

# The Christian Workers Manual



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## The Christian Workers Manual

### Introductory Remarks

As the title states this is a Manual for Christian Workers. It is brief and concise, full of practical Biblical teaching, based on my 30 years of ministry.

This Manual was written to empower: pastors and lay people alike to be more effective in their ministry for the Kingdom of God.

Soul winners and altar workers alike will find this Manual to be a useful resource in ministry. I therefore use the name; Christian Worker, Altar Worker and Soul Winner as interchangeable names for the same thing.

Permission is given to use this resource free of charge.  
Feel free to modify and adapt this Manual for your particular needs.  
Distribute for the Glory of God.  
All I ask is that you give credit where credit is due.

This Manual is an ongoing labour of love. Sometimes there are mistakes and typos and things that may not be clear and I missed them. Would you be so kind and advise me of these errors so that I can make revision and correct these errors.

Thank you  
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## Qualifications for Altar Workers, Christian Worker and Soul Winner

### Ten Required Qualifications

- 1) The Altar worker must be saved, “born-again.”
- 2) The Altar worker must not harbour any known sin.
- 3) The Altar worker should have a good working knowledge of the Bible.  
Also be constantly adding to that knowledge base.
- 4) The Altar worker’s confidence as a Christian must be in the Word of God, the Bible.
- 5) The Altar worker must be dedicated and have a desire to:
  - a) Serve the Lord.
  - b) His Church.
  - c) His Sheep.
- 6) The Altar worker should have a burden for the lost.  
Be desirous to see the lost get saved.
- 7) The Altar worker should be actively praying intercessory prayers for:
  - a) The Pastor and Church leadership
  - b) Church members
  - c) Family and Friends
  - d) The Lost
  - e) Missions and Missionaries
- 8) The Altar worker must worship and fellowship with your Church Family regularly.  
You must be faithful in attendance.
- 9) The Altar worker must be Spirit-Filled and Holy Spirit-Led.
- 10) The Altar worker should have a good understanding of “**The Plan of Salvation.**”  
You should know how to lead a person to Christ.

Understand the Need of the Seeker  
Then Proceed

Topics

1. **Salvation** for the lost. Romans 3:23; 5:8-9  
Rom 3:23 For all have sinned, and come short of the glory of God;  
Rom 5:8 But God commendeth his love toward us, in that, while we were yet sinners, Christ died for us.  
Rom 5:9 Much more then, being now justified by his blood, we shall be saved from wrath through him.
2. **Assurance** of Salvation. 1 John 5:10-13  
1Jn 5:10 He that believeth on the Son of God hath the witness in himself: he that believeth not God hath made him a liar; because he believeth not the record that God gave of his Son.  
1Jn 5:11 And this is the record, that God hath given to us eternal life, and this life is in his Son.  
1Jn 5:12 He that hath the Son hath life; *and* he that hath not the Son of God hath not life.  
1Jn 5:13 These things have I written unto you that believe on the name of the Son of God; that ye may know that ye have eternal life, and that ye may believe on the name of the Son of God.
3. **Restoration** for the backslider. Jeremiah 3:12,22  
Jer 3:12 Go and proclaim these words toward the north, and say, Return, thou backsliding Israel, saith the LORD; *and* I will not cause mine anger to fall upon you: for I *am* merciful, saith the LORD, *and* I will not keep *anger* for ever.  
Jer 3:22 Return, ye backsliding children, *and* I will heal your backslidings. Behold, we come unto thee; for thou *art* the LORD our God.
4. **Dedication** for service. Romans 12:1  
**Rom 12:1** I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, *which is* your reasonable service.
5. **Guidance** for the will of God. 1 John 5:14-15  
1Jn 5:14 And this is the confidence that we have in him, that, if we ask any thing according to his will, he heareth us:  
1Jn 5:15 And if we know that he hear us, whatsoever we ask, we know that we have the petitions that we desired of him.
6. **Devotions** daily Bible reading and prayer. Mark 1:35-39  
Mar 1:35 And in the morning, rising up a great while before day, he went out, and departed into a solitary place, and there prayed.  
Mar 1:36 And Simon and they that were with him followed after him.  
Mar 1:37 And when they had found him, they said unto him, All *men* seek for thee.  
Mar 1:38 And he said unto them, Let us go into the next towns, that I may preach there also: for therefore came I forth.  
Mar 1:39 And he preached in their synagogues throughout all Galilee, and cast out devils.
7. **Faith** to believe. Romans 10:17  
Rom 10:17 So then faith *cometh* by hearing, and hearing by the word of God.

8. **Healing** for the body. James 5:14-16  
Jas 5:14 Is any sick among you? let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord:  
Jas 5:15 And the prayer of faith shall save the sick, and the Lord shall raise him up; and if he have committed sins, they shall be forgiven him.  
Jas 5:16 Confess *your* faults one to another, and pray one for another, that ye may be healed. The effectual fervent prayer of a righteous man availeth much.
  
9. **Holy Spirit Baptism or Filling.** Acts 2:4, 16-18  
Act 2:4 And they were all filled with the Holy Ghost, and began to speak with other tongues, as the Spirit gave them utterance.  
Act 2:16 But this is that which was spoken by the prophet Joel;  
Act 2:17 And it shall come to pass in the last days, saith God, I will pour out of my Spirit upon all flesh: and your sons and your daughters shall prophesy, and your young men shall see visions, and your old men shall dream dreams:  
Act 2:18 And on my servants and on my handmaidens I will pour out in those days of my Spirit; and they shall prophesy:
  
10. **Holy Spirit Refilling.** Acts 4:8, 31  
Act 4:8 Then Peter, filled with the Holy Ghost, said unto them, Ye rulers of the people, and elders of Israel,  
Act 4:31 And when they had prayed, the place was shaken where they were assembled together; and they were all filled with the Holy Ghost, and they spake the word of God with boldness.

## Salvation

Some may say, **“I have never accepted Christ as my personal Saviour”**

1. Make sure that the seeker really wants to be saved, or establish the need for Salvation. Then proceed.  
Ask: **“Are you are coming to receive Jesus Christ as your personal Lord and Saviour. Is that right?”**
2. Briefly explain the Plan of Salvation. (The Roman's Road to Salvation)
  - a) The need to be saved.
  - b) God’s provision of Christ as our Saviour.

This is not the only plan that could be used, but have a plan and use it.  
Any Plan is better then no Plan.

### The Romans Road to Salvation:

**Step One** There is none righteous.

Rom 3:10 As it is written, There is none righteous, no, not one:

**Step Two** All have sinned, therefore all are sinners.

Rom 3:23 For all have sinned, and come short of the glory of God;

**Step Three** The wages of sin is death. However God has a free Gift.

Rom 6:23 For the wages of sin *is* death; but the gift of God *is* eternal life through Jesus Christ our Lord.

**Step Four** A response is needed now that is from your heart and your understanding.

Rom 10:9 That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved.

Rom 10:10 For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation.

3. Lead the seeker into a relationship with Christ. Give him/her a choice to pray his/her own words or repeat a prayer after you. Pray definitely and briefly. Here is a sample prayer:

*“Lord Jesus, I acknowledge that I am a sinner and cannot save myself. I ask You, Lord Jesus to forgive me and cleanse me from all my sin. I turn from my sin and receive you as my Saviour and Lord of my life. Thank you Lord for saving me. Amen.”*

4. After prayer ask: **“Did God hear and answer your prayer?”** Wait for an answer.

Ask, **“Are you saved then?”** Wait for an answer.

5. If the answer is positive, show him/her that their assurance rests on the Word, not on feelings.

1Jn 5:10 He that believeth on the Son of God hath the witness in himself: he that believeth not God hath made him a liar; because he believeth not the record that God gave of his Son.

1Jn 5:11 And this is the record, that God hath given to us eternal life, and this life is in his Son.

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**1Jn 5:12 He that hath the Son hath life; *and* he that hath not the Son of God hath not life.**

**1Jn 5:13 These things have I written unto you that believe on the name of the Son of God; that ye may know that ye have eternal life, and that ye may believe on the name of the Son of God.**

6. Have him/her confess their new-found salvation (Romans 10:9-10) to someone, immediately. Take them to the Pastor or some other person that is mature and have them share his new experience.

**Rom 10:9 That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved.**

**Rom 10:10 For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation.**

7. Give them helpful literature which will help establish them in the faith.

8. Get their phone number, etc. (In addition to filling out a church decision card) and call them the following day. Perhaps you could mentor them and disciple them in their new life in Christ.

Invite them to your church, offer to pick them up and give them a ride to church. After church, invite them to lunch. Never be negative in your table conversation. Do not gossip or talk about the church, pastor or member of the church in a negative way.

Note: You will need to be in much prayer for wisdom and guidance from the Holy Spirit.

Also, learn to deal with the basic spiritual problem and do not be sidetracked by secondary issues.

For example: a person may be having trouble with alcohol, but his real need may be to receive Jesus as Saviour and Lord. The Core Issue maybe full surrender to the Lordship of Jesus Christ. The alcohol is really a Secondary Issue.

## Assurance of Salvation

### Biblical based Salvation

When a seeker is unsure of their salvation, and many are, they need Biblical assurance. They need a good Biblical basis for their new experience. It may be necessary to go through the complete plan of salvation again as if the seeker were lost. This review will give them a better Biblical understanding and confidence in their new faith.

1. Try to have the person to recall the particulars of their salvation decision.

Where, did they get saved?

When, did they get saved?

Why, did they receive Jesus Christ as their Lord?

Who, helped them get saved, who led them in a sinner's prayer?

2. If everything seems in order, have them thank God for their salvation. As well, have him/her pray for the answer to their problem. Perhaps they are holding back on something and they need to repent of all known sins, asking Christ for renewed forgiveness. Often doubt or sin holds us back from having assurance of our salvation.

**1Jn 1:9 If we confess our sins, he is faithful and just to forgive us *our* sins, and to cleanse us from all unrighteousness.**

3. Does he have faith in God and His Word? If his faith is weak, help him with your faith. (This should also be emphasized when dealing with people who are coming for salvation for the first time)

Good scriptures to use:

**1Jn 5:10 He that believeth on the Son of God hath the witness in himself: he that believeth not God hath made him a liar; because he believeth not the record that God gave of his Son.**

**1Jn 5:11 And this is the record, that God hath given to us eternal life, and this life is in his Son.**

**1Jn 5:12 He that hath the Son hath life; *and* he that hath not the Son of God hath not life.**

**1Jn 5:13 These things have I written unto you that believe on the name of the Son of God; that ye may know that ye have eternal life, and that ye may believe on the name of the Son of God.**

**Philippians 1:6**

**Php 1:6 Being confident of this very thing, that he which hath begun a good work in you will perform *it* until the day of Jesus Christ:**



## Restoration

### The Backslider

Questions to consider:

1. What brought about the conditions to backslide? If this problem is not met and overcome, they will backslide again and again. Offer support and victory in Christ Jesus. We can be victorious in Jesus Christ and we can live the victorious life now.
2. What answer have they found to their problem? Is the answer rooted in the Word of God? Sometimes we are controlled by our emotions and not the sure Word of God. A more stable and reliable answer to our problem would be to trust in the Word of God.

**1Co 10:13** There hath no temptation taken you but such as is common to man: but God *is* faithful, who will not suffer you to be tempted above that ye are able; but will with the temptation also make a way to escape, that ye may be able to bear *it*.

3. What fears does this person have of not being strong enough to stand. A habitual backslider will need lot of support for this problem. And a lot of thoughtful intercessory prayer. Backsliders need extensive follow-up.

Four Steps can be taken to lead a backslider into a deep and meaningful relationship with Christ.

1. God will take them back. Their sin is not so great that God cannot forgive.
  - a) Jeremiah 3:12-22
  - b) Isaiah 55:7
  - c) 1 Timothy 1:15
2. They must turn from their sin in repentance and confession. 1John 1:9
  - a) 1John 2:1-2
  - b) Romans 10:9
  - c) Isaiah 55:7
3. They must be shown how to overcome habitual sin and how to live victoriously.
  - a) Romans 6:11-13
  - b) Corinthians 6:19-20
  - c) Romans 8:1; 8-11
4. Read God's Word with understanding and prays consistently.
  - a) Psalm 119:9-16
  - b) 1 Timothy 4:15
  - c) Joshua 1:8-9

Call a sin a sin. Do not excuse it.

Do not try to dress it up by calling it a human weakness that you cannot help.

Expose it to God consistently until He takes it away.

## Dedication

Many Christians present themselves at a church altar in dedication to God.....this is a good thing.....dedication is a daily act of the Christian life.....this presentation of oneself does not necessarily denote sin in one's life.....but a fulfilment of Romans 12:1.

If a person is dedicating his life to God leave him alone and let him do it.....if a scripture is needed;

- a) Romans 12:1
- b) Hebrews 12:1-2
- c) Philippians 1:29; 4:6-10

Time around the Altar is most precious and it is here that God can do a real work of Grace in the seeker's heart and life. It is only God that can remove the burdens of the heart. It is the Holy Spirit that can cut through layers of accumulated guilt and shame and bring about the brokenness and restoration that is needed.

Sometimes all that is needed is for altar call to be made to come forward and visit with Jesus. And the presence of the power of the Holy Spirit will do the rest.

Encouraging believers to come forward in dedication is much needed and often overlooked these days.

Guidance

I want to know God's will for my life

Counsellor --- remember its God's will and not your will that the seeker desires.

Most often you will do better to give some basic principles from God's Word and leave the present decision to the person and God....Assure him that

It is possible to know God's will if they really want to.

- a) 1 John 5:14-15
- b) Mark 14:35-36
- c) Proverbs 3:5-6

I don't read my Bible and pray as I should

1. Many coming to seek a new experience with God actually need daily fellowship with God. This is the Christians greatest lack.

Ask the question: "Do you have regular daily devotions?"

2. Use these suggestions for a devotional life:

- a) Start your day by praising God for what you have just read in the Word.
- b) Commit your day to God in detail:  
Your work, your trip, your appointments, etc...
- c) Make a pray chart if that would help you. And use an organized method of reading your Bible.
- d) Keep track of answers to your prayers.

Scriptures:

- a) Mark 1:35-39
- b) Ephesians 6:18
- c) Job 1:5

To lead another into a good life of "Daily Devotions" you need a plan for yourself..... So you can tell them how to do it.

## Faith

I haven't enough faith to believe.

1. This is a frequent reason for people thinking they are not getting from God what they ask.  
Where then does faith come in?
2. When a seeker says he doesn't have enough faith, then show him from God's Word where faith comes from, what faith is, and how to get it.

Scriptures:

- a) Romans 10:17
- b) Hebrews 11:1 (faith chapter)
- c) John 20:30:31

Use your Bible, it brings faith.

Rom. 10:17 So then faith cometh by hearing, and hearing by the word of God.

## Healing for the body

I need healing for my body.

The person, at the altar seeking healing, wants prayer for healing. Pray directly, specifically for healing. Prayer can be offered by the Pastor, Evangelist, or elders or any Christian worker.

The Christian worker/counsellor can build faith by using the Word of God.

- a) James 5:14-16
- b) Mark 16:15-18
- c) II Kings 20:1-11 (v.5)

## The Baptism of the Holy Spirit (infilling)

### Practical Advice:

1. Are they really wanting more of God; to be used more by God?

If not, give personal illustration of what the Holy Spirit can do.

Examples: Peter, Philip, Stephen.

2. Do they believe in the Pentecostal Baptism?

Acts 2:4 And they were all filled with the Holy Ghost,  
and began to speak with other tongues,  
as the Spirit gave them utterance.

If not, discuss scripture and personal experience.

3. What is their motive in seeking? Is it because others want them to? Is it because others are seeking?

Is it because it's commanded in scripture.

Eph. 5:18 And be not drunk with wine,  
wherein is excess; but be filled with the Spirit;

Perhaps they want power for Christian service.

Acts 1:8 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.

4. Do they believe its a gift?

Acts 2:38 Then Peter said unto them, Repent,  
and be baptized every one of you in the name of Jesus Christ for the remission of sins,  
and ye shall receive the gift of the Holy Ghost.

Some say, "I'm not good enough,"

"Maybe I'm not ready."

5. Do they believe it's for them?

Acts 2:38-39 Then Peter said unto them, Repent,  
and be baptized every one of you in the name of Jesus Christ for the remission of sins,  
and ye shall receive the gift of the Holy Ghost.

39 For the promise is unto you,  
and to your children,  
and to all that are afar off,  
even as many as the LORD our God shall call.

6. Do they believe that tongues are the "initial" evidence as God fills them?

7. A word of caution: Remember, you can't bring a person through to an experience.....God MUST!.....so don't occupy your time with trying to shout or shake a person through.....if you are impatient then leave the seeker alone. God has a work to do in that person's life that may take longer

than 5 or 10 minutes that you are willing to take.

Every person who believes and received this glorious experience needs to know and understand the Bible basis for this experience.

Here are some Bible guidelines for assisting believers to the Baptism of the Holy Spirit:

1. Emphasize the Bible Truth of the doctrine.....to build faith.
  - a) Joel 2:28-29
  - b) Acts 2:16-18
  - c) Mark 16:17
  - d) John 7:38-39
  
2. Show from the Bible the five instances in the Book of Acts and explain the Experience,
  - a) Acts 2:4
  - b) Acts 8:14-119
  - c) Acts 9:17
  - d) Acts 10:44-47
  - e) Acts 19:1-7
  
3. Show using the Bible the promises of the Holy Spirit.
  - a) Acts 1:4-8
  - b) 2:38-39
  - c) John 14:16-17
  
4. Explain the Biblical Truth of speaking with other tongues.
  - a) 1 Cor. 14:2, 22, 24
  - b) Mark 16:17
  - c) Acts 2:4
  
5. Explain the necessity of faith in receiving.  
Eg. Saved by faith, healed by faith, filled by faith.
  - a) Heb.11:6
  - b) 2Cor.5:7
  - c) Galatians. 3:2
  
6. Emphasize the seeking for the person of the Holy Spirit. The Holy Spirit is not an it. He is a person, the third person of the God-Head. (John 14:26)
  
7. The purpose of the infilling of the Holy Spirit is to receive power.
  - a) Acts 1:8
  - b) 1 Thess.1:5

Some helpful thoughts:

We must be as specific and definite about this as about salvation.

If a man is willing to meet God's conditions, God will fill him now.

1. Does the seeker realize that the Baptism in the Holy Spirit is for all believers? (Acts 1:4,38-39)

It is not the same as salvation but subsequent to it.

2. Is he willing to receive the gift on God's terms of cleansing, surrender and faith?

3. After prayer for the Baptism in the Holy Spirit talk to the seeker again.....Does he believe that God has heard him and answered that prayer now?

If in doubt, read again Luke 11:13.

Point out that God gives to them that ask....the seeker has already asked.....could God fail to give?

If the seeker believes this verse, then, as a proof of this faith, let him thank God heartily that according to His Word he has answered his prayer.

Remember that feelings are not important at this point.....faith is not a feeling.

4. Before further prayer, instruct the seeker:

To quit asking God for the Baptism at this point.

And start thanking God for the Gift of the Holy Spirit'

Instruct the seeker:

To start to praise God joyfully for filling him with the Holy Spirit and for Jesus Christ Himself.

To be ready to speak the word or syllable that will come to his mind in an unknown language (unknown tongue).

Speaking in tongues is therefore a humbling of self which is rejected by so many. Many seek and receive not, pride maybe the hindrance.



## Refilling with the Holy Spirit

Every Holy Spirit filled believer should exercise the “Spiritual Gift” that is given him.

Some respond to an altar call because they want to be refilled with the Holy Spirit.

This is good. However there maybe other issues that that have caused the need to be refilled with the Holy Spirit.

The problem could be as simple as neglecting our devotional time with the Lord.

Ask about their prayer life, Bible study time, regular church attendance, fellowship with other Christians, and tithing to the local church.

However the need for refilling is legitimate, the person may no longer speak with tongues and has therefore drawn themselves away from the Presence of the Lord.

He needs to be shown:

1. The necessity of speaking in tongues often.
2. The Biblical need of a refilling.
  - a) 1 Cor. 2:10,
  - b) 1Cor.14:2,4,18
  - c) Acts 4:8,31

In Conclusion:

1. Establish the need - then proceed.
2. Know your Bible and use it.
3. Rely on the Holy Spirit.....without His help and guidance we can do nothing.
4. Do not grieve the Holy Spirit .....never argue about anything.....always stay sweet and full of love.
5. Don't be in a hurry.
6. Check your motives. Why do you want to be a soul winner?

PUT CHRIST FIRST IN YOUR LIFE AND THEIRS

7. “He that winneth souls is wise”  
Come on - let's be wise!

