



# FOUR FUNDAMENTALS: LEADER'S GUIDE

BASIC FOLLOW-UP FOR NEW BELIEVERS



# Leader's Guide

You are embarking on one of the most important opportunities in ministry—touching the lives of people. You have the gratifying privilege of helping to establish a young Christian's faith in Jesus Christ. You will experience the joy of helping this person begin growing toward maturity and fruitfulness in Christ. This was Paul's great burden:

“...We teach everyone we can all that we know about Him, so that, if possible, we bring every man up to his full maturity in Christ. This is what I am working at all the time with all the strength that God gives me...”

— Colossians 1:28,29 (Phillips).

What a comfort to remember that the same Holy Spirit who draws men and women to Christ is the only One who is capable of enabling someone to grow to maturity in Christ. In both cases, He uses human instruments. You can be confident of His powerful work in people's lives as you do your best in follow-up. **Take the initiative in the power of the Holy Spirit and always leave the results to God.**

## The goals of follow-up

Effective follow-up means having a clear set of goals, a plan for accomplishing those goals, a warm relationship with the new Christian and the assurance that God is in control of producing the growth. These materials are designed to be used in four or more separate sessions. They will help you clearly and effectively communicate the foundational steps for establishing an exciting life in Christ. The goals of these sessions are as follows:

1. To establish the Christian's confidence in Scripture as the basis for Christian faith.
2. To help the young Christian understand simple scriptural principles of spiritual growth.
3. To begin building a friendship with the young Christian and to lead him or her into meaningful relationships with a group of fellow believers and ministry to unbelievers.

## How to arrange a follow-up appointment

As soon as possible after a person has trusted Christ as Savior, talk with him or her about the need to grow spiritually. Share some of your own experience about receiving Christ. Describe your early growth as a Christian, mentioning how a more mature believer helped you grow. Offer to meet the person again: "Could we meet again in a few days to go over some things that will help you grow in your new relationship with Christ?" If the answer is "yes," set up a convenient time and place.

## How to develop and maintain a good relationship

If the answer is "no," invite him or her to an activity where Christians are involved. Communicate that you are available to help but that you do not desire to be "pushy."

To develop a good rapport with this person, follow these suggestions:

1. **Be faithful to pray regularly for this person** (Philippians 1:3-6).
2. **Show genuine personal interest.** The young Christian needs to feel important to you and to know you are available. Be sure to ask about the person's life: "How are things going for you?" People learn best when a personal need is met. As you show interest, ask questions and listen carefully, you will become aware of this person's real concerns. Then you can share with sensitivity how Jesus is relevant to every detail of one's life. **Remember, concern for the person is more important than getting through the lessons. Be flexible in the Spirit!**
3. Extend your interest beyond the follow-up meetings. **Begin to build a friendship** by doing things together which you both enjoy. Extend an invitation to do something with other Christians.
4. **Share your own life** as well as the message (1 Thessalonians 2:7,8).
  - Be an example of worthy conduct (Philippians 4:9).
  - Be open about how you are learning to apply the Bible in your own life.
  - Be natural in talking to God about your concerns when you are together.
  - Respond with excitement to any new discoveries made by the young Christian. Be careful not to deflate interest by treating something as an old, familiar idea.
5. Remember these tips:
  - Accept the individual on the basis of love and trust rather than performance.
  - Maintain eye contact, smile a lot and use the person's name.
  - Never laugh at a question — or an answer!
  - Avoid using religious terminology (for example, justification, sanctification, testimony, etc.) that is probably unfamiliar to the young Christian.
  - Never be negative about any other person, organization or church.
  - Approach follow-up on the basis of **sharing rather than teaching** (Philippians 2:3,4; Colossians 4:6). Admit when you don't know an answer. Look it up together or find the answer later and remember to share it with the person.
  - Be enthusiastic. Your attitude is contagious.
6. If the individual does not have a modern translation of the Bible, offer to lend one of yours or go together to a bookstore to buy one.

## How to conduct the follow-up sessions

Read the appropriate session plan on the next few pages before you meet with the person. During each appointment, use the same student sheet to guide you as you follow this simple plan:

1. Offer a friendly, personal greeting.
2. Find a comfortable place where you can sit next to or across from each other with minimal distractions.
3. Take as much time as necessary to establish rapport but, depending on the person, be sure to leave enough time, possibly 30-45 minutes to go through the follow-up session.
4. Ask a question to guide the conversation to the follow-up topic. (The session plans that follow include suggested introductory questions.)
5. Introduce the appropriate Foundations sheet – bring copies for each person to use.
6. Seek to produce understanding and personal conviction in the heart of the new believer — do not simply cover content. This can best be accomplished by asking questions, listening, and evaluating the person's answers for understanding. If necessary, review the verse, asking additional questions drawn from Scripture. Allow the person to discover the truth from God's Word. His or her discovery of truth will be far more effective in developing personal conviction.
7. Talk about each point on the sheet. Encourage the person to ask any questions as you proceed.
  - Look up all the Bible verses marked "Read..." Verses in parentheses are to be looked up only if the person raises questions on that point. You should be familiar with those verses.
  - Read aloud (or ask the person if he or she would feel comfortable reading) the given information.
  - When asking questions from the Foundations sheet, encourage the person to record his or her responses in pencil or pen.
  - Use the questions as beginning points for dialogue. Other questions which may stimulate thoughtful discussions are:
    - *Why do you think that idea is important?*
    - *How would you explain that idea to one of your friends?*
    - *What other thoughts did that verse trigger?*
    - *How might the truth of that verse make a difference to you?*
8. Point four on each sheet leads into an assignment for the person to do during the week. Avoid making these sound like "homework;" they are encouraging, brief activities that will emphasize what was learned in the session.
9. At the conclusion of the session, schedule the next time to get together.
10. Close in prayer.

## SESSION 1

## 1

## Confidence

**Focus of the session:**

**You can be confident in your relationship with God because of Christ's death on the cross and your trust in Him. God has made many promises to you based on this relationship.**

**Preparation:**

Bring a Bible, a Your Most Important Investment booklet (or a *Success Factors* magazine which contains Your Most Important Investment on the last page), and copies of Foundations session one. Become familiar with Ephesians 2:8,9; Romans 6:23; 1 Peter 3:18; John 1:12,13; Revelation 3:20; John 6:37; 2 Corinthians 5:17; 1 John 5:11-13; and the "fact-faith-feeling" diagram.

**Establish rapport:**

Ask, "How are things going for you?" Talk for a few minutes about events in each other's week.

**Transition to topic:**

Ask, "Have you thought about what we discussed when we were last together?" Answer any questions the person may have.

**Using the Foundations lesson:**

Give each person a copy of session one: Confidence. Introduce the sheet by saying, "This sheet will help to keep our discussion on track. Let's take turns reading the information aloud, okay?"

After reading through the introductory paragraphs and the four principles, read the question without pausing for a response and go on to point one on page two.

Remember, you want to lead the person to discover the correct response(s) to questions before having him or her record the answers.

1. Read through the first paragraph and Ephesians 2:8,9. Next, read the sentence about the three important words. Then for each word, read the definition in the left margin before reading the corresponding question or sentence on the right.

- *Why do you think God would offer us such a valuable gift? Why is it not possible to work for or earn our salvation? **Because He loves us so much!*** These questions are to help the person realize that **salvation is a gift from God**. The basic concept of salvation through grace, not works, though simple, is profoundly opposed to the normal thinking of unbelievers, and may not be immediately accepted.
- Read Romans 6:23. Read the paragraph, then ask, "*Why do you think many people refuse the gift of eternal life?*" Let the person give his/her opinion. If appropriate, offer one or two suggestions.
- Look up together 1 Peter 3:18 and then ask the question: "*Based on this verse, what should you rely on God for?*" Look for answers such as: "I have received salvation as a free gift; I have eternal life; I have begun a personal relationship with God; **I don't have to pay for my**

**sins.”** (The young Christian may have some difficulty with this question. Patiently seek to lead him or her to realize that salvation, eternal life, forgiveness, etc., are obtained through simple trust rather than by being “good enough.”)



## KEY QUESTION

***Suppose you were standing before God and He asked you...?*** Look for answers such as: “I don’t deserve heaven, but I’m trusting You for salvation; You’ve given me eternal life as a free gift; because I have received Christ, I have a personal relationship with You.”

The purpose of this question is to see **if the person understands that salvation is by faith and not by works.** If a person gives a “good works” answer to the Key Question, have him or her reread 1 Peter 3:18 or Ephesians 2:8,9. Then ask, “*What are you relying on for salvation?*” The answer should reveal whether or not the person is relying on good works to get into heaven. Ask, “*What does the Bible say you are **not** to rely on?*” Answer: **good works.**

If the person indicates some questions or reservations, ask if there is a specific part of Ephesians 2:8,9 that is difficult to accept. The following references support these key concepts: **grace** (Romans 3:23,24); **saved** (Luke 19:10); **faith** (Romans 3:28); **forgiveness** (Hebrews 10:15-18). If you are unable to resolve the person’s uncertainties, ask the person to defer coming to a conclusion until more of the Bible has been studied.

2. Read through the statements and the verses, focusing attention on the questions under all five points.

- *What difference would it make to someone...?* **Look for various responses: no more guilt; peace with God; God accepts me; thankfulness to God; freedom.**
  - *What must happen for a person to become a child of God?* **Receive Christ, believe in Christ or be born of God.**
  - *Have you opened the door...?* **If the person says “No” or “I don’t know,” ask, “What is keeping you from opening the door?”**
  - *Where is Christ right now in relation to you?* **In me because He said He would come in and Jesus is totally dependable.**
  - *What promises does God give us?* **That He will never leave us or forsake us.**
  - *According to these verses, how many times is it necessary to receive Christ?* **Once.**
  - *In whom is eternal life found?* **Eternal life is in the Son, Jesus Christ.**
  - *Who has eternal life?* **All who have Jesus living in them.**
  - *Do you have eternal life?* **If the person is unsure, ask, “Did you receive the Son?”**
  - *When did eternal life begin for you?* **It began the moment you received Christ.**
- (For further clarification of eternal life, see John 17:3.)



## KEY QUESTION

If you were to die tonight, how confident are you...? If the person does not answer “100%,” ask why. If he or she has doubts based on previous sins thought to be not forgivable, refer to Colossians 2:13,14, “... having forgiven us all our sins.” Jesus’ death paid for all our sins, not just some. God says that we can know that we have eternal life (1 John 5:13), not just “hope so.”

3. After reading through the section, "Dealing with doubts...", ask if there are any questions or concerns about this concept.
4. Review the five truths which the person is asked to read and reflect upon during the coming week.
5. Suggest that the young Christian begin a daily time of Bible reading and prayer. Explain what a daily time of Bible reading and prayer has meant to you.

Close the session by reading the final paragraphs. As you complete the session, consider these suggestions:

- Invite the person to your church (offer to go together).
- Find out if the person has a modern translation of the Bible (if not, offer to lend one of yours, or buy one for him or her at a local Christian bookstore).
- Confirm the time and place of your next meeting which will deal with experiencing God's love and forgiveness. Close in prayer.

## SESSION 2

# 2 Acceptance

### Focus of the session:

**You are a new person in Christ and are totally forgiven through Christ's death on the cross because you placed your trust in Him (relationship). But you are able to experience His love and forgiveness moment by moment (fellowship) as you confess your sin.**

### Preparation:

Read John 1:12; Colossians 2:6; 1 Peter 1:3,4; Psalm 32:3-5; John 10:27-29; Hebrews 13:5; Psalm 66:18; Ephesians 2:1-3; 1 John 1:6-9; 1 Peter 3:18; Colossians 2:13-14; and Psalm 103:12. Be sure that you are familiar with the distinction made in this session between relationship and fellowship, and that you are familiar with the explanation of confession.

### Establish rapport:

Ask about something the person told you (not necessarily a spiritual issue) in a previous meeting. A personalized question shows that you care enough to listen and remember.

### Transition to topic:

Ask, "*Have you had a chance to look at any of the Scriptures from last week's session?*" Give the person the opportunity to ask questions about last week's discussion. Lead in a brief prayer, thanking God for His benefits.

### Using the Foundations lesson:

Give each person a copy of session two: Acceptance. Read the introductory statements at the top of the first page, then move into section one.

1. Ask the following questions as you look up the Scriptures together.
  - *What does God call us in these verses (Romans 8:15-17)?* **Children; heirs; not slaves.**

- *What are some ways God's love is described for us (Romans 8:31,32,38,39)?* **He is for us; He gave the ultimate sacrifice; nothing can separate us.**
- *How does it make you feel... (Ephesians 2:10)?* **Look for a variety of personal answers.**
- *Now that sin has lost... (Romans 6:6-11)?* **That we don't have to sin anymore; we are free from its power; we can live for God.**

Turn to page two, read the three paragraphs at the top and ask the two questions in the middle. Then read through the chart which compares four aspects of our relationship with God to four aspects of our fellowship with Him. (Read the two horizontal comparisons before moving to the next set.) Ask if there are any questions. The Scriptures are meant to be looked up only if there is a lack of understanding or later as homework.

2. Focus on what sin is and how it affects both believers and unbelievers.
  - *Why does sin prevent...? What about people who try to reach God...? Are they separated from God?* **Yes, they are.** Why or why not? **According to Isaiah 59:2, people cannot reach God by living good moral lives because their sins have cut them off from God.**
  - *Why does sin hinder... (1 John 1:5-7)?* **Sin breaks the Christian's fellowship with God; we need the blood of Jesus to cleanse us and restore us.**
3. First read the question in the margin, then read 1 Peter 3:18 and the paragraphs that follow. The person should be able to correctly answer the three questions:
  - *Based on the above verses, what has God done with your sins?* **He has forgiven them.**
  - *For how many of your sins did Christ die?* **All of them.**
  - *When Christ died on the cross for you, how many of your sins were in the future?* **All of them.**

The diagram in this section depicts a time line. Have the person fill in the year that he or she was born and the year that he or she received Christ. (Example: 1968 - 2003). Point out that Christ died for all of our sins, not just those committed before our conversion. When Christ died, all of our sins were in the future; therefore, all were equally forgiven.



## KEY QUESTION

*What has Christ done with the sins you will commit tomorrow or next year?* He has forgiven all of them.

4. Read through the points carefully in this crucial section. The person should be able to correctly answer the questions:
  - *What would you do to restore fellowship with your father?* **Look for answers such as: "I would go back to him and ask for his forgiveness; I would apologize; I would tell him that I was sorry for hurting him and that I now want a close relationship with him again."**
  - *How do you restore your fellowship with God?* **By confessing my sins.**

- *How many times do you need to confess a particular sin to God? Once.*
- *When should you confess a sin? As soon as the Holy Spirit reveals it to me.*
- *What does God do with our guilt when we confess? When we confess our sins, we can be assured of God's total cleansing; He removes our guilt completely.*
- *What should you do if you still feel guilty after you have confessed your sins? Count on God's Word that I am cleansed, and don't rely on my feelings. (If the person continues to feel guilty, help him or her to decide if restitution needs to be made. One cannot maintain a clear conscience before God if one is guilty before people.)*



## KEY QUESTION

*From what you have learned today, what will happen...?* Look for answers such as: "My fellowship with God will be broken; I will still have a relationship with my heavenly Father, but I will not be able to experience His forgiveness; I will feel guilty or dirty or weighed down; I will not experience His love, although He still loves me completely."

5. Emphasize doing the "sin/cleansing" list, pointing out that this is *not* something to do often, but it is used to focus attention on how *completely* we are forgiven. Emphasize the importance of writing out the list, and say that you will talk about it the next time you meet.
6. Help the new Christian locate the three passages that follow and suggest them for a daily time of Bible reading and prayer.
7. Confirm the time and place of your next appointment. Close in prayer.

## SESSION 3

# Empowerment

### Focus of the session:

The Holy Spirit is the source of power to live the Christian life, and every believer can claim this power by faith as he or she practices "spiritual breathing."

### Preparation:

Read John 7:37-39; 1 Corinthians 2:11,12,14,15; 1 Corinthians 3:1,2; Romans 8:9-11,14-16; John 16:8,13,14; Galatians 5:22,23; John 15:4,5; Acts 1:8; Ephesians 1:13; Psalm 66:18; Romans 6:12,13; Ephesians 5:18; and 1 John 5:14,15. Be familiar with the three kinds of people and reflect on your own walk in the Spirit.

### Establish rapport:

By now you should know enough about each other to talk about the events of the past week. Ask about the person's experience making the "sin/cleansing" list—the value of the experience, not particular sins.

### Transition to topic:

Share your own experience this week about confession of sin and turning your focus back to God. Lead in prayer, thanking God for His love and forgiveness.

**Using the Foundations lesson:**

Give each person a copy of session three: Empowerment. Read the paragraphs on the front of the sheet to point one, focusing on John 7:37-39 and the computer illustration.

1. As you proceed, take turns looking up the verses and answering the questions. **Verses in parentheses should be looked up only if there are specific questions concerning these points.** You may want to contrast God's process of developing the fruit of the Spirit within people, as opposed to the usual way people go about trying to improve themselves.

- *Who is the Holy Spirit (Acts 5:3-5)?* **He is God.**
- *What does the Holy Spirit tell our hearts...(Romans 8:16)?* **He confirms that we are God's children.**
- In Galatians 5:22,23, *the fruit of the Spirit is described: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control. These qualities are universally desired — even by non-Christians.*
- *What does Jesus say we are to do...(John 15:4,5)?* **Live in Him. To live in Christ is to rest in, rely on, draw close to and love Him.**
- *What does the Holy Spirit desire to equip you to do (Acts 1:8)?* **To be His witness; to tell others what I know to be true about Christ.**
- *Why do you think the Holy Spirit's power is needed to be a witness?* **Because our human fears and weaknesses keep us from adequately communicating spiritual truths to another person.**

2. Read through the first two paragraphs. Point to each circle diagram as you read the explanations.

***Which circle best represents your life?*** If the person chooses either the natural or spiritual circle, ask for a reason why. This will help you determine if he or she is understanding the truths that these circles illustrate. Avoid trying to persuade the person to change, since the purpose here is to help the person identify where he or she is. ***Which circle would you like to have represent your life?*** If appropriate, share how walking with Christ has been meaningful to you.

3. Make sure the person follows you through this section and is able to correctly answer the following questions:

**Confess**

- *Why do you think it is important to confess all known sin in order to be empowered by the Spirit?* **Until we restore our broken fellowship with God by confessing our sins, we are still in control of our lives. If we do not agree with God about our sin, we are calling Him a liar and He cannot empower us.**

**Surrender**

- *What is an area of your life that would be difficult to surrender?* **Allow time for thought on this. If the person shares a difficult personal struggle, such as immorality, inability to forgive someone, etc., express love and concern without judging. Be prepared to share how God has been faithful in an area of your life where you have had difficulty trusting Him.**

**Trust**

- After reading point one and Ephesians 5:18, ask this question: Is it God's will for you to be filled with the Spirit? **Yes, His command indicates His will.**
- After reading point two and 1 John 5:14,15, ask this question: If you pray to be filled with His Spirit, do you know that you will be filled? **Yes, based on praying "according to His will" in 1 John 5:14,15.**

Praying the prayer is not a magical act that fills someone with the Spirit. Emphasize that **only by faith in God and His Word can a person receive the Spirit's power.**

- Does this prayer express the desire of your heart? **Invite the receptive person to pray now or think of a good time to do so. Don't put pressure on him or her, but ask about this the next time you get together.**

**KEY QUESTION**

*What do you think would happen if you prayed this prayer right now?* Look for answers such as: "I would be filled or empowered by the Holy Spirit; I may not feel any different, but the Holy Spirit would be directing my life; the Holy Spirit would be in control of the throne of my life."

The answer given will show if the person is understanding this important concept of being empowered by the Holy Spirit.

4. Review the three elements involved in confession—"exhaling"—and emphasize the two elements of what it means to "inhale."
5. Point out the three suggested studies for the person's daily time of Bible reading and prayer.
6. After reading the last two paragraphs, confirm the time and place of your next meeting. Close in prayer.

## SESSION 4

**Development****Focus of the session:**

**Growing in your relationship with Christ involves developing both your relationship with God and your relationships with people.**

**Preparation:**

Read John 17:3; Matthew 22:36-38; John 14:21; Psalm 145; Psalm 25:8-11; Philippians 4:6,7; Psalm 28:6,7; Hebrews 10:24,25; Acts 2:42-47; Acts 4:12; 1 Timothy 4:7,8; and Philippians 2:13.

**Establish rapport:**

Again ask how the person's week has gone and about the things the person has already indicated are of interest to him or her.

**Transition to topic:**

Ask if there was an opportunity to apply “spiritual breathing” since you last met. Ask if the person has questions about being filled with the Spirit.

**Using the Foundations lesson:**

This session is crucial because it is the springboard for the young Christian to become involved in three significant areas:

- Continued growth and walk with the Lord.
- A discipleship group or Bible study.
- Witnessing about his or her faith in Jesus Christ.

Give each person a copy of session four: Development, and begin by reading the first two introductory paragraphs. Ask if he or she has questions about the graph of trust vs. time.

1. The person's answers to these questions will give you clues to the level of interest in growing in Christ:

- *What does Jesus say is the essence of eternal life (John 17:3)?* **Knowing God.**
- *Why do you think Jesus singled out this one (Matthew 22:37,38)?* **If we truly love God, we will fulfill the other commandments.**

**KEY QUESTION**

*What could keep you from putting God first in your life?* Look for a variety of personal answers, such as job, money, relationships.

- *What will be a result of your growing love for Him (John 14:21)?* **I will be loved by God, and Jesus will reveal Himself to me more.**
2. After reading the first sentence, briefly explain the diagram by showing the two elements in our relationship with God and the two elements in our relationships with people.
- *What does God tell you about Himself...(Psalm 145:8,9)?* **He is kind, merciful, slow to get angry, full of love, good to everyone and compassionate.**
  - *What does God tell you...(Psalm 25:8-11)?* **He instructs me according to what is right; He gives me justice; He teaches the humble His will; He forgives my sin.**
  - *What is God's solution to worry (Philippians 4:6,7)?* **Pray about everything!**
  - *What are some things that you need to be praying about?* **Have the person list several specific things.**
  - *What should be the natural response of a person when God answers his prayers (Psalm 28:6,7)?* **He will bless the Lord; his heart will trust in God; he will be thankful.**
  - *Why is it important for you to spend time with other Christians (Hebrews 10:24,25)?* **I need to be in an environment where I am encouraged to love and to help others; I can't make it on my own.**
  - *Where can you find supportive Christian fellowship...(Acts 2:46,47)?* **After the person responds, mention your own experience in finding quality fellowship.**
  - *What would motivate you to share...(Luke 1:49; Acts 4:12)?* **There is no other means of**

Under the Sharing section, try to influence the person to begin to share his or her faith, but don't push. Emphasize the summary statement that God is the source of our growth.

3. Reflect an expectant attitude about what God will do in the person's life. Emphasize that growth is usually a gradual process.

- *According to these verses, who is responsible for your spiritual growth?*
- **Both God and I.**



## KEY QUESTION

***What will it take...?*** Look for answers such as: “Reading my Bible; praying; going to church; having a desire to grow; self-discipline; allowing God to work in my life; trusting that He will work in my life.” ***Why is it worth the effort?*** Because knowing God is the greatest experience anyone can pursue.

4. Go through the suggestions for growth (indicated by “bullets”), observing the person's response.

- If appropriate, invite the person to your church.
- Seek to involve him or her in further discipleship opportunities.
- Invite the person to accompany you in a witnessing situation.
- Suggest Christian books which are pertinent to areas of concern that the person brought up during your times together. You may want to take him or her to a Christian bookstore.
- Help the person select a good study Bible if he or she doesn't have one yet.

## Action Point

Read session two, “Roadmap for Discipleship,” from the Priority Associates study entitled *Leverage Your Life*. On pages 22 and 23 you will find an explanation of the ESSENTIAL QUALITIES needed in a person's life in order for him or her to proceed to the next level of the Discipleship Process.

Ask yourself if the person(s) with whom you went through Foundations meets these qualities and if he or she has the faithful, available and teachable attitude needed to proceed to the next level, Christ-centered living. Read pages 24 and 25 to give yourself an understanding of the next step, *Practical Christian Living*.

If appropriate, meet again with the person(s) to extend an invitation to join a *Practical Christian Living* group.



Adapted from *Foundations*, a publication of Priority Associates.  
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 750 Middle Ground Blvd. Newport News, VA 23606  
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