

# Life-Line Convalescent Ministries

## Leadership Training Manual



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[www.life-lineministries.com](http://www.life-lineministries.com)

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## I. LIFE-LINE DOCTRINE—WHAT WE BELIEVE & TEACH

**Bible:** We believe that the Bible (Old and New Testament) is the inspired Word of God and wholly without error. ([2 Timothy 3:16-17](#); [2 Peter 1:20-21](#))

**God:** We believe that there is one true God who has revealed Himself in the Trinity. He has revealed Himself through the Scriptures as the Father, Son, and Holy Spirit. He is one God with three distinct persons equal in perfection and eternity, and all three are one God. ([Deuteronomy 6:4](#); [Matthew 28:19](#); [1 Corinthians 8:6](#))

**Jesus Christ:** We believe that Jesus Christ of Nazareth is the second person of the Trinity. He is the eternal Word and only begotten Son. He is eternally God but became a man by the miracle of the virgin birth. He thus became “Emmanuel” (God with us), the perfect God-Man. He is fully God and fully man. He died on the cross of Calvary to pay for the sins of the world and rose again three days later to give true life to all who would put their complete trust in Him for reconciliation to the Father. ([Colossians 1:15](#); [Philippians 2:5-8](#); [Hebrews 4:14-16](#); [Revelation 11:15-17](#); [20:4-6](#), [11-15](#))

**Holy Spirit:** We believe that the Holy Spirit is the third person of the Trinity; that He convicts the world of sin, righteousness and judgment; and that He gives believers spiritual gifts to be exercised by the believers to edify and exhort the body of Christ, which is the church. ([1 Corinthians 2:10-11](#); [Hebrews 3:7-9](#))

**Man:** We believe in the distinctiveness of man to rule over the entire God-created earth. God created man alone in His image on the sixth literal day of creation. All men have sinned by nature and by choice, are sinful and lost, and are without hope in and of themselves of eternal life. ([Genesis 1:26-28](#); [Romans 3:10](#))

**Salvation:** We believe that salvation is by grace through faith in the finished work of Christ on the cross of Calvary. Salvation is a free gift from God, neither merited nor secured by virtue or work of mankind, and it can only be secured through personal faith in the person and work of Jesus Christ. ([John 3:16](#); [Ephesians 2:8-9](#))

**Church:** We believe that the Church is an elect body of believers baptized by the Holy Spirit at the moment of salvation. The Church's mission is to teach believers God's instructions for living and to preach the gospel of Jesus Christ to all people. The Church's ordinances are Baptism and the Lord's Supper. ([Ephesians 4:10-12](#); [Matthew 28:19](#); [1 Corinthians 11:23-29](#), [12:13](#))

**Second Coming:** We believe in the Second Coming of Jesus Christ and that His coming, which is our blessed hope, is always imminent. ([1 Thessalonians 4:16-17](#); [Revelation 21](#))

## **II. LIFE-LINE MISSION & VISION**

### **Our Mission**

*Our mission is to communicate God's love in order to share the saving knowledge of Jesus Christ.*

### **Where do we accomplish this?**

We accomplish this mission by sharing God's love and His word to the lost, dying, and suffering in residential, convalescent and retirement homes; drug and alcohol rehabilitation centers; assisted living facilities; residential homes; and senior centers throughout San Diego County.

### **How do we accomplish this?**

We perform Bible Studies, church services, and room visitation to the mentally ill, disabled, and elderly.

### **Our Vision**

The vision is to be established in over 200 homes throughout San Diego County with 1,000 volunteers serving the Lord Jesus Christ through the Holy Spirit wherever we may be called.

### **Our Vision Statement**

[James 1:27](#) says: *"Pure and undefiled religion before God and the Father is this: to visit orphans and widows in their trouble, and to keep oneself unspotted from the world."*

The words *"to visit"* comes from the Greek word, Strong's #1984, *Episkope*, translated *bishop*. This kind of visitor is a person who oversees God's people ([1 Tim.3:1](#)). The orphans and widows of this generation are not only the neediest class of people in our society today, but also the most forgotten, and the most unprotected. They live in nursing homes, rehab facilities, retirement homes, residential care facilities, and also in our local hospitals. At Life-Line Convalescent Ministries, we take the Biblical mandate to heart by bringing the love of Jesus Christ to the many forgotten orphans and widows of our day, through Bible Study groups, church services, and room visitation. The pure religion spoken of in this passage does not merely refer to the material goods for the relief of the needy; we are mandated by Scripture to oversee their care ([Acts 6:1-7](#); [1 Tim. 5:3-16](#)).

### III. LIFE-LINE CORE VALUES

[Hebrews 12:1-3](#): "Therefore we also, since we are surrounded by so great a cloud of witnesses, let us lay aside every weight, and the sin which so easily ensnares us, and let us run with endurance the race that is set before us, looking unto Jesus, the author and finisher of our faith, who for the joy that was set before Him endured the cross, despising the shame, and has sat down at the right hand of the throne of God."

#### I. Integrity

- A. A servant of Life-Line Convalescent Ministries will be one who serves the Lord Jesus Christ with a clear conscience, honest motives, and moral uprightness as called out by the Word of God ([2 Sam. 5:11](#); [Psalm 7:8](#); [25:21](#); [26:1](#); [101:2](#); [Prov. 2:7](#); [13:6](#); [20:7](#); [1 Kings 9:4](#)).

#### II. Accountability

- A. Each volunteer, and servant of Life-Line, will serve with an obligation or willingness to accept responsibility or to account for one's actions by being answerable to others of either greater or lesser spiritual authority.
- B. We are accountable to, but not limited to:
  - 1. God the Father, Jesus Christ His Son, and the Holy Spirit.
  - 2. Another servant.
  - 3. A spiritual leader.
  - 4. The authority of the places we minister in and the people we minister to.

#### III. Diligence in a volunteer is one who is determined, energized, industriously motivated.

- A. A servant at Life-Line is one who is characterized by steady, earnest, and energetic efforts in ministering. He or she is expected to pay moral and legal attention to the things expected in ministry while caring for those we minister to.
  - 1. It is one who works hard ([Romans 12:11](#)).
  - 2. It is one who does his or her job painstakingly well ([2 Tim. 4:5](#)).
  - 3. It is one who will not be found sleeping when the Lord returns ([Mark 13:35-37](#)).

#### IV. Values that Define Life-Line

We believe that these core values are the center of our faith at Life-Line, and our strengths in ministering to whom God has called us to. They are the glue that binds us one to another, and all of us to our Lord Jesus Christ. Not only do these core values identify us, but they set us apart from others in the world.

## IV. THE VOLUNTEER

### Volunteer Defined

Webster defines a volunteer as one who offers service or joins a force of his own free will. It means to offer oneself by choice in faithfulness. A volunteer of the Lord is one who turns from his own self-righteous works ([Philippians 3: 4-7](#)) to God's sovereign purpose through personal faith ([1 Timothy 1: 12-13](#)).

### Volunteering to serve should be a free will choice.

By choice, the apostle Paul set aside his right to be supported and thus enslaved himself to self-support, in order to remove a potential offense and win people to Jesus ([Proverbs 11:30](#); [1 Corinthians 9:19](#)).

Voluntarily and freely the people were given opportunity to personally contribute to the nation's worship center from the list of 14 components and materials needed to build the tabernacle ([Exodus 25:2](#)). The people responded with joy and enthusiasm and had to be restrained from bringing any more gifts ([Exodus 35: 21-29](#); [36: 3-7](#)).

A similar response occurred centuries later when King David requested gifts to build the temple ([1 Chronicles 29: 1-9](#)).

Jesus made the voluntary choice to obey the Father by choosing to sacrifice Himself ([John 10: 17-18](#)).

**Volunteering because you have to, will please Satan, but volunteering by choice, and meeting the needs of those we minister to, will please the Lord ([Hebrews 11:5](#)). Enoch was taken up because he pleased the Lord.**

[Psalm 110:3](#) says, *"Your people shall be volunteers in the day of Your power; in the beauties of holiness, from the womb of the morning, You have the dew of Your youth."*

Here we have the pedigree of the church of Jesus Christ: an army of volunteers. It is not the clergy, but the laity that makes up the body of Christ. Christ's people are a willing people and not servants that choose their service because they are coerced to volunteer.

As a pastor, my job is to equip the church for the work of the ministry ([Ephesians 4:12](#)). I am no more the minister of the church than any other member. Every believer is to be a minister. We are all to be ministers of the Gospel of Jesus Christ. Show me a church where the pastor is the only minister, and I'll show you a very small self-serving congregation. My job is to equip God's people, that they may know how to live and serve Him in their generation, and reach our community for the Lord Jesus Christ.

Are you a faithful volunteer in your church, if not then why not?

**Volunteering is a commitment.**

*“Therefore let those who suffer according to the will of God commit their souls to Him in doing good, as to a faithful Creator” ([1 Peter 4:19](#)).*

*“For this reason I also suffer these things; nevertheless I am not ashamed, for I know whom I have believed and am persuaded that He is able to keep what I have committed to Him until that Day” ([2 Timothy 1:12](#)).*

Volunteering is a spiritual participation in Christ’s death and resurrection, which may also include martyrdom for the sake of Christ. It is an eternal commitment to Him.

**There will be a reward.**

It is the valuable responsibility or duty of every Christian to carefully manage what the Lord has made him or her steward of, even though it may be against his or her own will to obey. ([1 Corinthians 9:17](#)).

Moses made it clear that the choice to love and obey God is life and good, but to reject God is death and evil. If believers choose to love God and obey His Word, they will enjoy all of God’s blessings. Sadly, Israel failed to respond to this call to the right choice. Every volunteer faces this same choice ([Deuteronomy 30: 1-20](#)).

**There will be a cost.**

*“Then a certain scribe came and said to Him, “Teacher, I will follow You wherever You go.” And Jesus said to him, “foxes have holes and birds of the air have nests, but the Son of Man has nowhere to lay His head” ([Mathew 8: 19-20](#)).*

As a volunteer may do, this scribe publicly declared his willingness to follow Jesus. Nonetheless, Jesus evidently knew that he had not counted the cost in terms of suffering and inconvenience.

**One day we all will serve voluntarily.**

The redeemed inhabitants of the earth will willingly serve the King of Kings and Lord of Lords during the millennial reign of Jesus Christ ([Zech. 14: 1-21](#); [Rev. 19: 11-20:6](#)).

As a believer responds in obedience to the simple commands of Scripture, he submits himself to the Spirit’s control. He grows in his spiritual life and is in union with the Lord ([Ephesians 6:10](#)). A volunteer is one who presents himself as a living sacrifice and says *“Here I am; send me.”*

## V. GOD'S INSTRUCTION ON HOW TO LOVE (ROMANS 12)

1. **To love is to be humble toward others** ([Romans 12: 3-8](#)).
  - a. Never think higher of yourself than you ought to.(V3)
  - b. Recognize that all gifts, and everything, comes from God.(V6)
  - c. We are never self-sufficient (V5)
  - d. We need each believer and his gifts to do the work of the church (V4)
2. **How to love others within the church:** ([Romans 12: 9-21](#); [14-16](#))
  - a. Be devoted to one another (V10)
  - b. Honor one another above our selves.(V10))
  - c. Share with those in need (V13)
  - d. Practice Hospitality(V13)
  - e. Have empathy (Rejoice—Mourn) (V15)
  - f. Live in harmony. (V18)
  - g. Fellowship outside your social or financial circle.(V16)
3. **How to love others outside the church:** ([Romans 12:14-21](#); [14-16](#) overlap)
  - a. Bless those that persecute you. (V14)
  - b. Don't repay evil for evil.(V17)
  - c. Do what is right in the eyes of everybody.(V17)
  - d. Live at peace with everyone (V18)
  - e. Don't take revenge.(V19)
  - f. Overcome evil with good.(V21)

[Romans 12:1-2](#): *"I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God."*

The first steps in learning how to love one another is to ask God to change your attitude.

- The attitude of the Christian toward God is **CONSECRATION**. (Present your bodies)
- The attitude of the Christian toward ourselves is **HUMILITY**. (By the Mercies of God)
- The attitude of Christians toward others is **LOVE**. ("*I beseech you...*")

To **CONFORM** (Scheme) is always the compromising attitude. An external essence will make an internal manifestation. If you conform yourself to this age, you will pass away with it.

To be **TRANSFORMED** is impossible without the work of the Holy Spirit. It refers to an external form that clearly represents inner essence. The inner essence will make an external manifestation. It is a progressive action.

**JUSTIFICATION** is the Christian **being declared righteous in Christ**. (It occurs at the time of salvation.)

**SANCTIFICATION** is the Christian **being made Holy in Christ**. (It is an on-going process.)

## VI. HOW TO HANDLE COMPLAINTS (EXODUS 16)

### I. Introduction

- A. Growth will always initiate change, and change will always bring complaints. If there is going to be growth in any realm on your part, you must expect people to complain about the changes you will have to make.
- B. Change in the home may require a tighter financial budget. Change in your schedule may call for different priorities. Change in business may require a shift in associates. Spiritual change will demand changes in all of the above. Therefore, it is inevitable that change will bring complaints.
- C. [Acts 6:1](#) says: *"Now in those days, when the number of disciples was multiplying, there arose a complaint . . ."*
  - 1. When the apostles were no longer able to meet the demands of a growing church, they learned the art of delegating in order to correctly deal with the well-founded complaints.

### II. God's Response to the Israelites' Complaints

- A. [Exodus 16:4](#): *"Then the Lord said to Moses, 'Behold, I will rain bread from heaven for you. . .'"*
- B. [Exodus 16:7](#): *"And in the morning you shall see the glory of the Lord . . ."*
- C. [Exodus 16:8](#): *"Also Moses said, 'This shall be seen when the Lord gives you meat to eat in the evening, and in the morning bread to the full; for the Lord hears your complaints which you make against Him . . .'"*
- D. [Exodus 16:11-12](#): *"And the Lord spoke to Moses saying, 'I have heard the complaints of the children of Israel . . .'"*
- E. [Exodus 16:33](#): *"And Moses said to Aaron, 'Take a pot and put in an omer of manna in it, and lay it up before the Lord, to be kept for your generations.'"*
- F. [Exodus 16:35](#): *"And the children of Israel ate manna forty years, until they came to an inhabited land; they ate manna until they came to the border of the land of Canaan."*

### III. Picking up more manna than was needed was a sure sign of:

- A. Doubt in God's provisions.
- B. A reliance on self, instead of God.
- C. A lack of faith.

#### **IV. Manna On the Sabbath**

A. Fourth Commandment: *"Remember the Sabbath day."*

1. Does anyone remember why Israel went into captivity?

#### **Conclusion:**

While many complaints will be unwarranted, they will have to be dealt with lovingly and expediently. Manna in the wilderness provided physical life, and it was a specific gift from God. God purposely chose to respond to the Israelites' complaints with love. How skilled are you at doing that?

## VII. "HOW TO WORK FOR GOD EFFECTIVELY" ([1 CORINTHIANS 3:1-13](#))

By Evangelist Dan Bembry, edited by Pastor Jim Hakes

**Introduction:** In verse [13](#), the apostle Paul says that every man's work shall be made manifest. This word work here means labor, something that is done with determination. A lot of times we start out to work for God, and we fail because there is no determination. The reason for this is because we labor or work for the wrong reason. ([John 6:27](#) Says; *"Do not labor for the food which perishes, but for the food which endures to everlasting life, which the Son of Man will give you, because God the Father has set His seal on Him."*) We work for personal gain. We need to work for God, every man's work shall be made manifest. Everything we do will be made known. That is what the Apostle Paul is saying here.

So in view of all of this, how shall we work for God? And how we can work for God effectively?

### I. **Work with Enthusiasm.**

- A. Those who lack interest and fervor are ineffective in working for God. Our desires are divinely implanted by God ([Psalm 37:4](#); [145:16](#)).
- B. They give the impression that the gospel is unimportant. It is foolishness to those who are perishing--but to the saved, it is the power of God ([1 Cor. 1:18](#)).
- C. We must work with enthusiasm. Zeal and enthusiasm bring results in winning souls ([Romans 12:11](#)). Could the wall have been rebuilt without enthusiastic workers ([Neh. 4:6](#))?

### II. **Work with Earnestness.** This means commitment, determination, seriousness, or zeal. (Matt. 9:37 says, *"The harvest truly is plentiful, but the laborers are few."*)

- A. Many Christians are unconcerned. They fail to take their soul-winning responsibilities ([Matt. 28:18-20](#)).
- B. We must recognize the importance of winning the lost to Christ. It was one of Jesus' final requests ([Acts 1:6-7](#)).
- C. Effective results come with earnest witnessing ([1 Thess. 2:19-20](#); [Jude 23](#)).

### III. **Work with Expectation.** [Mark 11:24](#) says, *"Therefore I say unto you, whatever things you ask when you pray, believe that you receive them, and you will have them."*

- A. Some Christians lack faith when working for God. They do not expect results, and therefore, they do not receive them.
- B. We must work with confidence. If you were assured that God would help you, would you work for Him?
- C. Is there anything too hard for God ([Jer. 32:17](#))?

- D. It takes faith to receive Christ; it also takes faith to bring others to a saving knowledge of Christ ([Romans 1:17](#)).

**IV. Work with Endurance.** ([I Tim. 4:10](#)) says; *"For to this end we both labor and suffer reproach, because we trust in the living God, who is the Savior of all men, especially of those who believe."*

- A. Many Christians take the easy way. They fail in God's work when endurance is required.
- B. To be effective we must persevere. We must endure difficulties and distresses without being overcome. In writing to Timothy about the perilous times to come, the apostle Paul said in [II Tim. 4:5](#), *"But you be watchful in all things, endure afflictions, do the work of an evangelist, fulfill your ministry."*

**V. Work with Enjoyment.**

- A. Those who work grudgingly are ineffective. They fail to display the joy of the Lord.
- B. Working happily brings results. Many are seeking satisfaction and are attracted to happy Christians.

**VI. Conclusion**

True joy can only come from the Lord ([Psalm 84:11](#)), and it comes through problems and testing ([Jam. 1:2-4](#)). There is a reward for good works ([Rev. 22:12](#); [Rom. 2:5-11](#)), and working effectively for God also means to work out your own salvation ([Phil. 2:12-13](#)). Working effectively for God means that you are depending on God for the task ([Phil. 3:7](#)). The Bible says that without such works, your faith is dead ([Jam. 2:14-18](#)).

## VIII. VISITATION RULES & REGULATIONS

### 1. Approach and Introduction

- a. Knock before entering and make eye contact with the patient. You must have permission from the patient or the patient's family to enter his or her room. Sometimes a smile, a head nod or other friendly gestures can be an indication of permission to enter the patient's space. *"Therefore receive one another, just as Christ also received us, to the glory of God"* ([Romans 15:7](#)).
- b. Upon entering the room, gently and slowly approach the patient. Introduce yourself and the ministry that you represent.
- c. When at all possible, our practice is to enter a room in pairs of the same sex.

### 2. Identification

- a. A Life-Line Convalescent Ministries badge is to be worn at all times, even if the home that you are in issues you its own badge.
- b. A badge is to be worn by all Life-Line volunteers, twelve years old and older.
- c. A badge will be prepared and given to a volunteer only after a signed participation agreement has been received. Any volunteer not wearing a badge may be asked to leave the home.

### 3. Seeking Your Own Comfort

Please respect each patient's privacy by not sitting on his or her bed or using his or her restroom facility.

### 4. Ministering and Comforting

We are in the homes to comfort patients. Comfort most often comes in the form of Scripture reading, praying, or having conversation with them.

- a. Use your spiritual gifts for ministering ([Romans 12:7](#)).
- b. *"Rejoice with those that rejoice, and weep with those that weep"* ([Romans 12:15](#)).

### 5. Room and Patient Condition

- a. Always leave a room in the exact condition that it was found. If a door was closed when you entered, then please ensure that the door is closed before leaving.
- b. Some patients are required to have their door closed at all times due to oxygen conditions. Please obtain permission to enter a room where the door is closed due to special needs such as oxygen anchor contamination.
- c. If the patient is in a wheelchair with the brake on, then please ensure that the patient is left with the brake on.

- d. If a patient asks you to open the blinds or curtains, permission must be obtained from the head nurse due to visual impairments, such as glaucoma, and medication restrictions.

## **6. Food and/or Water Restrictions**

Please, never give a patient food or water. If the patient asks for food or water, simply notify the nurse on duty.

## **7. Advocacy**

Please report any elder abuse, as mandated by state law, to “Advocates for Residents” at 800.640.4661 or, in the case of a crisis, 800.231.4024. By law, any information will be kept confidential by the agency, and by Life-Line Convalescent Ministries.

## **8. Countenance and Attitude**

Please be courteous, loving, and humble and show respect for all patients, both in and out of their rooms. Remember, these are the same ones we are trying to reach and serve for Jesus. *“Let a man so consider us, as servants of Christ and stewards of the mysteries of God”* ([I Corinthians 4:1](#)).

- a. Put on an attitude of beatitude.

## **9. Giving**

Never accept money from a patient. If a patient wishes to tithe, please make sure that you have witnesses, and that it is recounted in front of the witness. Also, refer to the home rules, as giving by the patient may be prohibited.

## **10. Near Death**

If a patient is near death, please contact your church ministry leader or Pastor Jim Hakes, 619.596.7667, ext. 117.

## **11. Confidential Data**

- a. Any personal note taking about a patient is to be kept personal. That is your business. Although there is no law against creating information on any patient such as name or room number, please be advised that if such information should get into the wrong hands or become part of an elder investigation, the volunteer will be held liable and accountable to the state for the misuse of such a document. If you require a listing of patients with name and room number or any other confidential information, please see your area leader. Please be wise as a serpent because the days are evil.

- b. Please ensure that all patients' names and room numbers remain confidential and are never released to the public, per HIPAA regulations.

## **12. Visits During Off Hours**

Any volunteer who makes a special and private visit to any Life-Line home on his or her own accord, and outside of the designated time of ministering, are no longer under the rules and regulations of Life-Line Convalescent Ministries, but responsible for his or her own actions.

## **13. Contamination**

- a. Kissing and/or hugging the residents often come natural to those with a big heart; however, caution is advised due to contamination issues in the homes. Please refer to the rules of the home that you minister in. Any skin contact on a bare floor may be prohibited.
- b. Before leaving the home, it is advisable to wash your hands in the public washroom provided. It is also recommended that you use hand sanitizer.
- c. Hand washing is required between every room and every visit.

## **14. Therapeutic Animals**

Any animals brought in by our volunteers, regardless of their tameness, may be prohibited without permission and/or proper certifications as required by law. If you bring an animal into the homes, please also bring proof of permission and/or certifications, as you may be asked by the state to show documentation.

## **15. Solicitation**

There is no soliciting or handing out business cards in any home. We do suggest that you leave a "Sorry I Missed You" card when the patient is either sleeping, or not in.

## **IX. LIFE-LINE BIBLE STUDY RULES & REGULATIONS**

1. All Bible studies must be held in an open designated area. The activities director on staff usually chooses the established location.
2. Our teaching is based upon the inspired Word of God, the Bible. *“Every word of God is pure; He is a shield to those who put their trust in Him”* ([Proverbs 30:5](#)). Therefore, it is encouraged as a priority to read God's Word.
  - a. Remember, C.S. Lewis is good, but God's Word saves.
3. All volunteers should be on time for each Bible study assignment. We encourage every Bible Teacher to arrive 15 minutes earlier than the appointed time of study.
4. If a volunteer cannot make it to his or her assigned Bible study, he or she should follow these steps:
  - a. First, call any other Life-Line volunteer to substitute. Let the activities director know who is coming.
  - b. Second, if you are unable to find a sub, call or notify your church ministry leader or Pastor Jim Hakes at 619.596.7667, ext. 117. If at all possible, please give at least 24-hour notice.

Note: If you wish to call Pastor Jim on a Sunday, please call him on his cell phone, 619.672.1290, and leave a message or contact the activities director in charge.
5. Volunteers must report any elder abuse, as mandated by state law, to “Advocates for Residents” at 800.640.4661 or, in the case of a crisis, 800.231.4024.
6. Volunteers should find out and adhere to all the rules and regulations applicable to the home or location to which they have been assigned.
7. If a patient is near death, do not hesitate to call your church ministry leader or Pastor Jim Hakes, 619.596.7667, ext. 117.
8. When administering the elements for Communion (Lord's Supper), it is required that all Bible Teachers have been tested for TB and use latex gloves.

## **X. HOW TO DO A ROOM VISIT**

- 1. Appearance: We are representing the Creator of the universe. What the patient sees at first can make or break the mission of the visit.**
  - a. Dress appropriately. No sandals or open-toed shoes that can pick up germs and contamination.
  - b. Wear your badge. The state law prohibits any ministry from entering without badge identification.
  - c. Bring your Bible and/or your tracks.
  - d. Always travel in pairs, if at all possible.
- 2. Introduce yourself and your ministry.**
  - a. Ask permission to visit.
  - b. Ask open-ended questions to begin a dialogue.
  - c. Remember to offer prayer.
  - d. Love others in the same way Christ loves you (Law of Liberty).
  - e. Be observant of the room surroundings such as pictures, get well balloons, etc.
- 3. Time Management**
  - a. Make it a habit to spend more time on the unsaved, rather than Mrs. Jones whom you already know well.
  - b. Keep your eye on the time, and never overstay your visit.
- 4. Let your yes be a yes.**
  - a. Don't make promises you cannot or will not keep.
  - b. Show up on a consistent basis.
  - c. Respect each patient's time and situation.
  - d. Don't be afraid to report any unusual behavior to your leader or to the head nurse.
- 5. Leaving**
  - a. Have empathy; let a patient know that you will be back only if you are coming back.
  - b. Always leave the room in the same condition it was when you walked in.

## XI. HOW TO DO A BIBLE STUDY AT LIFE-LINE

- I. **Opening Prayer:** Lord please guide us with your Word today and help each Bible Teacher here today to continue to fight the good fight. Thank you for gracing us with the supernatural gift of teaching, and guide us with your Holy Spirit as we learn to minister to those you have called us to. In Jesus name I pray. Amen.
- II. **Introduction:** Whether you have been doing a Bible Study at Life-Line for years, or are about to become a Bible Study teacher for the homes that we serve in, today's instruction can help you to become a better teacher, and at the same time, glorify our Lord.
- III. **[2 Timothy 3:16-17](#):** *"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work."*
  - A. God's Word teaches truth in all that it affirms, and is profitable in four ways:
    1. Doctrine: Teaching
    2. Reproof: Conviction
    3. Correction: Setting something straight.
    4. Instruction: The process of training.
  - B. God's Word is the only written document capable of changing a life, and making him or her complete or capable, or proficient in everything that God has called him or her to. Does salvation come by hearing a Christian story read in a Christian magazine? The answer: No ([Romans 10:17](#)).
- IV. **Our instruction manual is the book of 1 Timothy.** Sometimes the most difficult part of a teacher's job is to let the student go into the world on his or her own. That is exactly what the apostle Paul had to do with Timothy.
  - A. He had not only taught Timothy the essentials of Christian faith, but was our model for Christian leadership and teaching.
  - B. The first thing that a Life-Line Bible Study should be aware of is that any instruction without love can promote nothing but legalism.
- V. **The Conduct of a Bible Teacher**
  - A. A Bible Teacher must be worthy of the office ([1 Tim. 3:1-5](#)).
  - B. A Bible Teacher is to train oneself in Godliness ([4:7-8](#)).
  - C. A Bible teacher is to be an example to the believer in word, in conduct, in love, in spirit, in faith, and in purity ([4:12](#)).

- D. A Bible Teacher is to honor widows ([5:3](#)).
- E. A Bible Teacher is to stay pure ([5:22](#)).

#### **VI. What does a Life-Line Bible Study Teacher teach?**

- A. The apostle Paul instructed Timothy to teach no other doctrine than the true doctrine of Christ ([1 Tim. 1:13](#)), and to teach others in sound doctrine ([4:6](#)).
- B. We are to teach the Good News that Christ saves sinners ([1 Tim. 1:15-18](#)).
- C. We are to pray and make intercession for everyone ([1 Tim. 2:1](#)).

#### **VII. Things a Bible Teacher Should Avoid**

- A. Do not listen to fables or endless genealogies, which can only cause disputes (1:4).
- B. Reject fables ([4:7](#)).
- C. Do not neglect your gift ([4:14](#)).
- D. Do not rebuke older men, but exhort them ([5:1](#)).
- E. Do not receive an accusation against an elder unless there are two witnesses ([5:19](#)).
- F. Don't be prejudice, but be impartial ([5:21](#)).
- G. Do not hastily lay hands on anyone ([5:22](#)).
- H. Withdraw from those who reject God's teaching and are constantly arguing over words ([6:4-5](#)).
- I. Avoid profane and idle talk, which is falsely called knowledge ([6:20](#)).

#### **VIII. Life-Line Order of Service**

- A. Pray
  - 1. Every service will begin in prayer.
    - a. Prayer can include any requests from those that request it.
    - b. Pray for healing.
    - c. Prayer should be specific and purposeful.
    - d. Pray for no distractions from God's Word.
    - e. Ask the Holy Spirit to intervene and intercede.
- B. Music
  - 1. Singing is a musical tone, made by means of the voice, in celebration of God.
  - 2. Praise and worship books are provided to every Life-Line Bible Teacher.

### C. The Word

1. We love C.S. Lewis because he was a great testimony, but no testimony is greater than that of the Word of God.
  - a. I am not saying that you cannot use a C.S. Lewis book, but God's Word will have priority first, and foremost.
  - b. The message should always be accompanied by an application.
  - c. Keep it simple and on target. Theologians need not apply.

### IX. Balance

- A. How much music should we do, and how much of the Word should be presented?
  1. It is crucial that a proper balance of music, prayer, and God's Word be presented at each Bible Study, and God has given each one of us the ability to discern the needs of each home we minister in.
  2. Each service each week will be different than the week before.
    - a. Adjustments should be recognized and tailored to the current need.

### X. Communion Service

- A. Contamination Safety: It is the policy of many of the homes we minister in, and therefore Life-Line policy, that anyone disbursing the elements for the Lord's Supper, have documented proof of a TB test. Each minister of the Lord's Supper will ensure that they wear latex gloves when serving the elements.
- B. What the Bible Teacher needs to know about Communion
  1. [Matthew 26:17-30](#) (The Lord's Table):

*"Now on the first day of the feast of the Unleavened Bread the disciples came to Jesus, saying to Him, "Where do You want us to prepare for You to eat the Passover?" And He said, "Go into the city to a certain man, and say to him, "The Teacher says, "My time is at hand; I will keep the Passover at your house with My disciples."" So the disciples did as Jesus had directed them; and they prepared the Passover. When evening had come, He sat down with the twelve. Now as they were eating, He said, "Assuredly, I say to you, one of you will betray Me." And they were exceedingly sorrowful, and each of them began to say to Him, "Lord, is it I?" He answered and said, He who dipped his hand with Me in the dish will betray Me. The Son of Man indeed goes just as it is written of Him, but woe to that man by whom the Son of Man is betrayed! It would have been good for that man if he had not been born. Then Judas, who was betraying Him, answered and said, "Rabbi, is it I?" He said to him, "You have said it." And as they were eating, Jesus took bread, blessed and broke it, and gave it to the disciples and said, "Take, eat; this is My body."*

*Then He took the cup, and gave thanks, and gave it to them, saying, "Drink from it, all of you. For this is my blood of the new covenant, which is shed for many for the remission of sins. But I say to you, I will not drink of this fruit of the vine from now on until that day when I drink it new with you in My Father's kingdom." And when they had sung a hymn, they went out to the Mount of Olives."*

C. Fellowship with God

The Bible teaches that communion is the highest motive life can know. King David said: *"One thing I have desired of the Lord, That I will seek: That I may dwell in the house of the Lord All the days of my life, to behold the beauty of the Lord, And to inquire in His temple"* ([Psalm 27:4](#)). David's desire was to continually

worship the Lord in His sanctuary, and to live his life in God's presence; a pure sign of being in constant fellowship in one's life. Jesus allows this at His table.

D. The Passover meal was rich with symbolic meaning.

1. The Jews ate lamb to commemorate the lamb whose blood protected firstborn Israelites from certain death from the plague.
2. The bitter herbs that they ate were reminiscent of their enslavement.
3. Unleavened bread symbolized the haste of their departure from Egypt ([Ex. 12](#)).
4. Then in these passages, Jesus invested the Passover meal with new symbolism.
  - a. The bread symbolizes His own body, which would be torn by scourging and crucifixion.
  - b. This sacrifice symbolizes a new exodus in which people are liberated from slavery to sin.
5. The making of a new covenant was normally accompanied by an act of sacrifice ([Ex. 24:8](#)).
  - a. The slaughter of the animal signified the consequences that would befall anyone who broke the covenant.
6. Christ's sacrifice enacted all His promises in the new covenant ([Jer. 31:31-34](#)), in which God vowed to forgive and forget His people's sins.

E. Songs of the Passover ([Psalm 113-118](#))

## **XII. MINISTRY MAINTENANCE**

### **Responsibilities as a Leader**

1. Make badges, ensuring that all volunteers wear his or her badge.
2. Equip volunteers:
  - a. Spiritually through God's Word.
  - b. Through website materials and hands-on training.
3. Maintain a roster of:
  - a. Volunteers.
  - b. Confessed salvations.
4. Maintain email contact base for communications purposes.
5. Schedule recruiting events.
6. Coordinate and communicate with the activity director in the home that you are assigned to.
7. Foster and build accountability among volunteers.
8. Report benevolent needs of the residents to Life-Line and/or your church leaders.

## **XIII. MINISTRY RESOURCES**

### **Downloadable From the Website in PDF Format for Ministry Leaders**

- LLCM Leader's Training Manual
- Praise & Worship Songs

### **Additional Resources**

- Sermon topics (Email [Pastor Jim Hakes](#) for details.)
- Weekly devotionals (Email [Pastor Jim Hakes](#) for details.)
- Chaplaincy training
- Salvation plan
- See our promotional video via [YouTube](#) or copy this link into your browser:  
<https://youtu.be/tRPGLqF6jBc>.

## **XIV. MINISTRY CONTACTS**

- **Jim Hakes, Life-Line Convalescent Ministries Founder & Lead Pastor**

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## **XV. FREQUENTLY ASKED QUESTIONS**

### **1. How do I start a conversation?**

- Begin with open-ended questions.
- Keep it simple.
- Ask if the resident would like you to pray with him or her.
- Read Scripture (faith comes by hearing).

### **2. How much time do I spend in visitation or Bible study?**

Visitation should be no more than 100 minutes, including travel time. There is no set number of visits as each need is different. Bible studies are no more than 85 minutes, including travel time.

### **3. What if I witness elder abuse?**

Please report any elder abuse, as mandated by state law, to “Advocates for Residents” at 800.640.4661 or, in the case of a crisis, 800.231.4024. By law, any information will be kept confidential by the agency, and by Life-Line Convalescent Ministries.

### **4. What if I can't make it to my assignment?**

We understand emergencies and illnesses come up every now and then. If this happens, find a Life-Line volunteer to substitute, and let the activities director know who is coming. If you are unable to find a sub, call or notify your church ministry leader or Pastor Jim Hakes at 619.596.7667, ext. 117. If at all possible, please give at least 24-hour notice. Note: If you wish to call Pastor Jim on a Sunday, please call him on his cell phone, 619.672.1290, and leave a message or contact the activities director in charge.

As noted in Section III., Life-Line Core Values, we should remember our accountability to others. Each volunteer, and servant of Life-Line, will serve with an obligation or willingness to accept responsibility or to account for one's actions by being answerable to others of either greater or lesser spiritual authority. We are accountable to, but not limited to: God the Father, Jesus Christ His Son, and the Holy Spirit; another servant; a spiritual leader; and the authority of the places we minister in and the people we minister to.

### **5. What if I am having a bad day and it affects my attitude?**

Prayerfully bring your concerns to the Lord before attempting ministry. Then consider not going until your heart is right with the Lord.

### **6. What if I forget my badge?**

Inform your church leader. In some cases, your leader may be able to supply a temporary badge. If a temporary cannot be supplied, please know that you may be asked to leave the home.