Life Management 3

Work and Destiny

Your Work Matters to God

Student Manual
Contents

Lesson 1-3 – Why Work?............................... ..................3-7
Lesson 4 – Work and the Eternal Purpose of God.....8-11
Lesson 5 – Work and Money…………………………..12-16
Lesson 6 – Choosing Your Life’s Work…………….……17-20
Lesson 7 – The Only Policy…………………………...21-25
Lesson 8 – The Price of Excellence………………………26-29
Lesson 9 – Promotion through Excellence……………..30-33
Lesson 10 – Something Better than Gold……………….34-36
Lesson 11-12 – The Work Code of Ethics………………...37-40
Christian Business Code of Ethics………………………..41
Lesson 1-3
Why Work

I. Introduction

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.

So here’s what I want you to do, God helping you: Take your everyday, ordinary life—your sleeping, eating, going-to-work, and walking-around life—and place it before God as an offering. Embracing what God does for you is the best thing you can do for him. Don’t become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You’ll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it. Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you. –The Message

A. As Christians, we must constantly be “________________________ from this twisted generation” (Acts 2:40).

B. As Christians, we cannot allow the world to force us into ______________ or its way of thinking.

1. We are living in the “_______” generation (Ezek. 16:48-50; II Tim. 3:1-5).
   a. It causes individuals to ______________________ rather than seeing work as a privilege.
   b. It causes individuals to work only __________________ or to obtain the pleasures of life.
   c. It causes individuals to put wealth and personal gain ahead of __________ ________________.

2. We are living in a generation that sees work as part of the “____________” (Gen. 3:17-19).

To view work as a “curse” will cause several different reactions.

a. It will cause individuals to __________________ as much as possible.
   b. It will cause individuals to have a __________________________ toward work, instead of being a joy.
c. It will cause individuals to fail to find or even expect ______________ in their work.

3. We are living at a time where there is no concept of the ______________ ______________ of work.
   a. This concept causes individuals to separate their ________________ and their occupation.
   b. This concept causes individuals to look upon business endeavors as ________________ to “religious” endeavors.
   c. The concept causes individuals to lose a vision for accomplishing a ________________ through their life work.

C. As Christians we must be willing to give ourselves wholly to the Lord, not just in what are perceived to be spiritual things, but in ________________ of our life.

D. As Christians, doing the will of God and cooperating with His creative purpose must be the ________________.

   It is clear that God has a ________________ and purpose for each person that is brought into the world (Jer. 1:4-5).

1. Paul’s ________________ for the saints clearly indicate that God has a purpose. He prayed the following:
   a. That we would not be unwise, but understanding what _____________ of the Lord is (Eph. 5:15-17).

   b. That we might be filled with the knowledge of ________________ (Col. 1:9-13).

   c. That we might stand perfect and ________________ in all of the will of God (Col. 4:12).

   d. That God would make us complete in every ________________ to do His will, working in us what is pleasing in His sight (Heb. 13:20-21).

2. The fact that Paul prayed such prayers seems to indicate that there is ________________ for the will of God and that it is not automatic in our lives.

   Actually, our life is a struggle because we are confronted with ________________ of wills (See: John 1:13; Gal. 1:1; John 8:44).
a. My will or the “will of ________________” (Mt. 26:39-42; Eph. 2:3; II Pet. 1:21)

b. __________ will (I Pet. 4:1-3)

c. __________ will (II Tim. 2:26)

d. __________ will (Mt. 7:21; Eph. 1:5, 9, 11)

3. God’s will does not simply pertain to what we commonly perceive to be “______________________”. It pertains to all of life and every area of life.

   a. It involves our ________________ (Mt. 18:14; I Tim. 2:4; Jam. 1:18).
   b. It involves ________________ God and giving thanks (I Th. 5:16-18).
   c. It involves our ________________ (I Th. 4:3, 7).
   d. It involves our ________________ (I Tim. 2:8).
   e. It involves our ________________ and pursuits (Jam. 4:13-16; Eph. 6:5-6).

II. There are many reasons why people work.

   Why work?

   A. There are many ________________ for working which will never bring us into an area of true fulfillment and purpose achievement.

      1. To “make a ________________.”

      2. To work to __________.

      3. To ________________ wealth for luxurious living.

      4. To secure the ________________.

      5. To enhance ________________.
All of these reasons are basically ____________.

B. There are many ________________ for working that will bring personal fulfillment to us and, at the same time, glory to God.

1. There are ________________ reasons:
   a. To ________________ and cooperate with His purpose for my life (Mt. 25:21).
   b. To ________________ to God and honor to His name (I Pet. 4:11; I Cor. 10:31).
   c. To fulfill the ________________ and extend the kingdom of God in the earth (Gen. 1:26-28).

2. There are ________________ reasons:
   a. To ________________ mankind.
   b. To ________________ others.
   c. To meet ________________ (Eph. 4:28; Acts 20:33-35).

3. There are ________________ reasons:
   a. To ________________ the will of God for my life (Acts 20:24).
   b. To ________________ that God has made it possible for me to become in Christ (Phil. 3:11-14).
   c. To receive ________________ from the Lord (I Pet. 5:4; II Tim. 4:6-8; I Cor. 9:24-27).

III. There are many examples of people who followed God’s model for work.

   A. __________ and work (Heb. 10:7; Luke 2:49; John 1:18; 4:34; 5:17; 9:4; 17:4; 19:30; I John 3:5, 8)
Jesus had a specific work that the Father had designed for Him to do. He was the _____________ who could do it. He had to stay _____________ on His mission. His mission required _________________. His mission was:

- To do _______________ of God.
- To be a _________________ of the Father to the world.
- To _________________ the power of God.
- To _________________ the works of the devil.
- To deal with sin in the _________________.

B. Paul (I Th. 2:9-12; I Cor. 15:10)

C. Others

Joseph, Nehemiah, Job, Daniel.

IV. In order to work for the right reasons we must get _______________ for our work.

______________ of a person with vision for his or her work:

A. I am ________________ God in my business life.

B. God is going to use me in my business life to ________________ kingdom.

C. I am going to have the opportunity to touch the ________________ in a significant way through the work that I do.

D. The world is going to be ________________ because I have touched it by the grace of God.

E. God is going to open doors for me that ________________ could walk through.
Lesson 4
Work and God’s Eternal Purpose

I. God wants His kingdom to come on earth as it is in heaven.

A. Jesus instructed us to pray that His ________________ and His will be done (Mt. 6:10).

B. His kingdom coming starts with ______________ themselves.

1. We must enter the kingdom ourselves through ________________.
   a. ________________ (Mt. 3:2; 4:17; Mark 1:15).
   b. ________________ the gospel (Mark 1:14-15).
   c. Be ________________ (John 3:3).
   d. Be born of __________ and the ____________ (John 3:5).
   e. Be ________________ (Mt. 18:2-4).
   f. Become like ________________ (Mt. 18:3; 19:14; Luke 18:16-17; Mark 10:14).
   g. ________________ the kingdom (Luke 16:16).

   “But now the Good News of the Kingdom of God is preached, and eager multitudes are forcing their way in.” —NLT

2. We must make the principles of the kingdom ________________ in our lives. We must therefore choose Him over other pressures that will confront us.
   c. Over ________________ (Mark 10:17-27).
   d. Over ____________ (Mt. 18:6-9).
   e. Over ____________ (Mt. 6:33).

3. We must structure our lives in such a way as ________________ God’s rule and reign in the earth.
C. His kingdom coming involves believers seeing themselves as _____________
______________ of the kingdom 100% of the time.

Different believers have different levels of commitment to this principle.

1. Some believers go to work with ________________ of being a representative
   for God in their place of business.

2. Some believers feel that the principles of the kingdom of God are not
   ________________ to the world of modern business.

3. Some believers see ________________ or importance in their jobs and see it as
   the boring part of their lives and are constantly waiting for the enjoyable and
   important things to happen after they “punch out.”

4. Some believers may actually do damage to the cause of Christ and kingdom
   extension by their ________________ and work performance.

5. Some believers see working with the unsaved as a painful necessity rather than
   a ________________.

6. Some believers do not see those with whom they work as their personal flock
   to shepherd or their personal garden to ________________.

7. Some believers feel that this message only relates to those who have positions
   of ________________ in the marketplace.

II. God’s kingdom comes when His purpose is exalted in every ______
______________________.

There are two aspects of the kingdom of God that are taught in the Bible.

A. The General Sense

In a general sense, the Kingdom of God refers to the ________________
that includes everything in the universe whether seen or unseen (Ps. 45:6; 145:10-
13; 10:16; 103:19).

B. The Specific Sense

In the specific sense, the Kingdom of God refers to the ________________
and only includes those spiritual beings and areas that are submitted to the will
and purposes of God.

It is in this specific sense that…

1. We can pray for God’s rulership, government or ________________ to come on
   earth as it is in heaven.
2. We can ____________ the Kingdom of God or extend God’s rule in the earth. We extend the Kingdom by bringing other freewill beings and areas of society under submission to the word and will of God.

III. **God’s kingdom is extended through believer’s who represent His purposes in life.**

God’s purpose as it relates specifically to the marketplace involves four main aspects that are laid out in Genesis 1:26-28.

A. _______________

This has to do with the fact that God made man in the image of God and He wants man to reflect His character. God wants His character and nature to be a present reality and a goal. This has to do with establishing holiness, integrity, excellence, justice, diligence and the fruit of the Spirit in the workplace.

B. _______________

God created man for the purpose of relationship and He wants a personal relationship with all of His creation all of the time. In order to have relationship with God, we must be going the same way that He is. We must not allow our relationship to be breached by betraying Him in the marketplace. We must see our mission to see others brought into relationship with Him by our witness to the world.

C. _______________

God wanted man to be fruitful and multiply. This translates into expansion, growth, increase, prosperity, abundance, influence and multiplication. God’s ultimate goal is that the earth be filled with the knowledge of the glory of the Lord as the waters cover the sea. God is the God of more and our lives should be characterized by continued expansion.

D. _______________

God wants us to take our talents, gifts and abilities and begin to do godlike function. He wants us to partner with Him. He wants us to learn to rule and reign with Him in this life. He wants us to be the head and not the tail in the affairs of this earth. Reigning with Him now will prepare us for reigning together with Him in eternity.

IV. **Every believer has a personal responsibility to help fulfill the dominion mandate in their area of rule (II Cor. 10:12-18).**
For we dare not class ourselves or compare ourselves with those who commend themselves. But they, measuring themselves by themselves, and comparing themselves among themselves, are not wise. 

13 We, however, will not boast beyond measure, but within the limits of the sphere which God appointed us—a sphere which especially includes you. 

14 For we are not overextending ourselves (as though our authority did not extend to you), for it was to you that we came with the gospel of Christ; 

15 not boasting of things beyond measure, that is, in other men’s labors, but having hope, that as your faith is increased, we shall be greatly enlarged by you in our sphere, 

16 to preach the gospel in the regions beyond you, and not to boast in another man’s sphere of accomplishment. 

17 But “he who glories, let him glory in the LORD.” 

18 For not he who commends himself is approved, but whom the Lord commends.
Lesson 5
Work and Money

I. Introduction

A. Many people today make career choices and determine job loyalty on the basis of the ______________________ that they will receive for their efforts.

B. Some of this is due to the ______________________ which gives expression to many of the self-centered desires enumerated in I Timothy 3:1-5.

C. Some of this is due to the ________________________ of the overall purpose for work.

D. If we are going to be able to fulfill our destiny before the Lord, we must deal with the issue of “the love of ____________” (I Timothy 6:10) and the love of ____________ (Luke 12:15).

II. Review God’s Purpose for Work

A. God’s purpose for work is not…

1. To make a living.
2. To work so that I can rest.
3. To accumulate wealth.
4. To secure the future.
5. To enhance social status.

B. God’s purpose for work is…

1. God-ward
   a. To serve God.
   b. To glorify God.
   c. To be good stewards of the gifts and graces of God.
   d. To extend God’s kingdom and fulfill His purpose.

2. Man-ward
   a. To benefit mankind.
   b. To bless others.
   c. To meet human needs.

3. Self-ward
   a. To accomplish God’s will for my life.
   b. To become all that God has made it possible for me to become in Christ.
III. Wrong Concepts of Prosperity and Abundance

A. Prosperity

1. The wrong concept—True prosperity is __________________________.

Dr. Cho said, “Americans tend to equate prosperity with money. However, in the Orient we have a different idea. Prosperity means successfully fulfilling the goal. One must not connect prosperity with financial success because, in many cases, having prosperity means losing all…I am sick of hearing prosperity being connected with money. Prosperity is successfully fulfilling the goal that God has set for us.” (Charisma Magazine, March 1988).

2. The right concept—True prosperity is successfully reaching ____________ for my life.

“To find his place and fulfill it is success for man.” –Phillip Brooks

a. God desires that his people prosper and He promises that they will prosper as they __________________________.

b. Prosperity comes when we live ______________________ with God and His word. Those who live according to God’s word have many promises found in Psalm 119, the Psalm of the Word.

• We will experience blessing (vs. 1-2).
• We will not be ashamed or suffer embarrassment (vs. 6, 22, 31).
• We will be cleansed (vs. 9).
• We will be strengthened (vs. 28).
• We will find great freedom (vs. 45).
• We will find new excitement in serving the Lord (vs. 50, 93).
• We will experience God’s mercy (vs. 77).
• God will deal with our enemies (vs. 78).
• We will have good friends (vs. 79).
• We will have inner peace (vs. 165).
• We will experience life to the full (vs. 116, 144).
• We will experience God’s presence (vs. 151).

B. Abundance

1. The wrong concept—Monetary abundance is ________________ of a lifestyle that is pleasing to the Lord and is to be ______________by the recipient.

“While we fight among ourselves about doctrine, we are united in the common worship of money and material success.” –Eric Gill

Dr. Cho said, “In the United States, prosperity teaching could not have caused problems had Christians used prosperity for the building of the kingdom of
God, but many Christians claim prosperity just to buy a Cadillac, to have a big home and to live a sumptuous life. That is a very degenerated Christianity.”

2. The right concept—Monetary abundance is a ____________ of God that he expects to be utilized for His purposes.

“Money, material though it be, does not lie at the base of the most useful work you do. In itself nothing, it is the basis of much of the best effort which can be made for spiritual purposes.” —A. J. Balfour, 1918

IV. A Balanced Perspective

A. The Example of Jesus

1. Jesus’ meat was to do the will of the Father.

2. If in doing so it meant ______________, He was willing to do so.

3. He came to minister or to serve others. To do so He had to limit the expenditures of ________________ on Himself.

4. Jesus advocated a simplicity of life. This was a ______________ on His part so that He could “minister and give His life a ransom for many.”

B. Considerations for Our Life

Bernbaum in his book, Why Work? Summarizes the teaching of the Bible this way:

1. A high salary should be extremely __________ on the list of criteria for assessing career options.

2. Considerable ____________ should be shown in our expenditures, with the concept of limited lifestyle providing room for the legitimate enjoyment of the good things of God’s creation coupled with an avoidance of superfluity.

3. The balance between personal expenditure and giving to various aspects of the work of the kingdom should be tilted in favor of ________________.

4. Our model is to be like Christ and it is one not of upward mobility but _________________.

5. When God begins to bless financially, it creates for us a major __________ responsibility.

The following quote is taken from the book, Work, Work, Work! by Ben Patterson:
“All work, from the simplest chore to the most challenging and complex undertaking is a wonder and a miracle. It is a gift and a blessing that God has given to us to be something like He is, and to do something like He does—to rule the earth as His stewards. To work is to do something that is essential to our humanness.

“God made us workers so that we might be like Him and have the joy and fulfillment of doing with the world something like the thing He Himself does. We were made to work.

“If we truly ordered our lives according to the biblical idea of work, we would ask of ourselves and our work not ‘How much will I make?’ but ‘Will this work use my abilities and gifts to the fullest?’

“If we cannot see the work we do in some way the fulfillment of our call to be like God and to exercise His love and authority over creation, then one of two things is wrong. Either we lack the vision or skill to see and should ask God for clarity to relate the work we do to His purposes or the work that we are doing is unworthy and we should promptly get out of it.

“A salary and a profit should be the by-product of good work well done, not the reason for the work in the first place. When they become the chief reason for work, then our work ceases to be for the glory of God and becomes something we do for our own glory. When that happens, our work goes sour.

“If we truly believed and ordered our lives according to the biblical idea of work, we would also take on a new attitude toward both work and leisure. If we really believed that work is something for which God made us—that we live to work, not work to live—then we would not look upon our work as something we must hurry up to get done so that we can get on with our play. We would look upon our play and rest as a change of pace or rhythm that refreshes us for the delightful purpose of getting back to the work God created us to do.”

V. Questions to Ponder

A. If money is a secondary consideration to work, should anyone ever be ___________________?

B. If my work is an expression of my calling, can I function whether I am ________ or not?

VI. Concluding Thoughts

A. God has provided ______________ for us to meet the needs of our family.

B. Every worker should _____________ from the fruit of his or her labors.
C. We all need to develop an attitude of _______________ rather than _______________.

D. We should pursue a lifestyle of __________, not ______________.

E. We should cultivate habits of ________________, not ____________. God fully intends for us to give money away (I John 3:17-18).

*By this we know love, because He laid down His life for us. And we also ought to lay down our lives for the brethren. But whoever has this world's goods, and sees his brother in need, and shuts up his heart from him, how does the love of God abide in him? My little children, let us not love in word or in tongue, but in deed and in truth. I John 3:16-18*
Lesson 6
Choosing Your Life’s Work

I. Does God have a specific career for every person? Is a career the same thing as a “calling”? Is there only one job for me?

A. God has made us with the ability to function in many different realms. The talents, gifts and abilities that we possess could find expression in a ___________ ________________.

B. God wants us to have a job/career that ________________.

1. The truth is most people ________________ their jobs.

2. Unless we are doing something we enjoy doing our job satisfaction, our commitment and our diligence will be ________________.

3. What are the things that you especially ___________? Could any of these things serve as the basis for a career?

C. God wants us to have a job/career that ________________.

1. Merely enjoying an activity is ________________.

2. My career must also be a ________________ as judged by the world around me.

3. I must be seeking more than a large salary or a comfortable position; I must be seeking to be ________________ to the wellbeing of others and the benefit of mankind.

D. One should exercise caution in seeing one particular job as ________________ from the Lord.

1. If your job is your calling, it is ________________ in which you can fulfill your destiny.

2. If one specific job is your calling, what happens if the job ________________, the company folds, the occupation becomes obsolete or you lose the ability to do the specific tasks related to that job?

E. Regardless of your specific job or career, every believer has ________________ ____________ from God that will affect how he or she functions in the marketplace. It is this call in which we are to “walk worthy” (Eph. 4:1).

1. We are called:

   a. With a holy calling (II Tim. 1:9)
b. By grace (Gal. 1:15)
c. By the Gospel (II Th. 2:14)

2. We are called unto:
   a. His purpose (Rom. 8:28)
   b. Liberty (Gal. 5:13)
   c. Peace (I Cor. 7:15)
   d. Fellowship (I Cor. 1:9)
   e. His Kingdom and Glory (I Th. 2:12)
   f. Eternal life (I Tim. 6:12)
   g. Glory and Virtue (II Pet. 1:3)
   h. Blessing (II Pet. 3:9)

3. We are called to be:
   a. Saints (Rom 1:7; I Cor. 1:2)
   b. Sons (I John 3:1)
   c. Disciples (Mt. 28:18-20)

II. What are the foundations to choosing a life’s work or career?

A. Understanding ___________________. How has God made you (Ps. 139:13-16)?
   1. My natural talents and abilities
   2. My physical, emotional or mental limitations
   3. My aptitudes and personality type (artistic, detail person, etc.)
   4. My interests, desires, passions and hobbies
   5. My natural history, culture and context

   You may want to take one of several diagnostic tests that are available to assist you in your self-analysis (such as SIMA, or System for Identifying Motivated Abilities).

B. Understanding __________________.

   1. The Country
   2. The City
   3. The Needs Around You

C. Understanding ________________ (I Chr. 12:32).
   1. We have more choices than ever before.
   2. Because of the times many of the choices will be obsolete in a few years.
   3. At any given time certain fields are expanding and other fields are shrinking.

III. What do I need to do with this information?
A. ___________________ job choices that seem to fit you.

B. ___________________ people who are involved in those careers.

1. Some questions that you can ask include:
   a. Why did you choose this field?
   b. How did you prepare yourself for this field?
   c. What do you dislike about it?
   d. What do you like about it?
   e. What advice would you give to me if I would like to enter this field?

2. _______________ workplaces where this work is done.

C. Make ___________________.

1. Use wisdom in making decisions.
   a. Wisdom from the _________________.
   b. Your own ________________ of wisdom including past job experiences.
   c. The wisdom of _______________ (Parents, pastors, counselors).

2. _______________ for His guidance and His peace.

3. Make a definite _______________.

4. _______________ your choice fully unless you hear otherwise (Is. 30:21).

5. Be prepared for _______________ along the way.

6. Be willing to start _______________.

D. Put yourself on a pathway _______________.

1. Preparation
2. Training
3. Focus
4. Application or presentation.
   a. Your appearance
   b. Your details (resume)
   c. Your follow through

E. Adjust your lifestyle for success.

1. Limit your day to day choices.
2. Weigh carefully each decision.
F. Do not be afraid to ________________ as things change and as the Lord leads.
Lesson 7
The Only Policy

I. Introduction

A. A recent survey of top executives of large companies revealed that there is a common concern in the workplace.

1. Employers were most annoyed at the _______________ and __________ ____________________________ of so many of their employees.

2. The second most prevalent complaint was that of employee “goof-offs” and ____________________.

3. Some of the other major complaints included:
   a. Absenteeism and lateness
   b. Not following instructions or ignoring company policy
   c. Whining and complaining about the job or company
   d. Lack of commitment, dedication and concern
   e. Laziness and lack of motivation and enthusiasm
   f. Overall bad attitudes when asked to do things

B. Honesty should be the ______________________ for the Christian worker.

1. Honesty implies __________________ to lie, steal, defraud or deceive under any circumstances.

2. True honesty is not ___________________. If you find your sense of honesty adjusting when the truth may not be to your advantage, you are a dishonest person.

3. There are no _____________ of honesty.

C. __________________ should be the mark of the Christian in the workplace.

1. Integrity implies such ______________________ that one is incorruptible or incapable of being false to a trust or to a responsibility or to one’s own standards.

2. Integrity is a steadfast adherence to a strict moral or ______________ code.

3. Integrity is the quality or condition of being whole or ___________________.
   A person of integrity is everywhere the same person.

II. Problems in Education
Some of the problem lies with the educational systems of our modern day world. Many school systems are adopting values clarification principles that tend to put into question all ________________.

A. All ethical behavior is seen as situational and exercises are sometimes aimed at creating scenarios where it is ________________ to lie, cheat or steal.

B. Students involved in business administration ________________ the notion that they will have to engage in behavior that is less than ethical.

C. There seems to be a ________________ where, on the one hand, employers are looking for people of honesty and integrity and yet, at the same time, they are themselves being trained in and utilize questionable business practices.

III. Pressures in the Workplace

In addition to educational issues, there is pressure in the workplace to compromise standards of honesty and integrity.

A. There are pressures at the ________________ level.

B. There are pressures on the ________________ level. There is pressure to:

1. Slow down work
2. Participate in or cover up employee theft
3. Misrepresent a product
4. Pad bills and magnify expenses
5. Enhance benefits and expense accounts
6. Utilize company assets for personal enjoyment

Jerry White in his book Honesty, Morality and Conscience states, “The influence of people on people is a powerful force, affecting everyone...A reasoning mind can become powerless in the face of this pressure. Even the most committed individualist conforms in some ways to the lifestyle of others.

“This influence is stronger than any of us would like to admit. We want to act individually and independently, but in reality we conform much of our life to those around us. The pressure we face from others is one of the greatest barriers to making proper ethical decisions.”

IV. What the Bible Says

A. You never have to compromise justice to have success (Deut. 16:19-20, NLT).

B. You do not have to cheat people to be prosperous (Deut. 25:13-16, NLT).
C. You do not have to apologize for God’s high standards (Pro. 16:11, NLT).

D. Being honest is better than being rich (Pro. 19:1, NLT).

E. Integrity is part of the inheritance that you can to pass on to your children (Pro. 20:7, NLT).

F. True integrity means treating everyone with the same care (Pro. 20:10, NLT).

G. Dishonesty may seem to gain one an advantage in the short term, but in the long term one’s dishonesty will be a man’s undoing (Proverbs 20:17, LB).

H. Honesty at all times is a great way to keep your conscience clear (Acts 24:16, NLT).

I. Integrity means that we have not wronged anyone, led anyone astray or taken advantage of the weak in our dealings with people (II Cor. 7:1-2, NLT).

J. Integrity means that we handle finances in a open and honorable way (II Cor. 8:19-21, NLT).

K. Integrity means living honorably in everything that we do whether it be in our work life or in other aspects of our life (Heb. 13:18, NLT).

L. Integrity will be a testimony to the world and will influence them to believe your message (I Pet. 2:12, NLT).

V. **Bringing Honesty into the Workplace**

A. A Commitment to _________________________ (Deut. 25:13-15)

   A just weight is the giving of a full amount in exchange for a full payment. This implies:

   1. Giving __________________ for what is paid for.
   2. Giving exactly what is ____________________.
   3. Providing a service that is in keeping with what is ________________.
   4. Setting a __________________ for services rendered.
   5. Giving a ________ day’s work for a _________ day’s pay.

B. A Commitment to ___________________________ (II Cor. 8:21)

   Total honesty means that, to the best of our knowledge, we are speaking the truth to everyone including our employer, our co-workers, our employees and our customers. This implies:

   1. Accurately reporting our use of ________.
2. Accurately __________________________ and our abilities on our resumes and job applications.
3. Accurately __________________ the length and cost of jobs.
4. Accurately reporting business __________________.
5. Not promising delivery or performance that you know is ________________.

VI. Things that will Help Us

There are several things that will help us to keep honesty as the only policy.

A. An Attitude of ________________

If in our work we think of ourselves as servants of God, our employers, our employees and our customers, it will keep from doing anything that would injure or defraud them.

B. A Sense of ________________

If in our work we know that God will hold us accountable even if our boss does not then we will be more careful in how we represent ourselves.

C. A ________________ Profit

If we understand that God is in full support of us making a reasonable profit, then we will not feel guilty when we build that into our service. The whole principle for being in business is to make a profit. But our reasonable profit must be coupled with a reasonable wage for our employees.

D. The ________________ of God

If we understand that God is the rewarder of those who diligently seek Him, then we will understand that we do not have to compromise our principles of faith to receive His blessing.

VII. Reestabishing Your Testimony

This section is for those who have not done well in the area of honesty in the workplace. If you are going to be God’s representative in the workplace, it may mean reestablising yourself as an honest person. Here are some steps in that process.

A. Acknowledge your ________________ before the Lord.

B. Abandon all ________________ and the shifting of blame to others.

C. Apologize to anyone who is ________________. 
D. Accept the ____________________ of your actions.

E. Atone for or make ____________________ where necessary.

F. Acquire other relationships that will help to bring ____________________ to your life.
Lesson 8  
The Price of Excellence  

I. Introduction  

A. The goal of all work is not simply to please men but to please and __________ _______ (Col. 3:23).

1. Colossians 1:10 says that we are to “walk worthy of the Lord, fully pleasing Him, being fruitful in __________________________.”

2. Pleasing the Lord involves many things, but in relation to our work it means at least seven specific things.

   When we work “________________________” it means that…

   a. We offer our ______________ to the Lord (Mal. 1:8).

   b. We live ____________ lives before the Lord (I Chr. 29:17; Pro. 11:20).

   c. We diligently seek what is ____________________________ (Pro. 11:27; Heb. 13:16).

   d. We obey _________________ of the Lord (I Sam. 15:22).

   e. We use __________ weights and measures in all of our dealings (Pro. 11:1; 12:22; 16:11-15).

   f. We use honest business practices and keep ____________________ (Eccl. 5:4-6).

   g. We choose _________________ and wisdom over temporal riches (I Kgs. 3:10-14).

3. God promises ______________________ to those who seek to please Him.

   a. God will give you _____________ with your enemies (Pro. 16:7).

   b. God will bring you into a ____________________________ (II Sam. 22:20).

   c. God will establish your ____________ (Ps. 37:23-24).

   d. God will _______________ you (Ps. 37:23-24).

B. Therefore, excellence before the Lord is the most important thing no matter how this excellence is ____________________________.

   1. We are to concentrate our effort on receiving God’s ________________ ________________ (II Tim. 2:15).
2. Ultimately, God is the one who will judge __________________________
   (I Cor. 3:13-15; Mt. 16:27; Rev. 20:12-13).

C. God did not promise us that men would always accept us, always appreciate us,
   always agree with us, always rejoice over our standards or always commend us for
   ____________________________.

1. The Bible says that we are to beware “when all men ____________________
   of us” (Luke 6:26).

2. The Bible says that the world __________________________ because we are
   not of the world system (John 15:18).

3. The Bible says that at times _______________________ for doing what is

4. The Bible indicates that ____________________ often precedes exaltation
   (Heb. 12:1-2).

II. The Cost of Excellence

A. Sometimes the cost involves making the personal sacrifices required to become
   ________________________ at what we do. This may involve the following:

1. _______________________ Sacrifices
   a. The expense of going to ________________.
   b. The expense of investing in ____________________, books and other
      equipment that is needed.
   c. The expense of ______________________ while training or building your
      reputation.
   d. The loss of income resulting from your refusing a promotion that would
      involve ______________________ of your integrity.
   e. The loss of revenue from losing a sale that you could most likely make if
      you had ________________________.

2. Sacrifices of ______________
   a. The time it takes ______________________ and to educate yourself for
      excellence.
   b. The extra time that it takes to do a ______________________.
c. The time that it takes to be _______________ and honest with the use of your time at work.

d. The time that it takes to occasionally _______________ for the sake of the well-being of your employer and/or customer.

3. Social Sacrifices

   a. The sacrifice of not being “______________________” because of your standards.

   b. The sacrifice of _________________relationships from peer pressure on the job.

B. There are additional costs that may be required to achieve excellence.

   1. It may cost you the _________________.

      “Christians must be willing to risk the loss of business to maintain a clear conscience.” --Jerry White, Honesty, Morality and Conscience, pg. 29

   2. It may cost you ________________.

III. The Reward of Excellence

It must be remembered that God will _________________ you for your faithfulness and spirit of faith (Heb. 11:6).

A. The reward is not always _________________ (Heb. 6:10-12).

B. The reward is not always in the form of _________________ (Mt. 5:3-12).

   • Blessed are the poor in spirit, for theirs is the kingdom of heaven.
   • Blessed are those who mourn, for they shall be comforted.
   • Blessed are the meek, for they shall inherit the earth.
   • Blessed are those who hunger and thirst for righteousness, for they shall be filled.
   • Blessed are the merciful, for they shall obtain mercy.
   • Blessed are the pure in heart, for they shall see God.
   • Blessed are the peacemakers, for they shall be called sons of God.
   • Blessed are those who are persecuted for righteousness’ sake, for theirs is the kingdom of heaven.
   • Blessed are you when they revile and persecute you, and say all kinds of evil against you falsely for My sake. Rejoice and be exceedingly glad, for great is
your reward in heaven, for so they persecuted the prophets who were before you.

C. The reward, however, is ________________ (II Chr. 15:7; Luke 18:29-30).

But you, be strong and do not let your hands be weak, for your work shall be rewarded! II Chronicles 15:7
Lesson 9
Promotion through Excellence

I. Introduction

A. Promotion

1. Promotion can be defined in the following ways:
   a. To contribute to the ____________, development or growth of, to further, to encourage.
   b. To advance to a ____________position, grade or honor.
   c. To work in behalf of; advocate an activity.

2. Some of the synonyms that apply to the word “promote” are “advance, aid, assist, elevate, encourage, excite, forward, foster, further, help, prefer, ____________.”

3. We promote a person by advancing, ____________ or exalting him or her to a higher position of dignity or honor.

4. Key biblical verses that deal with promotion:
   a. Psalm 18:48c
   b. Psalm 37:34a
   c. Psalm 75:6-7
   d. Psalm 89:17
   e. Psalm 112 (especially verse 9)
   f. Proverbs 4:7-9

B. Excellence

1. Excellence can be defined as the quality or state of surpassing, exceeding or out doing ____________________________ in any area of life.

2. The marks of excellence in the life of the believer include such things as:

<table>
<thead>
<tr>
<th>Accuracy</th>
<th>Dedication</th>
<th>Humility</th>
<th>Resourceful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambition</td>
<td>Determination</td>
<td>Industrious</td>
<td>Responsible</td>
</tr>
<tr>
<td>Attentiveness</td>
<td>Diligence</td>
<td>Initiative</td>
<td>Self-controlled</td>
</tr>
<tr>
<td>Carefulness</td>
<td>Discipline</td>
<td>Integrity</td>
<td>Skillful</td>
</tr>
<tr>
<td>Commitment</td>
<td>Discretion</td>
<td>Joyfulness</td>
<td>Steadfast</td>
</tr>
</tbody>
</table>
Cooperative  Dutiful  Learning  Thankful  
Cleanliness  Efficient  Motivated  Thrifty
Conscientious  Enthusiastic  Persevering  Thoughtful
Consecration  Faithful  Pride  Virtuous
Considerateness  Helpful  Productive  Willing
Courteous  Honest  Punctual  Wise
Zealous

3. The more these things pervade our life the more ____________________ we are going to have, the more _____________________ we are going to be and the more ___________________ we are going to be in establishing God’s dominion.

II. The spirit of excellence paves the way for promotion.

A. It helps you to be what God wants _______________________.

B. It helps you to pursue the qualities ________________________________.

C. It helps you to gain ________________________ of God and man (Luke 2:52; Acts 2:46-47).

D. Favor invariably leads to _______________________.

III. The life of Joseph illustrates promotion through a spirit of excellence.

A. Joseph was one of the______________ characters in the Bible.

B. Joseph had a very high _________________ for his life.

C. Joseph endured contradiction of circumstances in the realization of his ________ _________________.

1. Joseph’s dreams ______________________ by those closest to him.

2. Joseph aroused ______________________ of others who plotted to destroy him and his vision.

3. Joseph was _______________________ and misrepresented.

4. Joseph was mistreated by those he was trying ________________.

5. Joseph was continually _________________________ of the ladder of success through no fault of his own.

6. Joseph was ________________________ by those he had befriended and by those who could have put in a “good word” for him.
D. Joseph maintained ______________________ in the face of contradiction and the rejection of others with different standards.

E. Because of this, Joseph gained the _________________________ (Gen. 39:3-6, 21-23).

F. Joseph was careful to maintain the purity that made him to prosper even in the face of loss of reputation and ______________________.

G. Joseph’s spirit of excellence caused him to ______________________ in every setting.

1. Potiphar’s House (Gen. 39:1-6)
2. The Jailor’s Jail (Gen. 39:22-23)
3. Pharaoh’s Egypt (Gen. 41:38-44)

H. Joseph found favor in all of these arenas because of several things.

1. He was _____________________ to the dealing of God in his life.
2. He did not become a complainer concerning his ________________________.
3. He treated the possessions of others ________________________.
4. He did not ________________________ of his position for personal favors and to get even with those who had offended him on the way up.
5. He was absolutely ______________in his dealings people.
6. He had the blessing of God on his life and ____________________________.

IV. There are several other biblical examples of promotion through excellence.

A. Daniel was a man who found similar favor and promotion without having to _________________ his relationship to God (Dan. 1:3-4, 17-20; 5:11-14; 6:3).

B. Apollos was a man who did everything to the ____________________________ and found the favor of God on his life (Acts 18:24-28).

V. There are several keys to experiencing God’s promotion.

A. Do not strive for promotion; ________________________________ (Mark 10:43-45; Pro.15:33; 18:12; 22:4; 27:2).

B. Do not _________________; wait for God to act in your behalf (Ps. 37:1-7; Pro. 29:23).
C. Do not compromise your standards; be raised up __________________________
________________________ (Pro. 21:21).

D. Seek ______________________, not promotion (Mt. 6:33; I Sam. 2:30c).

E. Be excellent in ________ that you do.

F. Be ________ you are supposed to be, ________ you are supposed to be
and ________ you are supposed to be and God will take full responsibility for
your success and promotion.

VI. What are the things that should motivate us to excel?

As believers who desire to be used of the Lord to extend His kingdom in the earth,
we are motivated by:

A. A spirit of ______________________ for God’s gift of salvation.

B. A fervent desire __________________ the Lord in the work that we do (Eph.
6:5-8; Col. 3:22-25).

C. A realization that the enemy of God’s purposes is also ______________________

D. A desire to fulfill the __________________________ given by God.

E. A desire that the world would get an ______________________ picture of Christ.

F. A desire to receive the ______________________ of the Lord, “Well done!”

Philippians 1:9-11

I pray that your love for each other will overflow more and more, and that you will keep on
growing in your knowledge and understanding. For I want you to understand what really
matters, so that you may live pure and blameless lives until Christ returns. May you always be
filled with the fruit of your salvation—those good things that are produced in your life by Jesus
Christ—for this will bring much glory and praise to God.
Lesson 10
Something Better than Gold

I. Introduction

A. When you merely say certain names, they evoke ________________ or an image. They evoke a certain character quality.

B. What do people think of when they hear ________________?

C. What ____________________ people to think of when they hear your name?

II. It is possible to have a ________ name or a ________ name.

A. Your name is equal to ________________________. A reputation can be defined in several ways.

1. A reputation is the account, estimation, value or opinion of character generally ___________ about a person or thing.

2. A reputation is the general estimation of a person or thing as ___________ _______.

3. A reputation is a possession that is frequently not discovered until _________ ________.

B. The Bible gives examples of both positive and negative reputations.

1. Nabal was a man who had a _______ name and reputation (I Sam. 25:25).

2. Abraham was a man who had a ________ name by virtue of his faithfulness to God (Gen. 12:2; 18:19; Mt. 3:9; John 8:33; Acts 12:26).

C. Your name is not just a verbal sound when your name is spoken; it represents ________ to the world. It is something that _____________ and distinguishes you from all others.

D. A good name is a title that ___________________________ because the person behind it can be consistently depended upon to do what is legally and morally right, whatever the cost.

III. A good name is absolutely _____________ if we want to succeed.

A. We represent ________________________ (II Cor. 3:2-3).

B. We honor _________________ by it (Pro. 28:7).
C. We pass it on to __________________ (Pro. 10:7).

D. We need it for life’s ________________ (Acts 6:3; I Tim. 3:7; Heb. 11:39; III John 12).

IV. There are many things that can affect the _______________ of your name.

A. Your ______________ (Ps. 15:4).

B. Your ______________ (I Sam. 18:30b).


Judge a man by the reputation ___________________. – Arabian Proverb

The way you gain a good reputation is to endeavor to be what you desire to ___________________. – Socrates

V. If a person is going to have a good name, he or she must _________ _________ (Pro. 22:1; Eccl. 7:1a).

You must choose a good name __________. You must choose a good name every time you...

B. Open __________________________.

C. Get involved in ___________________.

D. Make ____________________________.

E. Set out __________________________.

VI. God is in the business of ____________________ our names.

Changing your name or your reputation takes a ________________, but with God’s help it can be done.

A. If you have had a bad name or reputation, you do not have to live with it ________________.

1. Jacob (deceiver) became Israel (__________________) with one touch from the Lord (Gen. 32:27-28).
2. Sarai (contentious) became Sarah (______________) when she put her trust in the Lord (Gen. 17:15).

B. In many cultures when people become Christians they ____________________.

C. Every believer has the power ____________ to change their name.

VII. Your name ultimately is a ________________ or a monument.

A. The Hebrew word for “name” comes from a word that means “memorial” or “monument” (Pro. 10:7).

B. Alexander the Great understood the legacy of a name.

C. What is your name?

VIII. Conclusion

A. What does your name __________ in the business community? On the job? In your neighborhood?

B. It means what ________________________________.

C. We must _____________ a good name.

D. God promised Abraham that He would make his _______________ and he would make him a ____________________.
Lesson 11-12
The Christian Business Person’s Code of Ethics

The Christian Business Person shall:

1. Acknowledge the Lordship and ______________ of Jesus Christ in his or her personal and business life (Phil. 2:9-11; Lk. 6:46-49).

2. Acknowledge his purpose for being in business is to glorify God by using his or her business as a vehicle to, (a) reach out to ________________, (b) fund God’s work, (c) supply ________________ and (d) generate enough ________________ to continue and expand the business (I Cor. 10:31; I Pet. 4:11).

3. Acknowledge his or her order of priority shall be to (a) uphold biblical principles, (b) ________________, (c) offer a ______________ product or service and (d) realize a reasonable profit (Matt. 6:33; Mark 10:42-45).

4. Submit to all of ________________ on a national, provincial and local level, providing there is no violation in his or her duty to God (Rom. 13:1-7; Tit. 3:1-2).

5. Acknowledge the authority of the ________________ in the settling of business and financial disputes between fellow Christians and will, therefore, submit to arbitration in such matters (I Cor. 6:1-8).

6. Engage in no activity that would bring reproach to the Christian ________________ (II Cor. 4:1-2; Rom. 2:23-24).

7. Acknowledge his or her responsibility for his or her actions, attitudes and verbal promises as well as those of his or her ________________ (Matt. 12:36-37).
8. Strive, at all times, to represent his or her product or service __________________
__________________ and reflect Christ in every business transaction (Eph. 4:17-25).

9. Avoid exaggeration, misrepresentation or concealment of pertinent facts in the
_____________ of his or her product and/or service (Lev. 19:35-37; Pro. 11:1).

10. Honor both his or her ___________ and written commitments, even to his or her
own detriment (Ps. 15:4; Lev. 5:4).

11. Be diligent and conscientious in the handling of ___________ and financial
obligations (Rom. 13:8).

12. Promote respect for his or her business and product by being ___________ in
his or her personal appearance, courtesy, punctuality and attitudes (I Tim. 4:12; Tit.
2:7).

13. Acknowledge that God requires and honors ___________ in the performance
of all business responsibilities and commitments (Pro. 13:4; 10:4-5).

14. Not show _______________ toward a client or potential employees while providing
his or her product and/or service (Lev. 19:15; Pro. 28:21).
15. Establish and maintain honorable relationships with ______________ and other business associates (Lev. 19:16).

16. Endeavor to place the interests of ___________ above his or her own interests (Phil. 2:3-4).

17. Constantly maintain due respect and a __________________ toward those to whom he or she offers his product and/or service (Gal. 6:10).

18. Treat all employees with consideration, uprightness, respect, love and _________________ (Col. 4:1; Pro. 12:10).

19. Recognize his or her responsibility to his or her employees _______________ them vocationally and to be committed to their spiritual welfare, their emotional stability, their physical health and safety and their financial well-being (Col. 4:1; Eph 6:9).

20. Regard his or her employees as an important resource for positive input into his or her business practices and shall, therefore, provide _______________ for constructive feedback and communication (Job 31:13-15).

21. Continually seek to maintain and improve his or her professional ______________, skill and competence in his or her field of endeavor (Pro. 22:29; Eccl. 10:10).
22. Endeavor to show a Christ-like ________________ for the truly needy (Pro. 14:31; 28:8).

23. Justifiably regard it as honorable and pleasing to God to earn a ________________ ________________ on his or her labor and investment (I Cor. 9:7-9; I Tim. 5:18).

24. Acknowledge that his or her business is an avenue ________________ to the world and, therefore, will endeavor to reflect godly principles to the world through his or her business (Matt. 5:16; I Pet. 2:11-12).

MOTTO

*Now this is our boast: Our conscience testifies that we have conducted ourselves in the world, and especially in our relations with you, in the holiness and sincerity that are from God. We have done so not according to worldly wisdom but according to God’s grace.*

II Corinthians 1:12, NIV

GOD’S PROMISE

*Be strong and very courageous. Obey all the laws Moses gave you. Do not turn away from them, and you will be successful in everything you do.*  Joshua 1:7 –NLT
The Christian Business Person’s CODE OF ETHICS

It is the belief and firm conviction of the undersigned that the Holy Bible is the inspired Word of God and is the highest and absolute authority for all areas of life, including business and finance, therefore, we adopt and ascribe to the following:

The Christian Business Person Shall…

1. Acknowledge the Lordship and ownership of Jesus Christ in his personal and business life (Phil. 2:9-11; Lk. 6:46-49).
2. Acknowledge that his or her purpose for being in business is to glorify God by using his or her business as a vehicle to, a) reach out to the needy, b) fund God’s work, c) supply families needs and d) generate enough profits to continue and expand the business (I Cor. 10:31; I Pet. 4:11).
3. Acknowledge his or her order of priority shall be to a) uphold biblical principles, b) serve people, c) offer a quality product and/or service and d) realize a reasonable profit (Matt. 6:33; Mk. 10:42-45).
4. Submit to all of the laws of the land on the national, provincial and local levels, providing there is no violation in his or her duty toward God (Rom. 13:1-7; Tit. 3:1-4).
5. Acknowledge the authority of the local church in the settling of business and financial disputes between fellow Christians and will, therefore, submit to arbitration in such matters (I Cor. 6:1-9).
6. Engage in no activity that would bring reproach to the Christian community (II Cor. 6:1-2; Rom. 2:28-3:9).
7. Acknowledge his or her responsibility for his or her actions, attitudes and verbal promises as well as those of his or her employees (Matt. 12:32-37).
8. Strive, at all times, to represent his or her product or service fairly and honestly and reflect Christ in every business transaction (Eph. 4:17-25).
9. Avoid exaggeration, misrepresentation or concealment of pertinent facts in the representing of his or her product and/or service (Lev. 19:32-37; Prov. 11:1).
10. Honor both his or her verbal and written commitments, even to his or her own detriment (Ps. 15:4; Lev. 5:4).
11. Be diligent and conscientious in the handling of all debts (Ps. 37:21; Rom. 13:8)
12. Promote respect for his or her business and product by being an example in his or her personal appearance, courtesy, punctuality and attitudes (I Tim. 6:10; Tit. 2:7).
14. Not show prejudice toward any client while providing his or her product and/or service (Lev. 19:15; Prov. 28:21).
15. Establish and maintain honorable relationships with competitors and other business associates (Lev. 19:16).
16. Endeavor to place the interests of others above his or her own (Phil. 2:3-4).
17. Constantly maintain due respect and a servant's attitude towards those to whom he or she offers his or her product and/or service (John 13:14-15; Gal. 6:10).
18. Treat all employees with consideration, uprightness, respect, love and generosity (Col. 4:1; Prov. 12:10).
19. Recognize his or her responsibility to his or her employees to equip them vocationally and to be committed to their spiritual welfare, their emotional stability, their physical health and safety and their financial well-being (Col. 4:1; Eph. 6:9).
20. Regard his or her employees as an important resource for positive input into his or her business practices and shall, therefore, provide an avenue for constructive feedback and communication (Job 31:13-15).
21. Continually seek to maintain and improve his or her professional knowledge, skill and competence in his or her field of endeavor (Prov. 28:20, Ecc. 10:10).
22. Endeavor to show a Christ-like compassion for the truly needy (Prov. 14:31; 28:5).
23. Justifiably regard it as honorable and pleasing to God to earn a reasonable return on his or her labor and investment (I Cor. 9:7-9; I Tim. 5:18).
24. Acknowledge that his or her business is an avenue of witness to the world and, therefore, will endeavor to reflect godly principles to the world through his or her business (Matt. 5:16; I Pet. 2:11-12).

MOTTO...

"Now this is our boast: Our conscience testifies that we have conducted ourselves in the world, and especially in our relations with you, in the holiness and sincerity that are from God. We have done so not according to worldly wisdom but according to God’s grace." II Corinthians 1:12 NIV

GOD'S PROMISE...

"Be strong and very courageous. Be careful to obey all the law my servant Moses gave you; do not turn from it to the right or to the left, that you may be successful wherever you go." Joshua 1:7 NLT