

# BUSINESS BY THE BOOK WORKSHOP

Leader's Guide



CROWN FINANCIAL MINISTRIES

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**T**HANK YOU FOR YOUR INTEREST IN LEARNING BIBLICAL PRINCIPLES OF OPERATING a business. The *Business by the Book Workshop* is one of a series of Crown Financial Ministries' "Workshops in a Box." Each workshop uses biblical principles to address a practical topic, such as getting out of debt, investing, budgeting, what engaged couples need to know about money, and many others.

The *Business by the Book Workshop* contains six chapters, each with its own 20- to 30-minute video, addressing a different area of business. The video may be used in a Sunday school class, weekend seminar, small group, or in other settings.

The Student Workbook helps participants apply the principles they are learning and should be used by each person. The "Video Notes" section is an outline containing blank spaces for the participants to fill in key words as they watch the video.

The "Discussion Questions" section provides several questions to discuss with the group after each video. Before you end each class, you may want to take prayer requests and record these in the back of the Student Workbook.

For those who wish to better grasp and apply the principles, the Student Workbook contains an optional "Dig Deeper and Learn More" section. It includes a Scripture to memorize, selected verses to look up, and questions to answer. For further inspiration and encouragement, an "Audio Supplement" CD is provided. The questions in this section are optional and relate to a specific audio message. This CD is located in the back of the Leader's Guide and the Student Workbook.

Crown Financial Ministries has also developed an eight-week *Business by the Book Small Group Study* for business leaders. It provides additional teaching, practical application exercises, case studies, and the valuable interaction and support of peers in a small group context. It's one of many valuable next steps we offer. Please visit our Web site at [Crown.org/Business](http://Crown.org/Business) to discover additional resources for businesses, churches and homes. You'll also find links to many marketplace ministries including Fellowship of Companies for Christ, International (Christ at Work).

## WHAT THE LEADER NEEDS TO KNOW

The *Business by the Book Workshop* contains six segments on two DVD discs. Each segment contains a chapter of the book and is 20 to 30 minutes long.

### FORMAT OPTIONS

This workshop is easily adaptable to a wide variety of presentation formats that are listed and described below. Regardless of the format you choose, we believe the material will make a powerful impact on your students.

1. **All-Day Seminar:** Covers the entire curriculum in a single day. Can be used as an all-day Saturday seminar for any adult group in a church, business, neighborhood, or family. Also consider an all-day seminar for an “off-campus” retreat.

We have provided a PowerPoint® presentation if you prefer to do a live presentation without use of the video series. Go to [Crown.org/Workshops](http://Crown.org/Workshops) to obtain this presentation.

2. **Weekend Workshop:** Covers the curriculum in two three-hour sessions. The two sessions could be scheduled on two consecutive Saturday mornings, a Friday evening/Saturday morning combination, two nights of a single week, or one night each week for two weeks.
3. **Six-Week Bible Study:** Covers the curriculum in six or 12 sessions depending on the needs of the group. The sessions could be scheduled as weekly or monthly small group meetings in homes, businesses, or churches.
4. **Sunday School Class or Wednesday/Sunday Evening Educational Elective:** Covers the curriculum in 12 sessions. The group can use two class periods to view each DVD segment, discuss it, and review the associated homework.
5. **Summary Presentation:** If you need to present this material in a single workshop of 45-60 minutes in length, we suggest the following:
  - a. Print the Handouts. A single handout can be found at [Crown.org/Workshops](http://Crown.org/Workshops) titled “Summary Presentation.” Copy these notes for your students and the leader’s notes for yourself.
  - b. Use the PowerPoint® provided at [Crown.org/Workshops](http://Crown.org/Workshops) titled “Summary Presentation.”

## SUGGESTED SCHEDULES FOR EACH FORMAT

### 1. All-Day Seminar:

- 8:30 Gather, register (if needed), welcome, review schedule, open in prayer
- 9:00 Video segment 1 and discussion questions
- 10:00 Video segment 2 and discussion questions
- 10:50 Ten-minute break
- 11:00 Video segment 3 and discussion questions
- 12:00 Lunch
- 12:50 Gather, open in prayer
- 1:00 Video segment 4 and discussion questions
- 2:00 Video segment 5 and discussion questions
- 2:50 Ten-minute break
- 3:00 Video segment 6 and discussion questions
- 4:00 Wrap up, close in prayer, dismiss

### 2. Weekend Workshop (two half-day morning/evening sessions):

#### Morning

- 8:30 Gather, register (if needed), welcome, review schedule, open in prayer
- 9:00 Video segment 1 and discussion questions
- 9:50 Ten-minute break
- 10:00 Video segment 2 and discussion questions
- 11:00 Video segment 3 and discussion questions
- 12:00 Wrap up, close in prayer

#### Evening

- 6:30 Gather, welcome, review schedule, open in prayer
- 7:00 Video segment 4 and discussion questions
- 7:50 Ten-minute break
- 8:00 Video segment 5 and discussion questions
- 9:00 Video segment 6 and discussion questions
- 10:00 Wrap up, close in prayer, dismiss

### 3. Six-Week Bible Study (meeting times will vary):

- a. Welcome, open in prayer (5 minutes)
- b. Current session's video segment. To help your group learn the principles in the study more easily, we recommend pausing the video after each section in the chapter. Then, review each section together to help students identify these words during the week's lesson. Keep the pauses to a minimum and save most of your discussion for the "Discussion time" below. (20-30 min.)
- c. Discussion time (15-30 minutes)
- d. Wrap up, next session's overview, homework assignment (5 minutes)
- e. Take prayer requests, close in prayer (10-15 minutes)

#### 4. Sunday School Class or Wednesday/Sunday Evening Educational Elective 12-Week Format (meeting times will vary):

##### Weeks 1, 3, 5, 7, 9, and 11

- a. Welcome, open in prayer (5 minutes)
- b. Current session's video segment (20-30 minutes)
- c. Wrap up, assign homework (5 minutes)
- d. Take prayer requests, close in prayer (5-15 minutes)

##### Weeks 2, 4, 6, 8, 10, and 12

- a. Welcome, open in prayer (5 minutes)
- b. Review/discuss homework (20-30 minutes)
- c. Wrap up, overview of next session (5 minutes)
- d. Close in prayer (5 minutes)

## STUDENT WORKBOOK

A Student Workbook, which should be used by each student, helps students remember and apply the principles they are learning.



The “Video Notes” section of each chapter contains an outline with blank spaces where students can fill in key words.



The “Discussion Questions” for each video session help students personalize the content of the chapter. You can move to these questions immediately after the conclusion of the video.



For those who wish to understand the principles on a deeper level and apply them more effectively, the Student Workbook contains an optional “Dig Deeper and Learn More” section.



The “Dig Deeper and Learn More” section includes a Scripture to memorize, selected verses to look up, and questions to answer.



For further inspiration and encouragement, an Audio Supplement CD is provided. The questions in this section are optional and relate to a specific audio message. This CD is located in the Leader's Guide and the Student Workbook.



Before you end your class you may want to take prayer requests and record these in the back of the Student Workbook.

## LEADER'S GUIDE

This Leader's Guide is divided into three sections: (1) What the Leader Needs to Know, including Format Options and Schedules (pages 1-6), (2) A Study Guide for each chapter (pages 7-52, and (3) Prayer Requests and Appendix (pages 53-65).

The chapter study guides contain the key words to be filled in and brief answers to the "Discussion Questions." The leader does not need to use the Student Workbook; the Leader's Guide includes all Workbook content plus additional information.

A blank space follows the "Video Notes" and "Discussion Questions" icons. To assist in monitoring the time so the class will end punctually, you may fill in these spaces with the scheduled time for these items.

Crown has provided an array of free promotional resources to provide optional support to assist you in making your workshop a successful one. Please refer to the back of the Leader's Guide for a list of available resources, or visit us online at [Crown.org/Workshops](http://Crown.org/Workshops) for information.

## OTHER CROWN STUDIES AND MATERIALS

This workshop is part of a comprehensive program that Crown Financial Ministries has developed to train people of all ages to handle money God's way. We encourage you to read about Crown's other materials (in the Leader's Guide and Student Workbook) and consider using them in your church, family, neighborhood, or workplace. You may order any of our materials by calling 1-800-722-1976 or by visiting Crown's Web site, [Crown.org](http://Crown.org).

## LEADER'S RESPONSIBILITIES

1. **Love and encourage.** Your primary responsibility is to love and encourage your students. People are more receptive to spiritual truth when they have been loved. People want to know how much you care before they care how much you know.
2. **Let the video teach.** The video presents God's truth in an outstanding way. This means that you can sit back and relax while the material is presented. *Your expertise is needed in facilitating and cultivating good conversation during the discussion time.*
3. **Understand group dynamics.** The most effective discussions involve group

interaction. *You should not do all the talking.* Instead, facilitate the discussion and establish an environment in which students have the freedom to express insights and ask questions.

## GETTING STARTED

Several ingredients are essential to any successful group study. Before the first meeting, you should:

1. **Pray!** Only God can change people's hearts, and prayer is your most powerful tool.
2. **Organize.** Consider asking one or two others to share the leadership load by helping you plan, promote the series, distribute materials, and so on. In large groups, we suggest that you divide the class into smaller groups for the discussion time. You will want to appoint leaders for these smaller divisions.
3. **Order the Student Workbooks.** Before starting the course, make sure that each participant has his or her own copy of the Student Workbook. You may want to have extra copies on hand to accommodate late additions. If your sponsoring organization is not underwriting the cost of materials, consider including the price of the Student Workbook in the registration fee for the class.
4. **Prepare to lead the sessions.** View the video segment, complete the "Discussion Questions" and the "Dig Deeper and Learn More" section before the class meets. This will help you understand the content and facilitate the discussion.

## LEADING THE CLASS

1. **Pray.** We recommend that you start the class with prayer and end it with prayer. Remember, only the Lord can change lives.
2. **Be yourself.** The others in your group will appreciate and follow your example of openness and honesty as you lead, so set a good example! When they sense that you are "real"—that you struggle with the same issues that challenge them—they will be encouraged.
3. **Structure your time.** Whether you are leading this series in a weekend seminar, a workshop, a small group, a Wednesday or Sunday education class, or in another setting, you'll find that the materials are ideal. The course is designed so the video teaching and discussion time can be completed in about 45-60 minutes per chapter.

4. **Contact your students.** It is a good idea to contact your students outside of class by phone, letter, e-mail, or a personal visit to express appreciation for their involvement. Demonstrating care for students encourages them to apply the truth to their lives.
5. **Do NOT promote financial products or services.** No one may use a Crown program or any affiliation with Crown Financial Ministries to promote or influence the sales of any investments, financial services, or professional services.
6. **Support your pastor.** Crown strongly recommends that the class be taught under the authority and with the support of your local church. Please be sure you have the support of your pastor or church leadership before facilitating any Crown materials in your church.

# OWNERSHIP & PURPOSE

*“I have a call from God. I am convinced that His purpose for me is in the business world. My business is my pulpit.”*  
—Stanley Tamm



**Note to Leader:** Answers for the “Video Notes” section are highlighted on the video. An answer key is also provided on pages 60-61. Brief pauses have been provided during each video chapter to give your group an opportunity to fill in answers they may have missed. Manually pause the video during these moments as needed to give your group additional time.



## VIDEO NOTES

\_\_\_\_\_ TIME

1. Business school textbooks, once filled with biblical principles, have given way to the pragmatics of the bottom line.
2. Although God does call some people out of business, He calls most to serve Him in business, where they can influence their customers, vendors, employees, and competitors for Christ.

## GOD’S WAYS OF CONDUCTING BUSINESS ARE DIFFERENT

3. Regardless of how different God’s thoughts and ways seem to be, the Word of God is just as applicable to business as it has ever been. Isaiah 40:8 reads, “*The grass withers, the flower fades, but the word of our God stands forever.*”

This *Business by the Book Workshop* is designed to help you achieve three objectives:

**Objective One** – To integrate principles from Scripture with your daily practices.

**Objective Two** – To grow your company profitably.

4. Doing business God's way is not a shortcut to more profits and fewer difficulties. From time to time it may cost you money as in the case of Will and his manufacturing company. But honest profit, earned in a way that glorifies God, is essential to your business. Isaiah 48:17 says, "I am the Lord your God, who teaches you to profit, who leads you in the way you should go."

**Objective Three** – To develop leadership skills and to grow in Christ so that you will be more like Him as a business leader.

## OWNERSHIP

5. Psalm 24:1 tells us that "The earth is the Lord's, and all it contains." This is one of many Scriptures that identify the Lord as the owner of everything. After creating all things, He never transferred the ownership of His creation to people. Recognizing God's ownership is foundational to making Jesus Christ the Lord of our businesses. He is the owner of every business, large or small, public or private.

## CONTROL

6. Although we are incapable of comprehending how His sovereignty encompasses our free will, we are clearly told that He is in control. 1 Chronicles 29:11 says, "We adore you as being in control of everything" (TLB). And Psalm 135:6 reads, "Whatever the Lord pleases, He does, in heaven and in earth."

7. First, He allows difficult circumstances to accomplish His intentions.
8. Second, He allows difficult circumstances to develop our character.
9. Third, He allows difficult circumstances to discipline His children.

## OUR RESPONSIBILITY

10. Our responsibility is summed up in 1 Corinthians 4:2: “*Moreover it is required in stewards, that a man be found faithful*” (KJV). A steward is a manager of someone else’s possessions.
11. The businessperson is in a position to influence people for Christ who would rarely consider attending a church.

## OUR PURPOSES IN BUSINESS

Four purposes should drive our business:

**Purpose One** – To glorify God.

12. Christian business leaders try to build win-win relationships, not only because it is a good business practice, but because they sincerely care about other people. It glorifies God and earns the right to introduce others to the Savior.

**Purpose Two** – To make a profit.

**Purpose Three** – To support the work of Christ.

13. There is a dependent relationship between those involved in Christian ministry and Christians in business. They need each other. This is not an accidental relationship; God designed it that way.
14. When business men and women understand that they are strategic in funding the work of Christ, their work takes on eternal significance.

**Purpose Four** – To spiritually impact our sphere of influence.



## DISCUSSION QUESTIONS

\_\_\_\_\_ TIME

1. What especially impacted you in the video you just saw?  
[personal answer.]
2. Think of your top two or three purposes for being in business. How do you think they compare with the purposes God has for you in business?  
[personal answer.]
3. Share a difficult circumstance you have experienced in business and how the Lord ultimately used it for good in your life.  
[personal answer.]
4. What did you see in the video that you can apply to your business life?  
How will you do it?  
[personal answer.]



## DIG DEEPER AND LEARN MORE

Each session contains optional exercises you may do on your own that will help you learn and apply *Business by the Book*. They include a Scripture to memorize and some questions to answer.



### SCRIPTURE TO MEMORIZE

*“Everything in the heavens and earth is yours, O Lord”*  
(1 Chronicles 29:11 TLB).

## QUESTIONS TO ANSWER

1. Read 1 Chronicles 29:11-12. List at least two principles it teaches.  
[1. Everything belongs to God, 2. God is the ruler of all things, 3. Wealth and honor come from God, 4. Power and strength come from God.]
2. Read Genesis 45:5, 8 and 50:20. Then read Romans 8:28. Finally, read Hebrews 13:6. How do these verses help you trust God’s ability to protect you when you seek to fit in with His plan?  
[Joseph’s story shows how God is able to achieve His purposes in spite of the evil plans of others. He always has options at His disposal to counter opposition. Loving Him and obeying His call and purpose unlock supernatural power that dwarfs the plans of men or anything else that stands in the way of His plan for us.]
3. Read 1 Corinthians 4:2. In the context of business, what does being faithful mean to you? How might you grow in faithfulness?  
[personal answer.]



## AUDIO SUPPLEMENT

This section provides additional encouragement and instruction after you complete this chapter's lesson. After listening to the presentation on the CD in the back of this Student Workbook, please answer the questions below.

### “THE PRINCIPLE OF FREEDOM” AND “THE ATTITUDE OF THE HEART”

(Speaker: Alan Ross, former President, Fellowship of Companies for Christ International)

#### SUMMARY

*The love of money is a shallow love that seduces the heart of man and becomes a cheap substitute for God's love. But it does not satisfy, it will not last, and it will not produce Kingdom fruit. Freedom is characterized by generosity, which does produce Kingdom fruit and results in eternal reward.*

#### QUESTIONS

1. In what aspect of finances do you find it most difficult to experience financial freedom?  
[personal answer.]
  
2. Are you free to be generous with God's resources? If not, why not? How can you gain this freedom?  
[personal answer.]

This chapter's audio supplement is an excerpt from a series by Alan Ross entitled "Financial Freedom—God's Way." To order the entire series, contact FCCI at [FCCI.org](http://FCCI.org) or call 405-917-1681.