

# *Orientation And Administrative Guide*

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# INTRODUCTION

This introductory manual provides orientation and administrative guidelines for Harvestime International Institute, the Christian education by extension 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.

**Part Three** is an administrative guide which provides suggestions for group study, starting an Institute, and reproduction and translation of curriculum.

This Orientation And Administrative Guide:

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

## PART ONE:

# ORIENTATION GUIDE

This section introduces the ministry of Harvestime International Network and the Harvestime Institute by providing information on the organization, its purposes, doctrinal beliefs, specific mission, structure and function, and curriculum.

## HARVESTIME INTERNATIONAL NETWORK

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

**HARVESTIME:** A joining of the words "harvest" and "time" emphasizes 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. 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 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. (2 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. (1 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. (1 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. (1 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. (1 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 word "institute" rather than "training center" or "school" is used because the noun form of the word not only means school, 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 raising up and equipping of spiritual harvesters.

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.

### **OUR SPECIFIC MISSION**

-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. For those who are educationally and financially qualified, have access to a school, and whose circumstances permit, we encourage a traditional Bible college education. Harvestime is for laymen and women who do not have opportunities for such training.

-Harvestime is not a denomination, nor does it desire to create a denominational structure. Harvestime is 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.

-Harvestime International Institute is a Christian education by extension program designed to reach every level of the Body of Christ. This Bible-based material 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.

### **STRUCTURE AND FUNCTION**

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 the average layman. Leaders involved in training laymen found most available programs to consist of two approaches:

**First**, there is the curriculum offered by of the typical seminary or Bible college which includes Latin, Greek, Biblical archaeology and many other courses not included in the training of the disciples by Jesus. Some of these courses are beyond the educational level of the average layman, and geographic accessibility and tuition costs to a seminary or Bible college are often prohibitive.

**Second**, there is the seminar approach, where only one or two segments of training are provided. 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 of ministry. 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. Thus, they become only imitators of what they have heard.

Harvestime International Institute is more extensive than a seminar in its content, but at the same time 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, SD cards, mobile devices, local translation, publication, and distribution--the courses can be taken anywhere in the world which allows laymen to participate 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 schools. The classes can be offered in existing facilities, whether it be in a home, church, or public meeting hall. Jesus did not construct buildings, yet He took men from vision to reality. It is the content, not the physical facility, that establishes an 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 of the 26 letters of the English alphabet used for type-setting and printing at that time. He recognized the tremendous 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.

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 program. This means that minimum control is exercised by Institute headquarters. We provide curriculum and guidelines for reproducing, translating, and organizing group 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 and motivated lay leadership. Instruction 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, 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 the entire Scriptural revelation following completion of the core courses. We also provide Legacy Bible Outlines of all of the books of the Bible. But the primary focus of Institute core courses 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, engaging laymen to be participators rather than spectators in the work of the Lord. 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 participation 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 instruction 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)*

Although teaching is part of training, teaching leaves the learner the option to accept or reject what is taught. 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; beyond information to transformation; from revelation to impartation; and from observation to participation.

### **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 to believers 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)*

His last command should be our first priority. 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: Equipping The Laity" in Part Three of this guide).

Through application of Scriptural principles, Harvestime equips believers to raise up other motivated Christians, creating a new network of evangelism throughout the world. 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.*  
(2 Timothy 2:2)

### **PROGRESSION**

For complete, sequential, and intensified instruction designed to move laymen from vision to reality, use the Core Courses in the order explained in the "Curriculum" section of this manual.

Each module and course is independent of all others, however, permitting courses 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.

Supplemental Curriculums, available online, may be used in any order. Check the website for new material, as we add supplemental courses on a regular basis.

<http://www.harvestime.org>

# 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 and is an important tool for individuals or groups planning to take the complete Institute.

## *CORE 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 courses equips students to fulfill.

### **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.

**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.

**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.

**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.

**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.

**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.

**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. Volume Two: New Testament.

### **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.

**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.

**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.

**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.

### **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.

**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.

**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.

## **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.

## **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.

## ***SUPPLEMENTAL STUDIES***

**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.

**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.

**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.

**BATTLE FOR THE BODY:** A study of all the Bible teaches about divine healing. Complete guidelines for receiving and ministering healing.

**ALTAR COUNSELOR'S GUIDE:** A manual for altar workers.

**BIBLICAL MEDITATION:** A study of the methods of Biblical Meditation.

**BIBLICAL THEOLOGY:** A study of the major subjects of theology including Paterology, Christology, Pneumatology, Angelology, Demonology, Bibliology, Harmartiology, Soteriology, Ecclesiology, and Eschatology.

**DIVINE DESTINY DEVOTIONAL:** Based on the journey of Moses and the Israelites to their promised land, this daily devotional guide will enable you to fulfill your own divine destiny.

**DIVINE DIVISION:** Available as an Internet download only. How many times, in the divisions we personally encounter, is it God actually at work in our lives instead of Satan? We usually credit broken relationships, church splits, and other divisions as the work of Satan. But is that always true? Are some divisions instituted by God to accomplish His purposes? Is there really such a thing as divine division?

**DIVINE PROVISION:** Available as an Internet download only. The divine provision on which this study focuses is not where one lives lavishly and selfishly consumes resources by satisfying extravagant, materialistic desires. The abundance God wants you to experience is where your needs will be met so you will be able to sow liberally into the Kingdom of God and extend the Gospel to the nations of the world.

**FROM ISLAM TO IMMANUEL:** Strategies for understanding, praying for, and ministering to Muslims.

**LEGACY BIBLE OUTLINES:** Outlines, commentaries, and questions on all of the books of the Bible.

**LEGACY COURSE PRODUCTION:** Guidelines for those desiring to produce Christian books and training materials. Based upon the production strategies of Harvestime curriculum.

**NEW BELIEVER GUIDELINES:** A handout for new believers to guide them in the first steps of discipleship.

**STRATEGIC SPIRITUAL WARFARE:** A workbook on spiritual warfare. Each lesson includes powerful warfare strategies and is in an interactive format which enables you to respond and apply what you are learning.

**THE COVENANT OF ABRAHAM:** Explains the blessings of the Covenant of Abraham as applied to the life of a believer.

**THE SHEPHERD AND HIS SHEEP:** A devotional study of Psalm 23.

**UNDERSTANDING BIBLICAL NUMBERS:** This study explains the importance of biblical numerology and provides guidelines for properly interpreting numbers and applying what you learn.

**WHAT TO DO WHEN YOU DON'T KNOW WHAT TO DO:** Available as an Internet download only. Based on the story of Jehoshaphat, this study provides strategies for what to do in crisis situations when you don't know what to do.

**BITTER WATERS:** Are you facing a divorce, terminal illness, loss of a loved one, etc.? Based on a true-life experience, this book deals with biblical answers to the unexplained difficulties in life--the tragedies that result in "bitter waters".

**DIVINE DWELLING:** A devotional study of Psalm 91.

**PRISONER OF THE LORD:** A book for those doing time in jail or prison--whether short or lengthy sentences, life without parole, or on death row. It is for inmates, with portions written by and about inmates. Its purpose is to give inmates a new beginning and a new spiritual destiny.

**PRISONER OF THE LORD STUDY GUIDE:** Accompanies the Prisoner Of The Lord book.

**THE KING HAS ONE MORE MOVE:** Life is filled with many situations that are like "checkmates" in a game of chess. Whatever your crisis, you will learn how the King has one more move.

**SHATTERING THE SHACKLES OF SHAME:** Multitudes around the globe are carrying heavy burdens of shame. Shame is an emotion that will keep you forever shackled to the past and prevent you from rising up to fulfill your God-given destiny. The purpose of this study is to shatter the shackles of shame that have bound you, your loved ones, or those to whom you minister.

## PART TWO:

# INDEPENDENT STUDY GUIDE

This section provides guidelines for independent study, explaining the course format, providing seven study steps, and a student record form for tracking progress.

## CORE COURSE FORMAT

Each of the core courses can be downloaded, reproduced, and used to teach others. Instructions for translation and reproduction 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. A key verse focuses on the major concept taught in the chapter. Lesson content is presented in a modified outline format divided by headings and subheadings, special titles which identify the content of the following paragraphs. This format enables a student to easily learn concepts and teach what he learns to others.

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

## **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 the Institute. 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 objectives given at the beginning of the manual. Have you achieved these 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.

**TAKING THE COURSES FOR CREDIT**

If students want to receive college credit, obtain course completion certificates, or earn a diploma from Harvestime headquarters, they must enroll individually in the Institute and take the exams online. Visit the following site for further information:

<http://www.harvestimeinstitute.org>

# HARVESTIME INTERNATIONAL INSTITUTE

## STUDENT RECORD

Use this form to record core courses completed.

To obtain credit for courses, visit <http://www.harvestime.org> for further information.

<b>MODULE</b>	<b>DATE COMPLETED</b>	<b>CORE COURSES</b>
<b>VISUALIZING</b>	___/___/___	Strategies For Spiritual Harvest
<b>DEPUTIZING</b>	___/___/___	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: Old Testament
	___/___/___	Basic Bible Survey: New Testament
<b>MULTIPLYING</b>	___/___/___	Developing A Biblical World View
	___/___/___	Teaching Tactics
	___/___/___	Multiplication Methodologies
	___/___/___	Power Principles
<b>ORGANIZING</b>	___/___/___	Biblical Management Principles
	___/___/___	Principles Of Environmental Analysis
	___/___/___	Management by Objectives
<b>MOBILIZING</b>	___/___/___	Mobilization Methodologies
<b>EVANGELIZING</b>	___/___/___	Leaven-Like Evangelism

## **PART THREE:**

# **ADMINISTRATIVE GUIDE**

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

## **THE CHALLENGE: EQUIPPING THE LAITY**

The Gospel is to be preached to every nation. Can it be done in this generation? Only if the laity is properly prepared and equipped 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 leaders, but also the laity who were scattered fulfilled an important role in the advancement of the Gospel.

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 temples 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 life and work 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 equipping 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 equipping 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 2 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.

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 discipled].

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.

	<b>DISCIPLER(S)</b>	<b>DISCIPLE(S) TOTAL</b>		
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 continuing 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 raising up and equipping the laity which is God's methodology of spiritual multiplication. It is to the laity that the Institute is geared and to the reproductive process of 2 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*."

### **RECORD KEEPING**

If you are teaching courses to a group or in a school setting want the students to receive certificates of completion, reproduce copies of the "Student Record" in Part Two of this manual and maintain a form for each student. After a student has completed a course, you can issue a course completion certificate. When they complete all of the courses listed on the "Student Record", you can issue a diploma. You maintain your own records for your group or school and present your own certificates.

If students want to receive college credit, obtain course completion certificates, or earn a diploma from Harvestime headquarters, they must enroll individually in our Institute and take the exams online. Visit the following site for further information:

<http://www.harvestimeinstitute.org>

## GROUP STUDY

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. Here are the steps to begin your group study:

1. Download from Harvestime International Institute the first course you plan to teach.
2. Reproduce enough copies of the course for your group. You may charge them what it costs to reproduce the course, but you cannot sell it for profit.  
(Hard copies of the courses can be purchased in the US only. Visit our bookstore at: <http://www.harvestime.org>)
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. Establish the organizational structure for the sessions. Identify leaders, teachers, and their responsibilities.
5. Set the dates, times, and places for class sessions.
6. Publicize your class.

-If you live in a rural village or remote area, your advertising may 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 classes in their services 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.

## ESTABLISHING A HARVESTIME INSTITUTE

Harvestime provides a resource entitled *The Immediate Institute* to assist you in starting your own Bible school.

-If you live outside of the US: You may request the Immediate Institute Download free of charge via email at: <http://www.harvestime.org>

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

The Immediate Institute download contains everything you need to get a Bible school up and running including the following:

*Introduction:* Biblical foundations for starting a school, an introduction to Harvestime, the strategy of reproduction, and basic strategic steps to take to start your school.

*Foundational Documents:* This file provides guidelines for formulating foundational documents, a doctrinal statement, and a statement of purpose for your school.

*Budget and finances:* This file provides a sample school budget and guidelines for financial integrity.

*Organizational Chart:* This file provides suggested administrative positions and responsibilities for the school. You may add or delete positions as deemed necessary for your own school.

*Curriculum:* Introduction to Harvestime curriculum, course listing, and course order form.

*Faculty Handbook:* A model handbook for faculty members, ready to personalize by adding or deleting information relevant to your own school.

*Student Handbook:* A model handbook for students, ready to personalize by adding or deleting information relevant to your own school.

*Examinations:* Examinations for Harvestime International Institute courses.

*Exam Answer Sheet:* Standard blank answer sheet for taking exams.

*Examination Answer Keys:* Answer keys for all courses.

*Library Manual:* This manual provides basic guidelines for establishing a college library.

*Publicity:* This file provides sample brochures, news releases, radio or television ads, bulletin inserts, posters, flyers, invitational letters, and ideas for promoting your school.

*Forms:* Standard forms ready for personalization, including those needed for a student data base.

*Correspondence:* Standard letters ready for personalizing for your own school.

*Student Ministries Handbook:* To prepare your students for student mission assignments.

*Course syllabi:* Simple outlines to assist you in developing your class schedules.

In addition, the website and the Immediate Institute provides U-Tube video links to assist in starting a school.

## **CONDUCTING CLASS 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 session.
- Introduce Harvestime by using 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 complete Core Course program. Explain where the first course fits into the sequence of courses.
- Distribute 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 direct their studies. Each time you introduce a new course, go through the course survey with students which is Step One of the "Seven Study Steps" found 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.

## **SUBSEQUENT 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 commitments to God.
  - Always minister to special needs of group members and allow the Holy Spirit to move in your class sessions.

## **CONCLUDING THE COURSE:**

Note completion on the "Student Record" forms if your group is working towards certificates or diplomas.

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 spiritual harvesters.

If a student expresses interest in teaching Harvestime courses in a group setting, give him copy of this "Orientation and Administration Guide"; have him complete the courses himself; and suggest that he study the Institute course entitled "*Teaching Tactics*."

## **TRANSLATION, REPRODUCTION, AND INTERNET 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:

### **Translation:**

- Before beginning translation, check the Harvestime webpage. We have several languages already completed and/or underway.
- No changes should be made to materials other than are necessary linguistically if the text is being translated into another language.
- A copy of the final translation is to be sent to Harvestime International Network so others can benefit from the translation.

### **Reproduction:**

- Commercial printing in hard copy perfect-bound format and sale of these is not permitted in the US. We sell perfect-bound copies in the US in our online bookstore to help underwrite our extensive free program around the world. Perfect bound copies must be purchased from Harvestime. You may, however, reproduce the materials by copy machine, flash drives, SD cards, CD ROMs, etc. If you make a copy using a copy machine, you can charge students what it cost you to do so. You cannot sell the courses for profit.
- If you reproduce a course by copy machine, you may use your ministry or Bible school name on the cover or title page if desired, but you must include the Harvestime copyright and contact information. Example:

First Baptist Bible School  
111 First St., Clovis, CA

### **Power Principles**

Curriculum Provided By:  
Harvestime International Network  
<http://harvestime.org>

-The title page of the course must be retained, complete with our website information. This page identifies the materials and permit contact with our organization.  
Example:

***Creative Bible Study Methods***

**HARVESTIME INTERNATIONAL INSTITUTE**

This course is part of the **Harvestime International Institute**, a program designed to equip believers for effective spiritual harvest.

The basic theme of the training is to teach what Jesus taught, that which took men who were fishermen, tax collectors, etc., and changed them into reproductive Christians who reached their world with the Gospel in a demonstration of power.

This manual is a single course in one of several modules of curriculum which moves believers from visualizing through deputizing, multiplying, organizing, and mobilizing to achieve the goal of evangelizing.

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<http://www.harvestime.org>

-If you have limited funding for reproduction of materials, then have the students download the materials from our website directly to their own computer or mobile device. If they do not have Internet access, then copy the course(s) to a flash drive and pass the flash drive around so that each student can put the materials on their computer, tablet, or phone.

**Internet Policies:**

- You may link your Internet site to our site.
  
- You may put Harvestime courses on your own site as long as you note that they are Harvestime courses and include a link to the Harvestime site.
  
- You cannot charge for Harvestime courses online unless you are grading papers, maintaining student records, and offering degrees to students.