Be ready. God will use you.

QUESTIONS

Their Background

- Where did they grow up?
- What did they like doing when they were young ?
- Were there any favorite vacation spots they went to ?
- What did their parents do ?
- What did they get from their family that they want to pass on to their family ?
- What things would they want different in their family ?
- What were their brothers and sisters like ?
- Did they grow up going to church ? If they did not, do they wish they had ?
- What was their favorite present of all time ? Was it a Christmas gift?
- How did their family celebrate Christmas ? Thanksgiving ?
- What was their experience like in college ?
- How have they liked living in this city?
- What is the greatest strength they bring to their job ? Growth area?
- What hobbies or interests do they have ?

Their Opinion or Advice

- Do you have cable ? What do you let kids watch ?
- Do you think about what you eat ? Why is this important to you ?
- What do you think the greatest need in our community is right now ? What is the greatest need in the world ?

Their Imagination or emotions

- Did you hear about Bob's diagnosis ? What would you do if you found out you had cancer ?
- If you had plenty of money and could do anything you want for a living what would you do ?
- How would you feel if your house burned down and you lost everything ?