

How-to Aids

FOR THE CGO AND JT BOARDS



MAY 2005
FD/MM/FM

CGO Practical How-to Aid

FOR THE HOME STEERING COUNCIL AND CGO CRITERIA MONITOR
BY THE INTERNATIONAL CGO BOARD

Following are some pointers which we hope may be of help to the Home's Steering Council and the CGO criteria monitor. This how-to aid consists of two lists: One is a list of responsibilities grouped by general topic. The second list consists of reminders grouped by frequency (daily, weekly, monthly). Many of the same points are covered in both lists, although the second one goes into greater detail.

As explained in GN 1109, "Getting Stronger—Part 2," it is the responsibility of the Home shepherds and Home managers to make sure that the Home is fulfilling the Home criteria for each pillar. Ultimately, of course, it's the Home members themselves who share in the responsibility through Home accountability. But the Home shepherds and managers are responsible to make sure that the Home is shepherded and managed in such a way as to fulfill the Charter and board criteria.

When it comes to the CGO board criteria, some aspects of the criteria would fall more to the Home shepherds, as they involve shepherding aspects, while others would fall more under the managers. How you determine who is responsible to take care of what will depend on the makeup of your Home shepherds and managers, and they can work that out between themselves. We won't mandate here which body must be responsible for which duties, although there are some suggestions made throughout the file.

Also explained in GN 1109 is that each Home is responsible to elect a CGO criteria monitor. This monitor is to be a "voice" in the Home, to help the Steering Council and the Home be aware of the CGO criteria. As stated in "Getting Stronger—Part 2":

"Criteria monitors are not in themselves responsible to make the Home do whatever is listed in the criteria of their boards. They do not have any more authority regarding their board than the other members of their Home unless they are specifically given such authority by the Steering Council and Home Council. Overall, they are simply a 'voice' in the Home, someone responsible to be thinking about that particular board, bringing up the needs of that board, reading the material supplied by the national, regional or international board, and doing their best to represent it in the Home, etc." (ML #3518:162).

Therefore most of the responsibilities listed below would by default fall to the Home shepherds or managers to make sure that they are executed. However, the GN also states that, depending on the situation, the Steering Council (Home shepherds/managers) can delegate responsibilities to the criteria monitor in order to help spread the load, particularly in large Homes. As the GN states:

“Now, having said that [the previously quoted paragraph above], there might be people in your Home who are elected as criteria monitors who, in counsel with the Home shepherds and Home managers, can help to carry the load of fulfilling that board’s set of criteria. That’s perfectly acceptable. In fact, that’s to be encouraged, to spread the load on more shoulders, but under no circumstances should monitors ‘railroad’ what they think needs to be done. Their position as a monitor doesn’t automatically give them authority over others in the Home or in running the Home.

“The Steering Council has ultimate responsibility to see that the criteria of all the boards are fulfilled, and the Steering Council members will need to counsel amongst themselves as to how to separate the spiritual from the practical. But if those Steering Council members have other monitors who are not on the Council helping in these matters, it will spread the work on more shoulders and thus will lighten the weight for everyone” (ML #3518:163,168).

So depending on the Home, and especially in larger Homes, the Steering Council may want to delegate a number of these responsibilities on the following list to the criteria monitor. In other cases—especially smaller Homes—the CGO criteria monitor may be a Home shepherd or manager, in which case he or she would make sure these points are taken care of, employing the help of other Home shepherds/managers or Home members as needed.

Some of these points don’t have to be done by either a Home shepherd, manager, or the criteria monitor, but rather can be delegated to others in the Home, particularly if you’re in a large Home. Train a young person to help you with your job! For example, one of your teens might be able to take on the job of keeping the witnessing stats and records of your sheep’s progress. Those points are on the list below, so it’s the responsibility of someone on the Steering Council to make sure they’re done, but that doesn’t mean that they have to do it themselves. They can delegate and then regularly check up on whoever they delegated to, to make sure that it’s being done.

Please bear in mind that the following are just practical how-tos and reminders. They are not required. Your Home is required to fulfill the CGO criteria, and the way to determine whether you’re doing that is by answering the questions in the CGO Home Review Questionnaire. However, how you go about fulfilling the criteria and accomplishing the points listed in the questionnaire is up to you and will vary from situation to situation. We believe that if you follow the pointers and reminders below, you will be more successful in meeting the CGO criteria and reaching your full potential in your outreach. However, the Lord may lead you to achieve the same results through other means, and that’s completely fine. So please don’t feel bound by this list. It’s simply an aid, not a requirement.

For example, with the second set of reminders below, in order to try to make it easy for you and give you a starting point, we grouped points under “daily,” “weekly,” “monthly,” etc. However, you may prefer to do some things monthly that are currently marked as weekly, or some things weekly that are listed monthly, etc. Some things that are listed under “daily” you might not do every single day, but rather every couple of days, but at least it’s a list you can look at and see if you should do something that day. Please feel free to rearrange, add to, and subtract from this list as best suits your Home, schedule, and how you organize yourselves.

God bless you for your willingness to take on the job of being on the Home’s Steering Council and/or the criteria monitor. It’s a big job and responsibility, but it’s vital to the success of the Home and therefore the Family as a whole. The Lord will bless you greatly!

CGO-RELATED RESPONSIBILITIES OF THE HOME SHEPHERDS, MANAGERS AND/OR CRITERIA MONITOR

Note: We've marked each point with "HS," "HM," or "CM." These are just suggestions as to who might be better suited to take on this point. **HS** stands for Home shepherd, **HM** for Home manager, and **CM** for criteria monitor. As mentioned earlier, feel free to redistribute these responsibilities completely differently than suggested below, depending on your needs and situation. A space is included next to each point where you can write down whether the HS, HM or CM will be responsible for that point. Once you've decided who will be responsible for which points, you might want to rearrange the checklist or write down the points so that each person responsible has a list of their own to-dos to easily refer to.

■ Planning and goals

- ___ (HM) Plan each week's outreach ahead of time, in counsel with your main outreachers. Then coordinate that plan with your Home Steering Council and/or scheduler.
- ___ (HM) Periodically formulate, in counsel with your outreachers, outreach goals for the Home in order to help the Home fulfill the "Four Aspects of the Activated Program" in the CGO criteria. These goals would be counseled about with the Steering Council and presented to the Home Council for a vote. This could be done quarterly or semiannually. Following Home Review might be a good time.
- ___ (HS/HM) Ensure your Home is regularly hearing from the Lord regarding the overall direction of your Home's outreach, and make sure that important outreach decisions and issues are being confirmed in prophecy.
- ___ (HM) Follow up on and implement outreach-related decisions voted upon by the Home Council.
- ___ (HM/CM) Keep the Home informed of the outreach progress by posting stats, encouraging the sharing of testimonies (i.e., at meal times), etc.
- ___ (HM) Schedule time to help those who need to learn the local language to do so in order to be effective witnesses.

■ The Charter, CGO Criteria, Area Goals and the New Wine

- ___ (CM) Regularly assess how your Home is doing in fulfilling the CGO criteria. Periodically go through the CGO Home Review Questionnaire to highlight any weak areas. These can be presented to the Steering Council and the Home so that improvements can be worked toward.
- ___ (HM) Ensure that all voting members are fulfilling their minimum witnessing requirements of at least two hours a week, or eight hours a month, of quality witnessing outside the Home.
- ___ (HM) Make sure the Home holds a witnessing meeting at least once a month, in accordance with the Charter rules for required meetings and activities.
- ___ (HS) Regularly read outreach-related GNs for united devotions (along with other topics, of course), and discuss whether your Home is implementing the New Wine to the best of your ability and as appropriate to your field.
- ___ (HM) Periodically check that the Home is complying with and/or making progress in any area goals related to witnessing.
- ___ (HM) Follow up on any new guidelines or instructions from the GNs in relation to outreach, and help to ensure that assignments given in the GN are being done.

■ Your witnesses, flock, and support base

- ___ (HS) Meet periodically with your Home's outreachers individually for personal time. Discuss how it's going in their outreach, make sure that they are getting the solid Word time and spiri-

tual feeding that they need in order to be able to pour out to the sheep. Also, check that their spiritual and personal standard is a good sample for your flock.

- ___ (HS) Regularly counsel together and evaluate how things are going in your outreachers' feeding of your sheep and what they're focusing on teaching them, whether they're teaching the meat of the Word in their witnessing (as per the definition in the Criteria GN), sticking to the Word and not their own doctrines, etc.
- ___ (HS) Periodically evaluate each of your Home's flock (General, Active and Missionary members), to make sure that they're being properly fed and shepherded. Keep abreast of their progress through communication with your Home's witnesses.
- ___ (HS) Make sure that any new live-in disciples you have are getting their Word requirements met and that you're spending quality personal time with them, shepherding them, etc.
- ___ (HS/HM) Avoid the "my sheep" syndrome by having open, regular communications as a Home about your Home's sheep, their progress, etc. Even those who aren't involved in full-time outreach in the Home can be praying for the sheep and their needs, and be kept informed through testimonies, etc.
- ___ (HM) Periodically check with your outreachers to see how much they're pushing Activated and using the magazine in their outreach, whether they're using their witnessing time wisely and have their priorities straight. Also, whether they are witnessing in the name of the Family and introducing the Family to their sheep at appropriate times, are presentable in their appearance, etc.
- ___ (HM/HS) Periodically evaluate your Home's fundraising methods to make sure that they're in line with the counsel in the Word, and that your Home is working toward building a solid base of support as per the "Show Me the Money" series.

■ Product distribution

- ___ (CM/HM) Make sure your Home has sufficient products (tools). Plan ahead to ensure you'll have enough products on hand for your regular outreach and follow-up as well as for special witnessing pushes (i.e., at Christmas).
- ___ (CM/HM) Be familiar with the Family distribution products and follow-up materials (such as the *12 Foundation Stones*) available from your PC.
- ___ (CM) Stay updated on what new products and follow-up materials are being offered by your PC and inform the Steering Council and/or Home of them. The Steering Council should involve the Home in the decisions regarding product orders so that the orders reflect your Home's goals.
- ___ (HM) Ensure seed corn is put aside faithfully and product orders are paid for on time.

■ Other outreach ministries

- ___ (HM/HS) Periodically evaluate each of your Home's CTP ministries to make sure that they're in line with the counsel in the Word. (See the CGO Criteria, and Letters such as "Reach the Rich.")
- ___ (HM) Work with the JT and CP point persons to ensure that the JETTs, teens, and children are getting training in witnessing, have appropriate witnessing opportunities, etc.
- ___ (HM) Oversee the Home's provisioning and make sure the contacts are getting properly fed and ministered to.
- ___ (HM) Oversee the organization of your Home's mail ministry if you have one.

■ Reporting, communications and records

- ___ (CM) Ensure that witnessing stats are being kept, including your Home's witnessing hours (so that you can keep an eye on whether you're hitting the target in the CGO criteria).
- ___ (CM) Ensure that an outreach-related prayer list is kept updated.

- ___ (HM) In counsel with the Steering Council, communicate with the City Council and/or outreach point people from other local Homes regarding city-wide outreach matters, planning joint Activated meetings, sharing of provisioning contacts, etc.
- ___ (HM/CM) Act as liaison between the Home and the national CGO board, communicating with the CGO board as needed.
- ___ (CM) Pass on suggestions regarding products from your outreachers to your CGO board, or on the TRF.
- ___ (CM) Share CGO-related points from “all Homes” messages with the Home and/or post them on the bulletin board, etc. Keep these messages/notices filed, on computer or paper, for easy future reference.
- ___ (HM) Respond to messages and surveys from your CGO board or PC.
- ___ (CM) Collect testimonies and photos to send in with your TRF for the benefit of other Homes. (These will also be forwarded to your CGO board.)
- ___ (HM) Oversee work on your Home’s GP newsletter, if you have one.
- ___ (HM/CM) Work with the PR criteria monitor to keep the Home’s PR album and related promotional material up to date, ensuring that it accurately represents your work.

REMINDER CHECKLISTS FOR THE HOME SHEPHERDS, MANAGERS AND/OR CRITERIA MONITOR

As mentioned earlier, please feel free to adapt this reminder checklist to suit your needs. Don’t feel bound by these lists—they’re just some reminders to help you remember all the things that there are to do in the CGO realm. Many of these may be small points as well, but we felt it would be better to have them on here than risk overlooking them. Doing smaller tasks more regularly can help to catch things before they become bigger problems and end up taking a lot more of your time.

We recommend that as a Steering Council you go through the list and, along with adapting it to your needs, decide who should take care of which points, and put their name or initials next to each point on your final revised list (a space is provided for this).

■ Daily

- ___ Witnessing stat slips collected from outreachers and stats recorded.
- ___ Log witnessing hours for Home members 16 and up. It’s probably easiest to do this on a daily basis, and then tally your average weekly hours at the end of the week. Here are a few ideas of how to keep track of this, which you may find helpful, or you might think of another idea that works better in your situation:
 - a) If your outreach teams fill in a witnessing stats slip upon their return (whether on paper or on file), add a place on the slip where the outreachers can record their hours that day. Then keep track of them on the same chart as your witnessing stats.
 - b) Have each member of the Home keep track of their own hours throughout the week, and then turn them in at the end of the week for you to tally.
 - c) If you can share a chart or form on a Home computer that all have access to, or over a network if you have one, each voting member can add in their hours daily or weekly.
- ___ Keep records of the sheep. The outreachers could do this daily, when they return—i.e., filling in a chart on what they fed so-and-so, etc. This could be on paper, such as a binder which all outreachers have access to, or it could be a chart or computer program. (This can be done weekly instead, but may be easier to stay on top of if done daily or every couple of days.)
- ___ Collect finances from outreachers and keep financial records.

___ Ensure seed corn is put aside daily. If you put it aside daily as the outreachers turn in their income, you won't risk forgetting it later.

■ Weekly

___ Check this list each week to see whether your outreach during the past week included any of these, which it should according to the CGO Home Review Questionnaire. Many outreach activities may cover several of these simultaneously. Also check this list when planning your outreach for the coming week to make sure that it includes:

- Distributing *Activated* magazines.
- Distributing Family publications and products.
- Personal witnessing.
- Soul winning (offering people salvation or working toward that goal in your witness).
- Offering *Activated* subscriptions.
- Making an effort to "reach the rich" in your outreach.
- Follow up in some form on your Home's sheep, contacts, and outside members. (Obviously you won't be able to follow up on many or most of them each week; but you should be doing some form of follow-up each week on someone. This point is not listed specifically as such in the criteria, but is covered by a number of other CGO criteria points.)
- Follow up on your Home's Active members.

___ Plan the week's outreach, in counsel with your main witnesses. Some methods through which to accomplish this could be:

- a) A weekly planning meeting with your main outreachers.
- b) Checking in with outreachers or outreach teams individually.
- c) A smaller Home might be able to incorporate this into their weekly Home Council.

___ Coordinate your plan with the other Home managers to make sure that it fits in with other plans. It can be helpful to submit it on paper, and then if there are issues that have to be sorted out, to resolve those via a brief planning meeting.

___ Check the witnessing hours chart to make sure everyone is getting at least two hours of quality witnessing outside the Home that week (or 4 hours over 2 weeks, or 8 hours in a month, or whatever combination works best). These hours don't have to be put in each week—it might work better to have them be filled twice or three times a month, but by checking each week you don't risk coming to the end of the month and scrambling to send everyone out. Then you can remind folks and/or the Steering Council about those who need to get in their hours. This is particularly helpful for those whose main ministries do not involve outreach.

___ Have any witnessing testimonies been shared with the Home this week? If not, dinnertime might be a good time. You could even have a dictaphone handy to record anything outstanding.

___ Were there any outstanding outreach-related events this week? If so, ask your "home reporter" (a young person could take this on) to write up the testimony or record the witnesser telling the story and type it up. Did anyone take a picture of the event? Have your "home reporter" file it with the testimony.

___ Update your outreach-related prayer list and post it on the bulletin board or otherwise make it available to your Home members for prayer vigil.

___ Did any messages come in from the CGO board, *Activated* desk, or PC that have points that should be shared with the whole Home? If so, announce it to the Home and/or post the message on the bulletin board. Keep these messages/notices filed, on computer or paper, for easy future reference.

___ If you have new disciples (under one year in the Family), check that they got their 17.5 hours of Charter-required Word time this week.

■ Monthly

- ___ Did you receive any GNs this month with assignments related to outreach that need to be done, or new guidelines or instructions related to CGO that should be talked about in your Home's witnessing meeting or otherwise followed up on?
- ___ What was your Home's weekly average witnessing hours this month? Are you hitting the average? If not, Home managers should discuss what the obstacles are and how to schedule more witnessing for the coming month.
- ___ Are any of your Activated subscribers up for renewal and thus need to be contacted? (You should be receiving this information from the Activated desk.)
- ___ If you have any Activated readers that you deliver the *Activated* mag to each month (in person or via mail), did they get their mag this month?
- ___ Did you have an Activated meeting or Church of Love this month? If so, evaluate the fruit from it. If you didn't have one, plan one for next month, preferably together with other Homes in your city.
- ___ Did your Home follow up on most of your General members this month with an e-mail, letter or phone call, and/or in person when possible?
- ___ Did your Home personally follow up on each of your Active members this month at least once, whether in person or via e-mail/phone?
- ___ Go through the list of your Home's General and Active members: Are they being properly fed and followed up on? Are they generally fulfilling the requirements of General/Active membership?
- ___ Are there any of your sheep who you should invite to your *12 Foundation Stones* classes? If you don't have a 12 FS group already, should you set one up with some of your current General members?
- ___ Evaluate how your *12 Foundation Stones* and *12 Bridges* classes went this month. Do you need to spend extra time with any of your students to help them through the classes?
- ___ Go through the list of your Home's Missionary members: Are they getting the shepherding and fellowship that they need? Are they living up to the standard of Missionary membership?
- ___ Make sure one of your Home shepherds has spent some personal time this month with your new disciples (under one year in the Family).
- ___ Hold the Charter-required monthly witnessing meeting, and make a list of the decisions voted on by the Home.
- ___ Look over the list of decisions voted on by the Home at the last witnessing meeting, or outreach-related decisions voted on at other Home Council meetings this past month, and see if there's anything that still needs to be done in order to follow up on and implement those decisions.
- ___ After the TRF is done, post the stats from the past month on the bulletin board, and/or announce them to the Home.
- ___ Check that you sent a thank-you card or letter to all who helped the Home this month.
- ___ Did your regular supporters and contacts (who might not be General or Active members) get some sort of follow-up this month, whether it be a visit, or at least a feeding fax, e-mail, letter or phone call?
- ___ Go through your Family product cupboard and check whether you're getting low on any products your Home regularly distributes. Do you have enough materials not only for distribution but also for feeding your flock? Any big outreach pushes coming up to prepare for? Make an order as needed from your PC.
- ___ Did you receive any surveys or messages from your Activated desk, PC or CGO board this month that you need to respond to?
 - a) In a larger Home, the Steering Council may want to delegate the responsibility of responding to messages from the CGO board to a committee of people (i.e., the Home's main outreachers). This might help them be more faithful to reply to surveys without feeling that the whole Home has to be involved.

- ___ Look over your PC's latest order form or website. Are any new products available? If so, tell the Home about them and decide if you'd like to order any. (You'd probably want to at least order some initially to try them out and see how they go.)
- ___ Do you have any outstanding bills from your PC? If so, pay them or work out a payment plan with your PC.
- ___ At TRF time: Are there are suggestions regarding GP/DFO products from your outreachers that would be helpful to pass on?
- ___ Ask your "home reporter" for any testimonies or photos for that month, to send in with the TRF and/or to your CGO board.
- ___ If you have a monthly mail ministry, did your monthly mailing go off?

■ Quarterly

- ___ Meet with each of your Home's outreachers individually or in small teams, to evaluate how things are going in their feeding of their sheep.
 - What are they teaching them?
 - Are they (and all your Home's members) pushing Activated and using the magazine in their outreach?
 - Are they using their witnessing time wisely and do they have their priorities straight?
 - Are they teaching the meat of the Word in their witnessing (as per the definition in the CGO Criteria GN)?
 - Are they (and all your Home members) witnessing in the name of the Family?
 - Are they introducing the Family to their sheep at appropriate times?
 - Are they complying with policies concerning witnessing that have been voted in as area goals?
 - Do they know how to properly present your Home's witnessing ministries to outsiders?
 - Are they presentable in their appearance and a good sample?
 - a) Obviously, since you are working closely together with the Home's outreachers on a regular basis, you might be able to take care of this oversight and evaluation in your day-to-day interaction, or during your planning meetings, times of touching base, etc. However, in a busy, larger Home, you might find there's a need to set some time aside, perhaps quarterly, to specifically evaluate the above.
 - b) You may want to assign different Home members/teams to be thinking/praying/focusing on different aspects of your outreach (i.e., follow-up, product distribution, shows, Activated, etc.), and then meet regularly with these members/teams to evaluate how it's going in their portfolio.
- ___ Check that your witnesses are getting quality Word time. If you find that some of your outreachers are not getting the time they need, or their spiritual or physical sample is not what it should be, pray and counsel with them about it.
- ___ Touch base with the JT and CP criteria monitors to discuss whether the JETTs, teens and children are receiving training in witnessing and have appropriate witnessing opportunities.
- ___ Look through the recent outreach-related GNs to see if your Home is implementing the New Wine to the best of your ability and as appropriate to your field.
- ___ In counsel with your Home's Steering Council, communicate with the City Council and/or Home managers from other local Homes regarding city-wide outreach matters, planning joint Activated meetings, sharing of provisioning contacts, etc.
- ___ Check yourself: Are important outreach decisions and issues being confirmed in prophecy?
- ___ Evaluate your Home's outreach in light of the "reach the rich" vision.
- ___ Are you teaching your Active members to witness or taking them witnessing with you?
- ___ Schedule some time to hear from the Lord about the progress of each of your Active or Missionary members, or other important sheep. You could divvy up your sheep between your

various Home members to pray and ask the Lord about.

- ___ Take a look at your Home finances for the last three months. What are your main sources of income? Evaluate your Home's fundraising methods to make sure that they're in line with the counsel in the Word, and that your Home is working toward building a solid base of support as per "Show Me the Money."
- ___ Talk with your outreachers and ask the Lord whether it's the right time to encourage some of your sheep to tithe or give more regularly.
- ___ If you have a quarterly newsletter, did it get done this quarter?
- ___ Do you have a stock of visiting cards, letterheads, receipt books and other needed stationery for all the witnesses? If not, replenish.
- ___ Check your tool fund. Is it complete? If it's invested in stock, is it stock that is sellable? If not, use that stock for something else (i.e., sell off at discounted prices or use in a CTP) and put your tool fund into stock that is sellable.

■ Semiannually

- ___ Reread the CGO Criteria GN and think about how your Home is doing in fulfilling the CGO criteria.
- ___ Fill out the CGO Home Review Questionnaire with your Home (at Home Review time).
- ___ After filling out your checklist, formulate, in counsel with your outreachers, outreach goals for the Home for the next six months. The purpose is to help your Home strengthen any weak areas that showed up while filling out the checklist, and to fulfill the "Four Aspects of the Activated Program" to the best of your abilities.
 - Counsel about these goals with your Steering Council. (In a small Home you could skip this step and just discuss it in your Home Council.)
 - Once agreed on by the Steering Council, present them to the Home for a vote at your Home outreach meeting or a Home Council meeting.
- ___ Hear from the Lord regarding the overall direction of your Home's outreach.
- ___ Are there any steps you need to take in your Home, in counsel with the Home Steering Council, to help those who don't speak the local language learn it in order to be more effective witnesses?
- ___ How's your Home's provisioning ministry going? Are your provisioning contacts being properly fed and ministered to?
- ___ Evaluate each of your Home's CTP ministries to make sure that they're in line with the counsel in the Word, such as the "Reach the Rich" GN.
- ___ Look over your Home's PR album (and other promotional material your outreachers use) together with your Home's PR criteria monitor to see whether it's up to date, if new things need to be added to it, and that it accurately represents your work.
- ___ Check yourself: Is your Home making progress in fulfilling any area goals concerning witnessing?

JT Practical How-to Aid

FOR THE JT BOARD CRITERIA MONITOR
BY THE INTERNATIONAL JT BOARD

INTRODUCTION

Following is a compilation of pointers, ideas, and tips which are being provided to aid your Home as you strive to fulfill the JT board criteria.

As you read over this how-to aid, please keep in mind that your Home is not required to fulfill, enact, or do everything that is listed in this pub. It is provided to you as a guide to help you along as you live the JT criteria. This list doesn't cover everything that you can or should do in living the JT criteria, nor will every point or suggestion be practical or applicable in every Home. Some suggestions have been given with larger Homes with lots of JTs in mind, while others will be more applicable to smaller Homes with fewer JTs. Every Home is different, and the makeup of the Home, the number of JTs, and their unique needs should determine how you apply the points in this how-to aid. Please do not feel obligated to fulfill all these points or to do things exactly as noted in this compilation. Some suggestions or tips may work for you; others may not.

It is our hope that this aid will be beneficial to your Home, help save you time, give you new ideas, and provide a starting place for you to live the JT criteria to the full. How you use this aid is up to you and what the Lord shows is needed in your situation. We tried to summarize the most important things that you need to be mindful of or do in order to fulfill the JT board criteria, but the Lord can also give you ideas galore and tailor-made tips for your situation that are not included here, so please don't be limited to these ideas or methods of meeting the JT criteria points.

While this pub is primarily directed to the JT counselor/criteria monitor, there are many points that are applicable to the Home shepherds, parents of JTs, Home managers, and anyone who has interaction with the JTs. JT counselors are not expected, nor is it possible for them, to do everything themselves. The JTs are part of the Home; they are the responsibility of the Home collectively, and their parents above all, so all must be involved to some extent.

(Note to JT counselor: It's important that you, as a JT counselor, work with your Home's Steering Council and the parents of the JTs in implementing counsel from this compilation.)

We love you and pray that this how-to aid is a blessing to you in reaching your goals of raising your JETTs and teens as disciples.

Love, your International JT Board

“With the keys of the Kingdom, every mountain is scalable, every goal is reachable, and every miracle is possible.”

A. SHEPHERDING AND SUPPLYING THE NEEDS OF THE JETTS AND TEENS

Family discipleship Homes should:

1. Have a voting member 18 years or older be a JETT/teen counselor who represents the JETTs and teens, and is tuning in to their shepherding, oversight, and needs. The JETT/teen

counselor works under the oversight of the body of Home shepherds, who are ultimately responsible for the spiritual shepherding of the Home and all its members. The JETT/teen counselor should also counsel and work together with the JETTs and teens' parents, the Home managers, and the Home in matters relating to the JETTs and teens. If there are JETTs or teens in the Home with nonresident parents, the parents should be kept informed on a regular basis, by the JETT/teen counselor or the Home shepherds, of their JETT or teen's physical, spiritual, and emotional well-being.

■ Pointers for the JT counselor:

- One of the most important qualifications for the job of a JT counselor is having a real love for the JTs and a sincere desire to see them make it as disciples. You may not have all the visible talents which you feel are needed to shepherd JTs, but if you have a love for the JTs, a shepherd's heart, a good connection with the Lord, and the desire to make disciples out of them, you can be the shepherd and mentor that they need in becoming solid Family disciples.
- Have united prayer with the Home for the Lord to give you insight into the JTs in your Home; how they think and feel; understanding of their needs, dreams and desires. Put yourself in the JTs' shoes and ask the Lord to help you relate to them.
- Keep a good spiritual standard in your personal life. Require a high standard of personal discipleship of yourself.
 - The JETTs and teens will look to see if you are obeying and living the Word. Hence, as a JT counselor you should strive to be an example of living on the cutting edge of discipleship by actively using the new weapons, being a doer of the New Wine, and being open to shepherding.
- Seek shepherding from the Home shepherds and be open and receptive to their counsel. The JTs will either follow your positive example of being open and receptive to counsel and shepherding from your shepherds, or else could form negative mindsets and ungodly attitudes in the area of receiving instruction and shepherding as a result of your lack of openness to shepherding.
- Show conviction, but also manifest the joy of the Lord and the freedom of the spirit.
- Uphold the standard of the Word and be faithful to research the Word on questions/issues that come up. Study and regularly review the counsel in the Word on JTs.
- Know the JT criteria and study the JT handbook in order to be up to date on the job of shepherding JTs.
- Don't be afraid to try new things the Lord leads you to do, and/or ask the Lord about them (even if they're not to your personal liking).
- Exercise your gift of prophecy and your use of the new weapons, such as praise, prayer, the keys, etc., on a regular basis.
- Be an "ask Me everything" person. Be faithful to pray and get your direction from the Lord on both practical and spiritual matters relating to the JTs.
- Strive to display the qualifications needed for shepherding, such as humility, meekness, prayerfulness, a dependence on the Lord, wisdom, openness to counsel, etc.
- Work in unity with the Home shepherds, the parents, Home managers, and the Home on matters relating to the JTs.
 - Stay in good communication with the parents in order to keep them informed and involved in the lives of their JTs.
 - Be supportive of others in the Home who are also involved in the shepherding, oversight and correction of the JTs.
 - Respect the opinions and views of the parents regarding their JTs, and manifest this respect in front of the JTs. If you have questions regarding the interaction between the parents and the JTs in your Home, as with any matter of this nature you should lovingly and wisely

present your viewpoints to the parents in private or to the Home shepherds. Do not do so in public with the JTs present. Your goal is to work with the parents and shepherds in finding the Lord's mind on the matter, not to place yourself or your opinions above theirs. Resist the temptation toward pride, criticism, and self-righteousness.

- If you have battles with some of the decisions that are made as a Home regarding the JTs, you should not voice your feelings and battles to the JTs you are working with. Remember, you are just one vote in the Home Council, and if things don't go the way you'd hoped they would, your duty is to uphold the decisions of the Home and carry them out by giving them your full support. Allowing yourself to be at odds with the Home could create a gap between the JT body and the Home Council.
- Provide opportunities for Home members to let you, as the JT counselor, know if they feel you aren't being open to counsel or suggestions. If this is sensitive for some Home members to bring up directly to you, you could ask them to express their concerns to one of the Home shepherds who could then pass their comments on to you.
- Have a good balance in your interactions with the JTs between being firm when needed (but not self-righteous), yet also being understanding and tuned in to the JTs' specific needs. Be youthful in spirit, not hard and rigid.
- Show the JTs unconditional love no matter how badly they "mess up," but have enough love for them to give them "tough love" when needed.
- Manifest faith and patience in your interactions with the JTs and try not to be easily "blown away" by the JTs' comments or actions. Take things to the Lord for His viewpoint before making an assumption regarding something the JTs did or said.
- Strive to cultivate a friendship with the JTs. Spend time with them, get to know them, and show an interest in them personally. You don't always have to be "teaching them"; sometimes it's good to "hang out" with them, and help them have fun, excitement, and fellowship.
 - On the other side of the coin, you must not only encourage their physical needs for fun, fellowship, and activity, but also advocate the important spiritual needs of the Word, discipleship training, spiritual activities, etc.
 - Cultivate respect in your relationship with the JTs. "Familiarity breeds contempt," and when shepherding and working closely with JTs, there is a risk that you will cross the line and become too "buddy-buddy" with them. Although it is good to form a godly friendship with the JTs you work with, you must realize that there is great danger in allowing yourself to become loose and familiar with them. If you start slipping in this area, be sure to ask for prayer and help from your shepherds.
 - Be someone the JTs respect and enjoy being with for the right reasons.
- Be on guard against favoritism or having double standards with some of the JTs.

■ **JETT/teen counselor works under the oversight of the body of Home shepherds:**

- It's important that the JT counselor and the Home shepherds schedule regular meetings (how often would depend on the number of JTs in your Home, their needs, and the capabilities of the JT counselor) to counsel and pray for and about the shepherding needs of the JTs, their discipleship and spiritual growth. Even if the JT counselor is one of the Home shepherds, or if your Home has very few JTs, it's still a good idea for the Home shepherds to meet to discuss and pray about the JTs, to ensure that they get the shepherding attention that they need. Here are some pointers for your meetings:
 - Make an agenda before meeting.
 - Pray and hear from the Lord and discuss the general direction and goals of your shepherding and care of your JTs. Brainstorm and share ideas. Seek new and fresh direction and leading. Make both short-term and long-term goals and plans, but be open and flexible about any changes that may need to be made down the line.

- ❑ Discuss the progress, both practical and spiritual, that you feel the JTs individually and as a whole have made since your last meeting, and reassess your goals to see if in general you've made progress in them.
- ❑ If you have a JT in your Home who is going through a rough period in their life that requires extra attention and shepherding, this forum would be a good place to seek the Lord regarding what steps to take in order to best supply the help and shepherding needed. (If you are going to be discussing a particular JETT or teen, you may want to invite the parent(s) to that portion of the meeting since they are ultimately responsible for their children, and need to be involved in their lives and shepherding as well.)
- ❑ Once you've received the Lord's general direction and leading, make a plan of attack. Put skin on your goals by brainstorming and coming up with landing gear for each decision. When you've come up with a tentative plan, take your plan to the Lord and hear from Him in prophecy so that He can either confirm and give His blessing on your decision, or provide further counsel and suggestions to make your plan even better and more effective.
- ❑ Tips for the JT counselor working together with the Home shepherds:
 - ❑ Share the prophecies you receive both for and about the JTs with the Home shepherds to get their counsel and input and keep them updated on the spiritual state of the JTs.
 - ❑ Pray together with a Home shepherd before going into a personal time or shepherding talk with a JETT or teen.
 - ❑ If a JT is having difficulty in communications and interactions with a Home member, seek counsel from the Home shepherds and ask for their help in shepherding the situation.
 - ❑ An idea to facilitate regular communication between the JT counselor and the Home shepherds is for the JT counselor to keep a daily log on their interactions with and shepherding of the JTs and send it in to the Home shepherds every week. (You could also consider sharing this log or portions of it with the JTs' parents.) The daily log could include such things as:
 - Specific problems, battles or difficulties with the JTs and what the Lord showed you to do about it
 - Progress and victories
 - Word studies done with the JTs, either united or on an individual basis
 - P&P questions assigned
 - Shepherding, including correction given
 - Brief on personal talk times
 - Overall behavior

■ Counsel and work together with the JETTs' and teens' parents, the Home managers, and the Home:

- ❑ While the JT counselor will likely be the person most involved with the JTs in your Home, no one person can or should be expected to take full responsibility for the JTs without the involvement, support, and help from the rest of the Home, especially the parents. Even if you have a lot of JTs in your Home and their shepherding and oversight is a fairly big job, it's important that the schedule allows for the involvement of others in the JTs' lives, and that the JT counselor has the opportunity to be involved in other ministries in the Home as well.
- ❑ Parents should play an active role in planning and doing activities with their own JTs as well as with the other JTs in the Home.
- ❑ All Home members 18 and over don't need to be involved in the counseling and shepherding of the JTs, but should be informed of the general state, progress and needs of the JTs, and should do all they can to support those responsible to shepherd them as well as participate in the JTs' lives when needed.

- When there are differences of opinion between the JT counselor and other members of the Home concerning the shepherding of the JTs, those involved should take time to hear from the Lord in order to find concrete solutions in counsel with the Home shepherds.
- Ask Home members if there is anything about the JTs' shepherding or oversight that they don't understand or are not in agreement with, in order to provide a platform to promote honesty and open communication about these issues.
- Home members should inform the JT counselor or Home shepherds (depending on the way things are set up in your Home) of any conflicts, spiritual weaknesses, misbehavior, or negative attitudes that arise during their interactions with the JETTs and teens.
- Have a weekly (or bimonthly) touch-base time with parents about their JTs concerning their physical and spiritual needs and progress. (You can meet with the parents more frequently as needed or requested.)
- Keep the parents informed about their JTs—not only about things that are happening with their JTs, but also about things that happen around them that may be affecting them.
- Home managers should counsel with the JT counselor concerning the schedule needs and slots for the JTs.
 - Although the JT counselor may possibly be more attuned to the schedule needs of the JTs in the Home than other Home members because it is their responsibility to do so, the JT counselor must also strive to have the “big picture” vision and support the overall agreed-upon goals and direction of the Home and impart the same to the JTs.

■ JETTs/teens with nonresident parents:

- If you have JTs with nonresident parent(s) in your Home, set aside a specific day each month (or if setting a certain day isn't practical, mark it on your to-do list each month) to keep in touch with the nonresident parents either by e-mail, phone, or by meeting them personally if they live close by.
- To facilitate your communication with nonresident parents of JTs, and to make sure you are covering all important aspects of the JTs' life, you might want to consider writing up a short monthly report that covers the JTs' spiritual growth and progress, overall health, lessons, areas they need prayer for, updates on their scholastic progress, etc. (You could also consider asking the nonresident parent to let you know if there are any specific details or matters concerning their JT that they would appreciate updates on.)
- Encourage the JTs in your Home with nonresident parents to communicate regularly with their parents via e-mail, phone, or whatever means is suitable. Allot time for them to do so.
- If difficulties or miscommunications arise between the JT counselor and nonresident parents, the Home shepherds should be made aware of the situation, and if necessary, they should be the ones to prayerfully help work out the situation.
- In the case where a nonresident parent is not an FD member, it would be wise to have written agreements regarding all aspects of their JTs' care and shepherding while in the Home, such as in educational, disciplinary, or medical concerns.

2. Have a well-balanced schedule for the JETTs and teens that includes all aspects of Home life: spiritual training, academics, witnessing, Home duties, vocational training, physical education, fun and relaxation in order to help them be challenged and happy in the Family.

- Plan ahead when it comes to making your schedule for your JTs. You won't be able to fit all your JTs' needs into the schedule every day, but you may be able to fit everything into a week or a month.
 - Have a clear list of all the JTs' needs and various Charter-defined requirements (such as hours for Word time, scholastics, vocational training, witnessing, P.E., etc.), break those down by week or month, and then work them into your Home's master schedule.

- With so much happening in a Home on a daily basis, it may be difficult for the Home managers to keep track of all that the JTs need to do on a monthly, weekly, and daily basis. Having it prepared and mapped out by the JT counselor (or a committee of members such as the JT counselor, parents, a Home manager, etc.) may give the Home managers more of a realistic view when scheduling in the JT activities amidst all the other things they must schedule and attend to in the Home.
- Get the JTs' input and ideas regarding their schedule. If they play a part in determining their schedule, they will be more likely to be inspired to get behind it.
- Things often come up during the week that are unexpected, and if you know that there are certain things that must fit in for each JT over the period of a week and you are committed to fitting things in, you can change things around depending on the need. Make sure, however, that if you are going to change things, that you do so in prayer and consideration of the JTs. Part of their inspiration is that they look forward to certain activities or events that are on the schedule, and which they often wait for with anticipation; so if things are going to change, it's important that their needs and feelings are taken into account.
- It takes a cooperative effort of the Home members to meet the JTs' needs, so be sure to keep that in mind when scheduling Home members to take slots with the JTs. One member of the Home may be good in one aspect of the JTs' lives, such as witnessing, while another Home member may be good in a scholastic aspect, such as math, etc.
- It may seem a bit complicated or unrealistic for your Home on its own to provide many of the key aspects of Home life for your JTs. However, there may be other Homes nearby who are already providing some of these aspects of Home life for their JTs, and the secret may be to work in unity with them in order to cover all the aspects between you.
- Regularly review your Home's JT schedule so as to maintain a clear picture of what the strong/weak areas of your Home are in regards to the JTs, and to make adjustments as needed.
 - Consider maintaining a log to help you keep track of how you're meeting the JTs' scheduling needs. A log can help you spot, over time, specific needs or lacks in their schedule. You can keep track of such things as Word time, witnessing, P.E., ministry training, scholastic hours, special outings, etc.
- Most JTs thrive on variety. Although the Home needs to have a certain structure in the schedule, leave room for flexibility.
 - Some JTs prefer putting in longer school hours in a day and having fewer school days in a week, thus freeing them to focus on their vocational training, Home duties/ministries, and witnessing during the other days of the week. Other JTs prefer more variety on a daily basis, and thus prefer having their academics spread out over the week, giving them more days throughout the week to be involved in their vocational training, Home duties/ministries and witnessing, yet for shorter time periods.
- Ask your JTs what they are interested in doing or receiving training in, and pray about how their desires and interests can be accommodated in the schedule.
- Don't only give the JTs routine Home duties such as cleanup, dishes, meal prep, or other rather "mundane" jobs, especially if they don't have a burden for them. It's important to have a balance between these and vocational training, where you are teaching them a ministry and giving them the responsibility in that ministry along with the training. Don't skip out on the "mundane" responsibilities altogether, as they are very good training for the JTs, but at the same time, bear in mind that you shouldn't burn them out with those.
- While scholastics are vital for the JTs, it's important to have a good balance in giving them the academic training that they need while at the same time providing for all the other important aspects of a JT's Home life. As they become older, it's especially important to focus on vocational training for their future calling as disciples and missionaries.

- ❑ Counsel together as to how to incorporate vocational training into the JTs' schedule in a fun and inspiring way, and in a manner that they can get credit for their work and studies and earn CVC certificates.
- ❑ Since our lives for the Lord are quite busy, taking the JTs out can be extra work for your Home. But if, for example, they feel that they are a burden every time they get driven over for fellowship with another Home or that the whole Home is stressed out because of them going on an outing, it will take the joy out of the activity. Have a positive outlook on their need for fun. If they see you trusting the Lord and going ahead with what you have agreed upon when planning an event for them, this will inspire them to more cheerfully help out in the Home when it's their turn to pitch in. The more they feel that their needs are taken into consideration, the more it will encourage them to be dependable when they are needed on the Home front.

3. Lovingly shepherd their JETTs and teens using the Word, prayer, wise counsel, and hearing from the Lord in prophecy. Allot personal talk time and/or open forums so the JETTs and teens can express their needs, questions and concerns.

- ❑ Those who are responsible to shepherd the JTs need to dedicate time to shepherding. It takes time to hear from the Lord, counsel with the appropriate people, research and implement the Word, and cultivate a relationship with the JTs.
- ❑ Be sure that the attention and shepherding the JTs receive is properly balanced according to their needs. When a JETT or teen is going through an especially difficult time in their life or a rough spot, they will likely need a little more shepherding and time with their counselor or parents or someone else they are close to. On the other side, too much attention and time should not be given to one JETT or teen to the neglect of the other JTs in your Home.
- ❑ Every little problem or issue that arises doesn't need to become a huge spiritual issue. Keep things simple. Sometimes "problems" have very practical solutions, such as a little more exercise, an extra outing, or a change of rooms or roommates, etc. Many times a problem is smaller than it initially appears because of a tendency in youth to react strongly to things. For example, let's say a teen refuses to go out witnessing. This could seem like a spiritual problem, but when you have a chat with that teen you find out that they have outgrown all of their nice pants and they feel self-conscious about going out. A couple of new witnessing outfits would make the teen feel better about themselves and less self-conscious. Their desire to go witnessing is "restored."
- ❑ Be sensitive and understanding and keep things in perspective. Don't overspiritualize or overshepherd, always assuming that every little symptom or sign of a problem will lead to a deep-rooted, extremely serious spiritual problem. With JTs many things can seem larger than life.
- ❑ Take things to the Lord faithfully for His counsel and solutions, in a positive, full-of-faith frame of mind, realizing that while some problems are serious and cannot be ignored, others are fairly simple, straightforward, and can be easy to remedy with a minor change or more resources devoted toward the JTs.
- ❑ Be sensitive to the JTs' need for approval. Avoid publicly correcting them unless it's unavoidable. In situations where correction or instruction needs to be given in front of others, be careful to not demean or embarrass them.
- ❑ Treat your JTs with respect. Don't talk down to them or treat them as children. In your interactions with them, look at them as disciples you are winning to the Family. This will help give you the vision for their potential and see them as the Lord sees them.
- ❑ Make sure that there isn't a double standard in your Home when it comes to shepherding individuals. JTs are very idealistic, and if it's apparent to them that others in the Home are not being shepherded in their weaknesses it can cause them to close themselves off and be resistant to shepherding themselves.

■ Word:

- Search and seek out answers in the Word together with your JTs to solve any problems or difficulties they may be having or to answer their questions.
 - Teach your JTs how to research the Word on relevant subjects using InfoStore.
- Compile Word lists on subjects of interest to them, as well as on subjects that they may need help with. If they are having problems along a specific line, helping them to work through a Word list on the topic can go a long way toward feeding their faith and solving the problem.
 - Help them come up with their own Word plan. Teach them how to make one for themselves.
- Pique their interest in the Word by giving them interesting and different Word assignments that don't have anything to do with their personal problems. This will enhance their love for the Word and make them more eager to accept the Word when it's given as instruction.
- Jot down the references to excerpts of Word that you read in your personal Word times which could be helpful for them.
- Be honest if you don't have an answer to their questions. Tell them that you'll ask the Lord and do some research, or that perhaps you could even search the Word together.
- It's important that Word time is not used as a punishment but is kept in a positive light.

■ Prayer:

- Keep a list of prayer requests for the JTs in your Home and share them with Home members using discretion and wisdom. (Note: Be sure you do not leave sensitive or personal prayer requests laying around on printouts or accessible on your computer.)
- Establish a prayer team of trustworthy people in your Home (or on the JT board) to whom you can pass on more confidential prayer requests. This team should include the JT's parents and possibly other mature disciples who love and are concerned about the JT in question. (In selecting a prayer team, bear in mind the JT. For example, if there's someone in the Home who the JT has a very hard time getting along with, it could be very difficult if the JT were to find out that you included that person in a prayer request of a more personal nature concerning the JT. As much as possible, try to pick people who the JT would feel comfortable with, if they do find out you sent that person a prayer request concerning them.)
- Have united times of prayer for your JTs' needs and problems when they aren't around in order to avoid them feeling embarrassed.
- Assign one or two members of your Home to each of your JTs, and ask them to be their prayer warrior for that week or month.
- Be an "asking for prayer Home" so that the JTs will also feel encouraged and more comfortable asking for prayer. They shouldn't be put on the spot or forced to ask for public prayer; it should be inspired and encouraged by your example as a Home of humbly asking and faithfully fighting for one another in prayer. Create casual and less daunting opportunities for them to ask for prayer.
- Set examples for your JTs of how to ask for united prayer by allowing them to attend age-appropriate meetings where they can see others ask for prayer and learn how it's done.
- Have a Word class with your JTs on the importance of united prayer power and how to use it effectively. Help them prepare for united prayer when needed.
- Be a good sample, as a Home, of encouraging and supporting people who ask for prayer. If the JTs see that those who ask for prayer are not looked down on, or made to seem weak or incapable, but are encouraged in their efforts and are still loved and respected by others, then they'll have more faith to ask for prayer themselves.

■ Counsel:

- A great deal of consideration is needed when counseling about JTs. Consideration is manifested through observing things such as confidentiality, discretion, and respect. Only discuss

the JTs' shepherding at the appropriate time, in the right place, and with the right people. Treat the JTs' problems, issues, trials, and matters of the heart the way you would want your shepherds to treat yours.

- ❑ Talking about the JTs' lives in everyday conversation, or discussing private matters pertaining to the JTs in public areas of the Home tears down trust and respect and can be very hurtful. Encourage Home members to only discuss needs, problems, or private matters pertaining to the JTs with you or the Home shepherds, personally and in private, out of earshot of others.
- ❑ It's not necessary for everyone in the Home to be kept abreast of everything that goes on in a JT's heart, but that doesn't mean that the Home can't support the JT's needs, spiritual growth, happiness, and their counselors in prayer. Support in prayer, on the part of the Home, is vital to the JTs' growth and happiness.
- ❑ Be careful not to betray a JETT or teen's confidence. This is a delicate matter, because a JT may want you to promise not to say anything about what they've told you to anyone. Only make promises that you can keep. If a JT wants you to make a promise that goes against the principles of counseling or shepherding, be honest and let them know that you can't make that promise, but assure them that you will ask the Lord for the best way to go about handling the situation and will not discuss the matter with those who do not need to be informed. If you've cultivated respect with your JTs, they will trust your judgment and love.
- ❑ Make sure to weigh out all the reports you receive on the JTs wisely and prayerfully. Counsel with those involved as needed (parents, Home shepherds, etc.). Get the "last word" from the Lord before making up your mind or coming to a decision. You don't want to be partial toward the JTs because of your love for them and understanding of them, but you must also guard against being influenced through reports from people who may be well meaning but who lack a perspective of faith, positiveness, love, and mercy. By the same token, you don't want to be "softer" or easier on the JTs than you should be, thus risking compromise, if the Lord has indicated a different course. The key is found in counsel, hearing from the Lord, and desperation to find His perfect will.
- ❑ Hear from the Lord about who should be involved in talking with a JT when they are in need of shepherding, counsel, or correction. Be attuned to the needs of the particular situation. In most situations it would be quite intimidating for a JT to have more than one person there, whereas in another situation it might be necessary for more than one person to be there (e.g., the JT counselor and the JT's parents), in order to help the JT understand the seriousness of the situation.
- ❑ It's important to show respect for the opinions of the JTs' parents in all matters concerning their children. In some cases the parents may need to change their style of parenting their JTs, but it could also be that the parent desires to uphold the standard in a situation that they consider "slack." In any event, it's vital that the parents' concerns about their JTs are taken into account, as they hold the ultimate responsibility for their children.
- ❑ There may be situations when a JT counselor, parent, or Home member must make a decision on the spot regarding a JT's correction or discipline. Whether the decision was right or wrong, the individual making that decision should inform and counsel with the appropriate persons as soon as possible. They could then take time to pray together, asking the Lord if there is anything else that should be done in the matter.
- ❑ If a JT counselor, parent, or Home member loses his temper, or gets frustrated when correcting or working with a JT and says something that they shouldn't, it's important for them to report it to someone else (such as a Home shepherd) as soon as possible—not only to get prayer and counsel, but also to ask the Lord what they can do to rectify the situation with the JT(s).

■ Prophecy:

- ❑ Regularly receive specific instruction in prophecy regarding each of your JTs, so that you have updated counsel on their needs. There's never anything too little to ask the Lord about when it

comes to their care and shepherding. Ask the Lord for the answers to any questions or doubts your JTs bring up. Ask the Lord what Word could apply to their specific issues.

- A summary of these can be written in the JT counselor's log if you keep one. Or if someone else receives something from the Lord on a specific JT, the prophecy could be given to the JT counselor to keep a record of.
- As much as possible, ask the Lord to speak to you before and after you have talk time with a JT. Then take the time to enact the necessary follow-up, as the Lord shows you.
- If you receive a correctional prophecy for one of your JTs, be sure to check with the Lord as to whether He wants you to give that prophecy directly to them or rather use the counsel in that prophecy, but give the presentation in your own words. It is very important that you are prayerful about passing on what you get in prophecy to one of your JTs, and know the difference between what is a message of instruction for you as shepherds or parents and what is meant to be shared directly with the JT. (See "Understanding Prophecy, Part 2," ML #3304:92–99, GN 905.)
- Assign someone to receive a prophecy of encouragement for each of your JTs occasionally. You could rotate this assignment between different members of your Home, or you might find that someone has a particular burden to hear from the Lord for a particular JT.
- Teach your JTs to take their personal questions to the Lord and receive His counsel and instruction on a daily basis.
 - Encourage them to keep a prophecy book (or file) so that they can easily keep track of all that the Lord tells them.
- Teach them from the Word to take questions back to the Lord until the answer is complete, clear, and well-rounded.
- Sincerely encourage your JTs to use and strengthen their channel by commending them for their faith to hear from the Lord, highlighting certain points from the prophecies they receive (such as a promise the Lord gave, specific encouragement, etc.), and being positive about their prophecies.
 - Since teens are prone to comparing, it helps if individuals in the Home don't talk about the length of prophecies they receive, so as not to discourage a teen if their prophecies are sometimes short.
- Encourage your JTs to share noteworthy personal prophecies with you. If you show yourself encouraging and supportive of the effort and sacrifice they make to hear from the Lord, they'll usually be willing to share some of their personal prophecies with you. However, there is a difference between personal prophecies and assigned prophecy questions. In the case where you assign them a P&P question, it would generally be with the understanding that they will turn in their assignment.
- Suggest questions for them to take to the Lord to help them grow in learning to shepherd themselves through prophecy. Teach them about asking the right questions and being open to the Lord's full counsel.
 - Include variety in the P&P questions and topics you assign.
 - P&P questions can be based on points of discussion that come up in your personal talk times or open forums, or can be gleaned from personal prophecies the JTs share with you that shed light on areas they may need to seek the Lord further on.
 - You can ask them to come up with P&P questions on topics they're interested in, even if entirely unrelated to their spiritual life.
- Include the JTs in on prophecy assignments regarding age-appropriate Home issues. This can be one way to get them involved with and inspired about the goals of the Home, and at the same time train them in their gift of prophecy. The counsel they receive can also help to benefit the whole Home!
- Let your JTs progress at their own pace regarding receiving public prophecies. Encourage them to stretch their faith without putting them under pressure.
 - You can take time with them one-on-one to hear from the Lord together, to help them learn to stretch their faith and become exercised in receiving messages in front of another person.

- Some may be willing to hear from the Lord in a small group. If that's the case, try to work that out.

■ **Personal talk times:**

- JTs should have a minimum of one hour of personal time every two weeks with a shepherd or designated adult, or participate in a one-hour weekly open forum discussion chaired by a shepherd and comprising other members of their age group. (See "Required Meetings and Activities" H. in the Charter for details.)
 - Establish open communication with the JTs, so that personal times are not the only time you communicate or talk with them. Keep personal time from becoming a formal "requirement" that "has" to be met. Make it fun, interesting, and personal.
 - Show interest in JTs as people on a day-to-day basis. Cultivate trust and a personal friendship with them, so that your "official" talk times will build on your relationship with them and won't just be a formality.
 - If you are beginning to build a rapport with your JTs, consider preparing several "personal interest" or "getting to know you better" type questions to explore. Have in mind an interesting or thought-provoking question, whether about them and their likes and dislikes, or their opinion about some world event, theological issue, etc. This can be helpful especially if the JT is shy or doesn't communicate easily. Even if you can't get them to share their hearts right off the bat, you can probably get them to share their opinions, and this can be a good starting place for building a good understanding and friendship between you.
- Be open to the Lord's leading about when is a good time to talk to them and when is a good time to listen. It's important to know the difference. Sometimes you as the JT counselor have to share your heart to break the ice before you can expect the JETT or teen to open up to you.
- Study the communication section in the JT handbook to learn how to become a good listener for your JTs.
- Schedule personal time with the JTs so that you're not competing with other events or times of the day that they look forward to, such as sports and physical exercise, fellowship with friends, witnessing outings, etc. If an exciting activity is taking place at the same time you've scheduled personal time with them, they'll likely feel that they're "missing out." That will put a damper on the concept of personal time overall, and will likely put them in the frame of mind of just getting it over with.
- Keep a chart or record of your personal time with each of the JTs, a summary of what you talked about, how much time you spent with them, etc. This will help you see at a glance how you're doing in meeting the needs of the JTs, to assess whether your talk times are effective, and if you're maintaining a good balance in giving sufficient time to all the JTs in your Home.
- Use variety and spontaneity to give your personal time a better feel. Although the "official" personal time approach of sitting with the JT for an official "talk" can work, be open to new and diverse ways of having personal times. For example, go for a walk or jog, talk over a coffee/juice while out, shoot some hoops together before delving into matters of the heart, cook a meal together while you communicate, enjoy a nighttime snack, etc. If the JT feels on the spot they'll have a more difficult time opening up, but if they come to understand that personal time equals "friendship time," they will eventually look forward to this time and appreciate it.
- Let your JTs teach you what makes them most comfortable when it comes to talk times. Ask them their preference and listen to what they say.
- Study up on how to approach those who are more shy or reserved, or those who seem to be more standoffish, difficult, or problematic. Remember that no one single approach works for everyone.
- Take a little time to hear from the Lord before going into personal time with your JTs so that the Lord can prepare you for any surprises that may come up. Keep your spirit in check so that your responses are positive and prayerful, so you won't overreact (or underreact).
- Try to separate personal times from times when you need to correct JTs.

(Note: The reason to keep correction separate from personal time, for the most part, is to help inspire faith in the JTs to open their hearts and trust their counselors, and not because correction is something negative that should be dreaded or feared. Correction is a necessary part of life, and the JTs will expect it and be thankful for it if they are lovingly shepherded. But the main purpose of personal time is to help them feel free to share their hearts openly. If they are always wondering, “Will I get correction this time,” this can hamper them looking forward to their personal times, even if in general they are positive about receiving correction. Some JTs may not mind being corrected, instructed, or counseled during this time, and you can build up to that by establishing a solid friendship and relationship based on trust and love. But when you’re just starting out having personal time with a JT and getting to know them, you may want to ask the Lord about reserving this time solely for the topics they choose or listening to what they have on their heart.)

- Personal time is a time for the JETT or teen to freely communicate matters that are important or interesting to him or her. Try to make them feel as if they have the “mike” and that it’s their time to communicate, without having an agenda of your own. (Note: Of course, there are JTs who find it difficult to talk or air their feelings. With such JTs, it’s good to ask the Lord to show you what the JT may want to talk about so that you can ask them related questions. The goal is to get them to communicate and share what’s on their heart, without you dominating the conversation.)
- Many young people find it difficult to open up to someone who may not have shown interest in them previously, who suddenly wants to have talk time and expects them to be open about the nitty-gritty details of their life and how they feel about personal matters. This scenario would understandably make it difficult for anyone to open up. If you find yourself in this position, you’ll have to work to gain a link with the JTs, beginning with casual conversations or interaction throughout the day, then some talk times of a more “getting to know each other” nature, which will eventually lead to them opening up during your talk times. Your opening up to them about things that won’t stumble them are also ways to help them open up to you. Show them you are their friend.
- Familiarity breeds contempt. Don’t allow your conversations and interactions to result in familiarity, as this will not engender respect. The JTs will need to receive the truth from the Word you will be giving them during your talk times together, so if there is too much familiarity, they may not take the answers and counsel you have for them seriously.
- It’s nice if the JTs have someone to talk to who they feel comfortable with. You should ask your JTs who they feel most comfortable talking with, and see if that can be worked out. They need to feel that they can trust the person they are opening up to. It should be someone who is mature and can handle the JT. It’s also wise for anyone having talk time with JTs to be prayed up beforehand, so that they can lead the JTs to the Word and give Word-based answers.
 - The JTs’ shepherd would generally be someone who they are close to or feel comfortable with, and this person would likely be having talk times with them, or with a majority of them. In some cases a JT counselor may need help from others to do this if they don’t have time to spend personally with each of the JTs regularly themselves. If the person the JTs choose to have talk times with is not their shepherd, he or she would need to communicate with the JTs’ shepherd regarding what was discussed, so that the shepherds can be kept updated on the JTs’ needs.

■ Open forums:

- Before planning an open forum, find out how the JTs feel about using open forums as a platform for communication. Do they like the idea of an open forum, or is that a trial for them?
- Let them come up with the topics for discussion. They could hand their suggestions in ahead of time to give you time to pray and prepare in order to guide the discussion.
 - In subsequent forums or Word classes you can research issues or questions in the Word together and then have a discussion regarding their applications. This can develop into a fun debate or interactive Word time activity.

- If you have very few JTs in your Home but would like to explore open forums, you could consider teaming up with the JTs and shepherds/counselor from another Home.
- You can use open forums to discuss matters that are general “need work on’s” for your JTs. (For example, manners, time management, personal hygiene, etc.) You can turn a potentially embarrassing topic into a lighter and more humorous one without any one person having to be put directly in the spotlight. JTs can also share what they expect from each other (for example, the boys may discover that the girls appreciate it when they wash their hair before a dance night), and this way it’s not only you doing the talking or “preaching”; they can see what even their own peers expect from them.
 - Avoid addressing issues in open forum settings that would put only one or two JTs in the spotlight. Save more personal matters for private talk times.
- It can take a little time to warm up and get them talking when you have a “hot” topic unless you have a bold group of JTs. (Or one bold one!) Here are some tips for helping your group get started:
 - Select your topic and collect a sound bite on the subject from each of your open forum participants ahead of time. Write or print them out and put them in a hat/jar/bowl. Once you’re prayed up and ready to roll, pull out one (or several) of the sound bites and let people react to it. If you reach a lull in discussion (or better yet, before you reach a lull, if there is one at all), pull out another sound bite and the momentum will continue.
 - Create a hypothetical scenario regarding a problem, a delicate situation, or anything. Let the JTs offer their opinions, views, reactions, proposed solutions, etc.
 - Pick a topic. Articulate the issue briefly from two opposing points of view, and let the discussion begin.
 - Have questions (see the JT handbook for a list of talk time questions) ready beforehand to ask and discuss with the JTs during open forum. You can ask the Lord to give you questions in prophecy that would be good discussion topics for your particular bunch of JTs.

4. Invest time in their JETTs and teens so that their physical, emotional, and spiritual needs are met. Homes should be aware of and help to develop the interests, talents, and skills of their JETTs and teens, and strive to help them be happy, inspired, self-motivated, fulfilled, and challenged—the goal being that they are not bored and neglected.

- Take time to prepare, plan, and hear from the Lord about your time with the JTs, in order to ensure that the time you spend with them is quality, well-planned time.
- Make sure that your JTs’ scheduled P.E. doesn’t just end up being “free time,” but that it includes organized games, sports, or activities that provide them with good exercise.
 - United sports that develop motor and coordination skills and teach discipline and team-working are good for JTs to learn and be involved in, as long as a certain sport doesn’t become their “all in all” or cause them to be overly competitive. A degree of competition is natural, and rather than banning a sport right off the bat because it seems to breed competitiveness, explain the situation to your JTs and shepherd them through it. Teach them to manage their competitiveness.
 - If there is someone in your Home who is knowledgeable about a certain sport, try to work it out (through your Home managers) so that they are free to take the teens on occasion and teach them the sport.
 - If you live fairly close to another Home, you could consider teaming up with their JTs in order to have a larger group of people to participate in a sport or outdoor activity.
 - Some JTs sincerely do not like to be involved in united games or sports. If that’s the case, you should try to find alternate exercise options for them. Don’t just have them sit on the sidelines watching the rest of the JTs exercise. Team them up with an adult (or ST/YA) to

walk, run, ride bikes, do aerobics or any number of other exercise options that they might be interested in.

- ❑ Ask your JTs to let you know what they feel their talents and skills are and what they would like to do to further them. Ask them about their interests or the ministries/skills they would like to learn, and try to coordinate opportunities for them to learn/do these things.
- ❑ Trust your JTs. Give them responsibility and a chance to contribute to your Home and ministries. Don't treat them as children; treat them as disciples.
 - ❑ A 1-2-3 how-to on giving JETTs and teens responsibility is: Start off by doing it together, with them learning from you. Then let them do it under your supervision, and once you know they've got the hang of it, they can go at it on their own.
- ❑ Have a meeting with the voting members of the Home and make a list of skills and training or crafts and hobbies that different ones would like to impart to the JTs. Get a commitment from individuals and then work with the Home managers in order to fit such classes into the schedule.
- ❑ As the JT counselor, you should do your best to keep the Home aware of the interests of the JTs and present suggestions to the Home of how those interests can be developed and merged with the needs of the Home.
- ❑ Try to find practical ways for your JTs to apply what they are learning and the skills they are developing to be a help to the Home and its ministries. Teach them how the education and training they're receiving fits into Family life. For example, if one of your JTs is learning computer layout, have them lay out your Home's monthly newsletter, PR brochure, or a local tract.
- ❑ Try to the best of your ability to make available resources (books, classes, online resources) that your JTs need in order to advance their desired skills.
- ❑ Encourage self-motivation in your JTs. Encourage them to set goals to learn something new or complete a project, etc., and then expect them to strive to meet those goals.
- ❑ Don't plan everything for the JTs or structure their schedule so tightly that everything is handed to them on a silver platter. Encourage them to develop their talents and abilities through constructive projects and ideas that they come up with. They may need help to get started, and some supervision, but once they are rolling, step back and let them go where their creativity takes them.
- ❑ Help make the Home duties your JTs are involved in fun and challenging. Teach them to excel in their jobs. For example, if one of the teen girls helps out with the toddlers, teach her all the ins and outs of how to care for a toddler group. Give her opportunity to make the schedule for them or plan their activities and projects. Don't just have her baby-sit and get bored in the process. Teach her how fun and exciting childcare can be. Or if one of the teens helps in the kitchen, let them search for recipes, help make the menus, and cook the meals (as much as they're able, giving them more responsibility as they grow and learn). Don't make all the decisions for them. The goal is to teach your teens to enjoy excelling in their vocational training. You first have to teach them how, but then step back and let them "run the show."
- ❑ When a JETT or teen is having difficulty fulfilling his or her Home duties, or is starting to feel burnt out helping in a particular ministry, communicate with the Home managers and consider a change of some type. Pray and counsel together. Ask the Lord for solutions concerning how you can change things around to inspire the JETT or teen while still meeting the needs of the Home.

5. Ensure that the JETTs and junior teens are receiving age-appropriate sex education, and counsel and shepherding regarding dating. Parent(s)/guardian(s) or shepherds should counsel and shepherd their senior teens in matters relating to dating and sexual relations. (See *Charter for specifics regarding age guidelines for the JETTs and teens' dating and sexual interaction.*)

- ❑ "Please begin to communicate with your young people about sex before they turn 16, preferably when or before they turn 14, because chances are they will have some limited sexual contact as junior teens, since kissing and some petting is allowed for junior teens with other young people

age 14 to 17. So the sooner you open a good line of communication with your kids about sex the better, to avoid confusion, misunderstandings, unanswered questions, and their going further in sex than is allowed" ("Living the Lord's Law of Love, Part 4," ML #3204:28, Volume 25).

- ❑ Pray about how to best approach age-appropriate sex education (including the Charter clauses governing sex and affection and the consequences for themselves and others for breaking the rules) with your JTs. Ask the Lord what setting to address it in, and who would be best suited to discuss and explain this topic to them. Some JTs may feel embarrassed by the subject matter and would prefer discussing it in private with a parent or shepherd who they are close to.
 - ❑ Find out whether your JTs would prefer discussing some sex-ed topics as a group in a class setting. You may be able to have open forums where you discuss certain general sex-ed topics that are not embarrassing, and then discuss other matters in private.
 - ❑ Have classes with the teens on how to conduct themselves with the opposite sex.
- ❑ Sex education is not a topic that can be covered in one or a few sittings. Particularly as your JETT grows into a junior and then senior teen, he or she will need more information, details, and guidance from you regarding this. Likewise, each JT is different and will have different questions, concerns, and interests. However, it's good to be aware of the possibility that, even if your JT is not asking questions about the "birds and the bees" or appears seemingly "uninterested," it doesn't necessarily mean that they don't have questions or aren't discussing it with their friends or possibly even experimenting personally.
- ❑ Brainstorm with your senior teens to get ideas of how they can go through reading the publications regarding sex that are listed in the Charter (*The Love Charter*: "Word Rules," D.E.F.) These should be read with a parent/guardian or shepherd who can also answer any questions they have.
- ❑ Ensure that any junior teens in your Home ages 15 and 9 months begin to read the publications listed in the Charter (*The Love Charter*: "Word Rules," D.) together with a parent or shepherd.
 - ❑ Schedule this time well in advance so that you cover it little by little (and not in a marathon), finishing before the teen's 16th birthday.
 - ❑ Work out this reading at a time when the teen won't mind taking the time for it. If the teen knows when to anticipate it, and it doesn't become something that they dread, they're more apt to pay attention and benefit from the counsel.
- ❑ Home members should refrain from making comments to a teen, even in jest, about how now that they're almost 16, or have just turned 16, they're allowed to have sex within their age group. This teasing could make them feel pressured that people are watching them and that sexual activity is expected of them, even though they may not feel ready.
- ❑ When a teen nears 16, a parent or shepherd they are close to should talk with them about sexual activity and reassure them that no one is expecting them or pressuring them to be sexually active. Read the appropriate Word on the subject together and remind them that the Lord has given them the freedom to choose whether or not to engage in sex, and they should do so of their own personal accord and at their own pace, when they feel ready and comfortable.
 - ❑ It's very important that they understand that they're not to begin having sexual intercourse unless they have full faith for it and have received their parents' permission and the Lord's confirmation.
- ❑ Parents/guardians of senior teens must pray about and decide whether to grant or deny their senior teen permission to engage in sexual intercourse. Parents should then address this matter with their senior teens, informing them of their decision and clearly explaining what this translates into in practical terms. (When a teen turns 16, the parents should pray about informing them of their decision sooner rather than later, to prevent miscommunications.)
 - ❑ Make sure your senior teens understand that sexual activity is permitted only with consenting partners ages 16–20, and that the specific activities engaged in should likewise only happen by mutual consent.

- ❑ When teaching sex education it's good to address the practical and physical aspects (including hygiene), but it's also equally important to address the spiritual aspects, such as the overall principles of the Law of Love (and before they become senior teens, the specific details pertaining to sexual relations), the importance of respecting others, responsibility, not gossiping or comparing (engaging in sexual activity isn't a race or competition), addressing their questions to the right people, etc.
- ❑ When your JTs have questions concerning their bodies, sexuality, sexual relations, the Law of Love, etc., provide them with prayerful, honest, Word-based answers and advice. Familiarize yourself with the Word on these topics. Let them know that you're available to talk to and are happy to answer their questions.
- ❑ If needed, contact your FED or JT boards for materials they may have on hand (or can direct you to acquiring yourself) such as booklets, Word compilations, documentaries, or Web links that cover various aspects of practical sex education.
- ❑ While it is ultimately the responsibility of the parents to properly counsel and guide their teens in matters regarding sexual interaction, some teens may not be comfortable discussing sex education and/or details of their dating and sexual interaction with their parents. Also, some parents may not feel capable of discussing these matters with their teens. In such cases, the parents should ensure that their teens are getting adequate shepherding from a shepherd or responsible adult, who can then be in close communication with the parents regarding this. However, it is ultimately the responsibility of the parents to properly counsel and guide their teens in matters regarding sexual activity.
- ❑ When it comes to shepherding and counseling senior teens regarding dating and sexual relations, it will often be necessary for your shepherding to go to meddling. (See "Shooting Straight, Part 6," ML #3505:40–62, GN 1094.)
 - ❑ Have the right balance in not shying away from the need to shepherd, while at the same time not coming across as overbearing and invasive.
 - ❑ Be proactive in establishing open lines of communication with your senior teens concerning their dating and sexual relations. Let them know that there is always an open line of prayer and communication available to them. It's important to train them to bring their questions, feelings, or trials to the right individuals—their parents/guardians and shepherds—those who can give them godly counsel.
 - ❑ Encourage them to hear from the Lord concerning the questions, emotions, and situations they face, and direct them to the Word on these matters. Offer to hear from the Lord for/with them as well.

6. Shepherd their JETTs and teens in minimizing and resisting ungodly and worldly influences in conjunction with the counsel and guidelines given in the Word and the Charter, and be in agreement as a Home on these matters.

- ❑ When shepherding and coaching your JTs in the area of minimizing and resisting ungodly worldly influences in the avenues of System entertainment, it's important to realize that JTs in general have a great need for excitement in their lives. If we hope for our JTs to broaden their horizons and take on new mindsets in this regard, and to not look to System entertainment as the source to satisfy their desire for fun and excitement, our Homes must provide for them wholesome and fun activities filled with action and excitement. We must make the Lord's joy, excitement, and fun a lot more attractive than the Enemy's deceitful, lustful, and empty counterfeit entertainment. Pulling this off as a Home requires time, effort, prayer, and planning, but the reward is that you will have happy and inspired JTs who will one day thank you for helping them to acquire a healthy and godly appetite for the right kind of fun and excitement.

■ **Shepherding your JTs in minimizing ungodly and worldly influences:**

- Discuss the inspiration level of your JTs and what you as a Home can do to keep them inspired and challenged. Inspired and challenged JTs are much less likely to fall into and indulge in System entertainment “traps.”
- Provide fair and spirit-led guidelines for System entertainment by seeking the Lord and asking Him to show you the limits and boundaries you should create. Be sure to stay within the boundaries already laid out in the Word and in agreement with the Home.
- Have your JTs become involved by praying about their System entertainment and receiving their own specific guidelines within the boundaries you have agreed upon as a Home, and which you as parents and shepherds have set for them. Have them write these down in a concise list so that they can refer to it easily and see if they are following these guidelines.
- Have your JTs keep a chart to keep track of their System entertainment and time spent on the various avenues of System entertainment, so they can see at a glance how they are doing in following the guidelines set down for them.
- You might want to try setting up a “buddy system” for the JTs, where their buddy helps to keep them in check in regards to their intake of System entertainment—being a safeguard to them and encouraging them to stick to the guidelines the Lord has given them in this area.
- Periodically read the main points given in the “Shooting Straight” series regarding System input to refresh the standard of the Word in your mind on these issues.
- If you have a JT in your Home who has an inordinate desire for System entertainment and worldly input, or has been exposed to negative input via fellowship or conversations with antagonistic non-Family individuals, it would be good for the JT counselor, parents, and perhaps the Home shepherds to pray and seek the Lord for a plan to help them shepherd the JT back to full health spiritually.
 - Spend extra personal time counseling them and consider organizing personal Word times with a parent or shepherd to help them get strengthened and fed through the Word and prayer.
 - Prepare tailor-made Word compilations which share specific portions of the Word that will speak to the heart of the JETT or teen and help them find the answers to their questions and deliverance from doubts or spiritual forces that are fighting them.
- Get involved as much as possible in the JTs’ parties and fun activities, rather than just letting them do it all on their own. Generally JTs like to have “fun” adults (young or old) to help them organize things. If you’re involved with them and you show them that you want them to have fun, they appreciate your efforts, especially if they know that it might be a sacrifice for you to do so. Be sensitive to their needs and desires in planning things and work together with them to make it all that the Lord wants it to be. Often it’s due to poor planning and lack of proper shepherding and attention and hearing from the Lord prior to the event that parties turn sour and go awry. Get involved in order to make it fun and something they would enjoy, but at the same time spiritually healthy.

■ **Fellowship with young people:**

- JTs desire and need regular fellowship and frequent interaction with their peers. If you are seeing to it that your JTs have their needs met in this regard by other Family young people in your city or area, then it will be easier to keep your JTs in check when it comes to “hanging out” with non-Family young people, especially those that are not a good influence on them.
- Invest time and effort to help your JTs reach out and learn to witness to young people their age. If your Home has Active members who have teens of their own, or if your young people have met and witnessed to teens during their witnessing, consider including these teenagers in some of your JT activities. This could then create an avenue for your JTs to have fellowship with their sheep while at the same time be part of helping to bring these teens closer to the Lord and the Family.
- If your Home is not situated close to another Family Home, thus making it difficult for your JTs to fellowship with other Family members, it’s important that you seek the Lord and ask Him

for His specific counsel and direction on how to fulfill the natural need that your JTs have for friendship and/or fellowship. Some ideas you can consider are:

- Set up an exchange program with another Home in your country or region, where you can receive JTs from another Home and you could send your JTs to their Home for a period of time.
- If your local JT board comes up with programs or activities that require time, finances, and/or effort to send your JTs to participate in, try your best to take advantage of the opportunity given to involve your JTs, even if it's a sacrifice for your Home. You will find that you'll reap many benefits from fulfilling your JTs' needs and the sacrifices will be worth it.
- Be the friend that your JT needs. Adults can be great friends for JTs if they'll take the time for them, do fun things with them, listen to them, and show love and interest in them.
- When there are planned events in your area that the JTs are not invited to due to their age or for other reasons, try to make up for it by planning a fun activity for them close to the same time.
- Establish guidelines that provide consistent oversight and shepherding of your JTs' interactions with their friends via phone, e-mail, mail, or internet chatting, without unnecessary restrictions. (See *The Love Charter*, "Rights of Parents" I.)
 - If you have several JTs in the Home, make sure you have a united and clear standard. It's fine to take into account age differences and not have an overall standard or the same limits for all age ranges across the board; however, it's very important that everyone is aware of the guidelines so that there is no disunity or negative comparing.
 - Contact the shepherds/parents of your JTs' friends and those they chat with and propose a schedule for online chatting, giving them a specific time and timeframe for chatting. Try to ensure that both computers are free at this time.
 - Have open communication with your JTs about their friends and interactions with them. Show interest in who they are and what they are like. This can help your JT open up to the idea of staying in communication with you on issues that arise between them and their friends.

■ Ideas for alternatives to System input:

- Check out "Renewal: A JETT and Junior Teen Challenge," ML #3492, GN 1077, for practical ideas, for recreation and fun, witnessing adventures and personal goals.
- Organize (or participate in with other Homes in your city or area) a weekly personal witnessing excursion with the goal of teaching your JTs how to proficiently and confidently personally witness and lead others to the Lord. Have witnessing classes before these outings to study the Bible and the Word on various questions that come up in their witnessing so that they can "give an answer to every man that asketh them."
- Organize exciting witnessing activities with other young people in your area using music, skits, and teen tracts to attract the youth. This idea in turn generates a whole world of other group activities such as forming a band featuring radical Family witnessing songs, an accompanying theater group that does on-fire skits, studying and preparing Bible and *12 Foundation Stones* classes to read with sheep.
- In counsel and/or collaboration with the area JT board and other Homes in your city, you could open a clubhouse/youth meeting place where the teens can bring their sheep, for example, on a Friday or Saturday night. Have the teens take turns organizing and planning the theme, classes, inspiration, presentations, and skits, etc. You could also encourage your teens to put a skit team together or form a band with other teens in your city, in order to enhance their talents and use them for reaching their generation. (Note: Often in order to get a place like this, it may require paying a small fee for the rent. You could encourage the Homes in your city to pitch in and help with a small donation to cover the cost for the use of the place and its facilities. Or you could consider challenging your JTs to raise the money on special witnessing fundraising days, if that is acceptable in your region.)

- Help the JTs to find a fun, fulfilling hobby (music, theater, dancing, model airplanes, woodcarving, hair styling, etc.).
 - You could pray about enrolling your JTs in outside classes where they can get training in areas such as: dancing, singing, music, sports, swimming, gymnastics, etc. In many fields, it's fairly easy to provision such classes. However, if you choose to go this route, you will need to make sure that you are prayerfully and diligently shepherding your JTs concerning any negative influences that could come up in their interaction with non-Family members.
- Organize a book club and read (following the counsel from "Issues, Part 14," ML #3442, GN 1026) selected, inspiring, character-building classics.
- Inspire constructive computer time by investing in learning things such as: designing websites, computer maintenance, graphic design, and developing other useful skills.
- Start a theater club and go through the CVC course on performing arts. Work toward preparing skits and performances for youth outreach, Bible and *12 Foundation Stones* classes, etc.
- Inspire the JTs to learn to play a musical instrument (don't limit them to just the "usual" instruments if they have a desire for others) by provisioning a music tutor, procuring video tapes or CDs, or enlisting the tutelage of an adult or Active member/friend who plays the instrument of interest.
- Hold fix-it classes with the local handyman.
- Have educational clubs on the topics of science, biology, history, advanced mathematics, writing, etc.
- Read up on famous characters or events in history that had a profound effect on the world. Watch a good movie or TV series on the subject, and then have each of the JTs put together a presentation which would tie in their research. You can choose a different subject each month or two.
- Organize weekly united P.E. activities with the other Homes in your city so that your JTs can fellowship and enjoy vigorous exercise and fun with other young people their age. Train for proficiency in a particular sport.
- Hold a weekly evening activity geared toward the JTs in your Home. The rest of the Home can participate as well. Play games, do charades, hold talent shows, etc.

7. Ensure that parents/guardians or shepherds have prayerfully read and explained the Provisional Family disciple contract with those turning 16 and that the teen has made a decision, within three months of turning 16, as to whether they will sign the Provisional Family disciple contract.

- Be sure that your 15-year-olds have ample time and opportunity to go through the reading list for soon-to-be 16-year-olds, such as the Charter, the Law of Love series, etc. (See "JETT/Teen Home Review Criteria," D.2., GN 1105.)
- Don't wait until a teen is 16 to discuss the provisional contract with them. Start discussing this event with your teen some time before his or her 16th birthday in order for the teen to have sufficient time to pray about his or her choice. Encourage your teen to receive a personal confirmation from the Lord about his or her decision.
 - You may want to designate specific times to talk with the teen personally about the provisional contract and what it will mean for them.
- If by their 16th birthday the senior teen is not prepared to sign the provisional contract, it might be good to commit some personal time each week to the subject (or to related issues in their life) in order to help them fully understand and reach a decision within 3 months of his or her 16th birthday.
- If your senior teen is having a hard time reaching a decision about whether or not to sign the provisional contract, it might help them to come to grips with the decision if someone other than their parents talk to them.—Especially if they are leaning toward not signing the contract.

Of course, the parents should be informed of anything discussed, as they are ultimately responsible for their senior teen.

- ❑ Have a Home meeting shortly after your teen signs the provisional contract to read over the provisional contract so that everyone knows what is expected of your senior teen. (The point of this meeting is not to make the teen feel singled out or awkward; it's simply so that all are informed of the contents of the contract. Try to make the meeting casual, upbeat, and not embarrassing for the teen.)
- ❑ As a shepherd, have a printed copy of the provisional contract on hand so you can regularly review what is expected of the senior teens in your Home. If they aren't following the contract, it's important to shepherd them and remind them of what standard they agreed to abide by when they signed the contract.
 - ❑ If senior teens who have signed the provisional contract do not follow the provisions laid out in the contract and are not open to shepherding, nor are they showing any desire to uphold the contract, they should be recommended for MM or FM status, or it should be suggested to them that they leave the Family in order to pursue their desired lifestyle and ambitions. (Of course, any such recommendations would be made after sufficient shepherding has been given to the teen, as well as much counsel and prayer with their parents, the Home shepherds, etc.)
- ❑ A few months in advance of your teens turning 16, the parents and Home shepherds should be praying about what to do (in accordance with the counsel given in the Word) should the teen decide not to sign the contract. This is especially important if the parents are fairly certain that their teen is not interested in remaining in the FD Family.
 - ❑ By three months after the teen's 16th birthday, if your teen hasn't signed the contract, prepare for their transition out of the FD Family. It's very important that this be done with a great deal of love, prayer and counsel in order to ensure that the senior teen has all they need to properly succeed in their new life. This may take a fair bit of time and attention from their parents (and possibly other Home members) and the Home should do all they can to support this.
 - ❑ If you haven't found a situation for your senior teen and would like for him or her to reside in your Home until a suitable situation is secured, you will need to have the Home's vote agreeing to keep the teen in the Home, receive permission from the shepherding desk, and follow additional procedures found in *Definition of a Charter Home (The Love Charter. 9.C.3, page 86)*.

8. Be diligent to know the state of their JETTs and teens. When spiritual or behavioral problems are discovered, the Home should take steps to remedy the situation and help their JETTs and teens overcome through the Word, prayer, hearing from the Lord, shepherding, appropriate discipline, personal time, and seeking counsel when necessary.

■ **Being aware:**

- ❑ Follow the guidelines above (in point A.3) on talk times and keeping good lines of communication with your JTs so that you will be aware and knowledgeable of what is going on in your JTs' lives.
- ❑ Create positive peer pressure and motivation to make spiritual progress by inviting the JTs to age-appropriate lesson sharing evenings or activities so that they can see that the YAs, SGAs, and FGAs are also actively working on their weak areas, and that the JTs are not the only ones expected to grow and make progress spiritually.
- ❑ Encourage the JTs to be their brother's keeper. Study up on and discuss this topic together so that they have a Word-based perspective of what this means.
- ❑ If Home members who aren't involved in the JTs' shepherding and care notice things in the JTs' lives that they wonder about, they should communicate these to those responsible for the JTs. Sometimes an individual may only see part of the picture when it comes to a problem, and therefore brush it off as insignificant. It may in fact be a matter of little consequence. However,

many times serious problems are discovered by putting together small clues that on their own seem rather insignificant.

■ **Shepherding spiritual and behavioral problems:**

- Encourage your JTs when they are making progress by faithfully letting them know the ways you have seen them change and progress.
 - Give public recognition and encouragement (of a non-embarrassing nature).
- As the JT counselor, keep the prophecies the Lord gives you about the JTs you are responsible for, so you can make sure you follow up on them, and to give you faith and encouragement when you see them fulfilled and answered.
- With the Lord's confirmation, ask your JTs for counsel concerning some aspects of their shepherding or discipline. You may find that they have some good ideas.
- Have intercessory prayer for your JTs' problems and weak areas often.
- Plan good Word studies for your JTs along the lines of what they are working on or the areas they need help in.
- Prepare inspiring Word studies that will be appealing to your JTs, yet at the same time will help to expose their weak areas to them and give them the motivation and the faith they need to fight through to victory.
- If discipline is necessary, make sure that it is appropriate and administered with love and understanding, and is in accordance with the Family Discipline Guidelines. The parents of the JT must also be counseled with and involved in any discipline that is given to their child.
- Study the JT board handbook and seek help from the JT board and/or your Home's coach when facing spiritual or behavioral problems concerning your JTs that you don't know how to deal with.
- When facing a spiritual or behavioral problem that you need to shepherd and deal with, don't act before you have heard from the Lord on the matter and gotten your mindsets in line with His and have counseled with those involved.

B. CHRISTIAN CONDUCT AND SAMPLE

Family discipleship Homes should:

1. Teach their JETTs and teens to live in accordance with the discipleship standard in the Word and the "Responsibilities of Individual Members" as outlined in the *Charter*. The Home is responsible to instill in their JETTs and teens character-building qualities such as love for the Lord and the Word, respect, honesty, godly speech, responsibility, personal accountability, stewardship, faithfulness, diligence, obedience, gratitude, etc.

- Do regular Word studies as needed on the topics of our overall sample as Christians.
- Ask the Lord how your JTs are faring in their overall Christian sample. You can encourage your JTs to hear from the Lord as to how they are doing personally in this area as well.
- Over a series of Word classes, read the age-appropriate sections of the "Responsibilities of Individual Family Disciples" in the Charter and do a Word study on each point so that the JTs can see the reasons for these responsibilities and the Word basis for them.
- Print out or photocopy the age-appropriate sections of the "Responsibilities of Individual Family Disciples" and give a copy to each of the JTs so that they can regularly refresh themselves on what is expected of disciples and what they should be striving to grow into as they reach adulthood.
- Provide classes for your JTs on how to be godly men/women. For the girls you can give classes on being feminine, natural beauty, preparing for motherhood, etc. Likewise the boys can have classes on how to be gentlemen, courteous, well mannered, well groomed, etc. Use up-to-date examples and material so that the classes are interesting and relatable to them in this day and age.

- Make it the cool thing in the Home to be well mannered and polite. In today's society it's sometimes looked on as cool if one is independent, cold, and tough. Teach your JTs that we as Christians have chosen the humble, godly road and as such there is another way for us and our lives. Make a push as a Home to all have good manners; teach by example. If the adults (YAs on up) in the Home are using courtesy and good manners, chances are that your teens will pick up on it.
- Try to create a setting in your Home that is conducive to good manners, and a general attitude that good manners are expected. For example, have your dining room set up in a way that it engenders good table manners.
- One of your responsibilities as a shepherd is to make sure the JTs in your Home have a good standard in all areas of their life. Make a checklist of areas they need to work on and work through the list one item at a time.
- If there is ever an incident where one of your JTs get in trouble with the law, take immediate action.—The first step being to get desperate and ask the Lord how to go about rectifying the situation and what consequences, boundaries, and guidelines need to be put in place for your JETT or teen. Then follow it up by shepherding them and making sure they are keeping in line with what has been set forth.

2. Require their JETTs and teens to uphold the standard in the Word in regards to cleanliness, dress, and deportment so as to be a positive reflection of the Family. If there are questions or controversies in the Home in regards to these matters, the Home must discuss the matters and agree on a united standard concerning them in accordance with the counsel in the Word.

- Have classes on deportment and what Christian conduct and Christian sample is, so as to raise the awareness level of what is expected of a Christian and Family disciple.
- Continue to follow up on, train, and shepherd the JTs by reviewing the standard you have set in your Home (which should be based on the Word) in order to be a positive reflection of the Family. (Note: This standard should include not only the way they dress or look, but also the way they present themselves to others, their manners, etiquette, and respect for others.)
- Have memory work relating to deportment and sample.
- Do skits to help reinforce correct behavior. Use fellowships or activity nights to help promote good deportment.
- Hold an open forum with the JTs to discuss this aspect of their lives, why it is important, and to get their feedback on how they think you should go about it as a team. This can be a big help in finding the lacks in their training, understanding, incorrect attitudes, etc.
- Teach/show them that good deportment is a virtue that will help them succeed in life no matter what profession or career they choose.
- Make sure that the movies you select for the JTs help promote good deportment—a good (or bad) picture is worth a thousand words.
- Make a united Home push on manners through activities, special pushes, charts, competitions, etc. Give prizes to the winners!
- If you're living in a foreign field, ask a national disciple or one of your close local friends to assist you in holding a workshop/seminar to teach and explain local manners, dress expectations, and customs to your JTs so they are aware of local expectations.
- Observe the local customs, how people dress, behave and carry themselves (their deportment), and teach your JTs to relate.
- As a Home, learn to communicate with the JTs in regards to dress and deportment. Try to find a good balance. Having one person who is close to a JT mention the need to change a particular clothing item or accessory is better than several folks or the whole Home getting

involved. It's important to not make the JTs feel singled out by making it an official "Home effort" to improve department overall, including styles and dress codes.

- ❑ Work on defusing differences on small details that derail your communication and unity and prevent you from building a good relationship with your JTs.
- ❑ Take time to hear from the Lord on the subjects of dress and styles. It takes a lot of love, prayer, hearing from the Lord, and honest communication to find the Lord's solutions together.
- ❑ Hold a "clothing cleanout" so all Home members can go through their clothing and forsake anything not suitable according to your local standard or that is dirty, torn, or worn out.
 - ❑ Make sure the Home has the means of upgrading the JTs' clothing standards either through provisioning or by supplying each person with monthly personal needs funds. You can't expect someone to forsake their old/bad sample clothes if they have no way of replacing them with something better.
 - ❑ Take your JTs clothes shopping or provisioning for clothes. Some people don't have very good dress sense, so it can be helpful for someone to go with them to help them choose styles that suit them and colors/styles that match.
 - ❑ Be mindful of youth styles and preferences while at the same time providing clothes that are a good sample. Try not to dress your JTs in clothes they would be embarrassed to wear. (Note: There may be occasions, though, when your JT might need to be asked to wear something for the sake of a good sample that might not be their favorite style or that they might feel awkward or embarrassed about; for example, if they were going to a high-level function and had to dress accordingly. At such times, you should encourage them for the sacrifices they are making in order to be a good sample to those you are ministering to.)
 - ❑ When possible, let the JTs wear things they like, so that when they have to wear things they aren't keen on, it's easier for them to accept it cheerfully.
- ❑ Address the subject of personal cleanliness with your JTs. Regardless of the styles and dress codes that you as a Home agree upon for your JTs, it should be understood that cleanliness and being well groomed is important if they are going to be the sample that the Lord wants them to be.
- ❑ Be tolerant and learn to accommodate your young people's individuality and desire to do things differently than you do. Let them be JTs! What should be of primary concern is not just how they look, but their attitude of heart. Make sure that they realize that you understand this, and that this is your priority and main focus, and that you aren't judging them solely according to their appearance.
- ❑ Teach your JTs to be mindful of the sample that they are to their younger brothers and sisters as well as to their outside friends and contacts and those whom they/you witness to.
- ❑ Ask the JTs which areas of their Christian sample and conduct they think they need to work on. You may also need to point out specific areas to them that they're not aware of. Have them rate themselves from 1-10. Have them rate each other from 1-10. Discuss their ratings either unitedly—where you would address overall ratings without singling out any of the JTs, and/or individually—where you could get into more specific details with each one.
- ❑ Have the JTs ask the Lord and receive prophecies about what He feels are their personal weaknesses and strengths with manners, sample, and department.
- ❑ Have your JTs help with your visitors or Active members so as to learn how to conduct themselves with others outside your Home whom you are ministering to.
- ❑ Provision a nice restaurant where they can go to eat occasionally so they have the opportunity to dress well and have good manners in such a setting, which gives them more motivation to practice doing so.
- ❑ Provide opportunities for the JTs to witness, interact, do PR (along with adults) with businessmen and other successful outsiders, which helps them apply the training they've received in being courteous, well mannered, and dressing sharp.

C. DISCIPLINARY STANDARD

Family discipleship Homes should:

1. Have a united disciplinary standard for the JETTs and junior teens that has been prayed about and agreed upon by the voting members of the Home in accordance with the Word and the “Family Discipline Guidelines.” This Home disciplinary standard should be explained to and discussed with the JETTs and junior teens. It should be documented, easily accessible, and reviewed periodically.

- Study the JT board handbook to give you the Lord’s perspective on communicating with and correcting JTs.
- Depending on the size of your Home, a team of people made up of the JT counselor, one or more of the Home shepherds, and the parents could first get together and draft a proposal of what they feel your Home’s united disciplinary standard (for JTs) should be.
- Involve your JTs in the process of setting the disciplinary guidelines for your Home as much as possible by having them make suggestions as to the standard they should be expected to uphold and what the consequences should be for breaking those rules. It’s ideal if you can enlist the help of the JTs when deciding on the consequences for breaking the rules, as then they will be much more likely to get behind it and feel it’s fair.
- Be reasonable and make sure that the standard and guidelines that you set are according to the Word and not based on personal interpretations or pet peeves.
- Don’t put rules and consequences in place that you aren’t prepared to follow through with.
- As much as possible, your guidelines and rules should provide for a situation where there isn’t a double standard between what the JTs and older Home members are or aren’t allowed to do.
- Keep your disciplinary guidelines simple to cover the most important behavioral issues. It’s not necessary to create a rule and consequence for breaking that rule for every little thing. Shepherding, not an endless list of rules, is the key to training disciples who follow the Word out of love rather than out of fear of breaking the rules.
 - Rules should be “black and white” as much as possible; otherwise you will find your JTs questioning the one who administers the correction (or finding loopholes). This will also safeguard members of the Home from correcting out of a personal vendetta or pet peeve about any aspect of the JETT or teen’s behavior.
- Once a proposal is drafted, it should be prayed about and discussed with the whole Home for further fine-tuning. The Home’s JT discipline guidelines must then be voted on by the Home’s voting members.
- Explain the discipline guidelines to your JTs, giving them an opportunity to ask questions and be given clarifications and shown the reasons why the guidelines are necessary.
- Your Home’s JT discipline guidelines should be written down and kept in a folder, or a computer file, so that they are easy to refer to. From time to time (every three to six months) these guidelines should be reviewed with revisions, additions, or deletions made as the need arises.
 - Whenever changes are made, communicate them to your JTs, giving them a chance to be part of the solution as they get behind the Home’s rules, especially ones that affect them personally.

2. Ensure that all members uphold, and those that are designated (the JETTs or junior teens’ parents, guardians, or shepherds), enforce the Word-based disciplinary guidelines that have been agreed upon by the Home in accordance with the Charter.

- Set a study week/month to have special Word classes with your JTs on the discipline standard—the whys and wherefores, what they are responsible for, etc.
- Encourage the JTs to hear from the Lord personally about how they can progress in the weaknesses they have and any safeguards that they can put in place to help them grow in those areas.
- Spend time with your JTs so that you're aware of their weak areas and are able to help them. Stay a step ahead and keep small problems from escalating to major problems that they'll then need discipline for.
- Be a sample, not just a sermon. Be aware of any double standards in the Home. If there are any, bring them up to the Home shepherds so that they can be addressed and rectified.
- Minor corrections and admonitions can be given on the spot by those involved. However, bigger corrections or discipline should be given by the JT counselor/shepherd/parents.
- If other members of the Home feel that something major needs to be addressed or said to the JTs, they should go through the right person. This is to avoid having all Home members continually correcting or disciplining the JTs, making them feel that they are being "ganged up" on.
- JTs need to be listened to. Place trust in them by giving them room to explain their side of the story and then prayerfully consider it.
- Don't get sensitive when your JTs attack you personally while you are trying to correct them. Realize that this is part of their defense mechanism. Learn to sidestep the attack and listen actively and sincerely, and in the end they will respect you for not losing your cool. Do not get pulled down to their level; pull them up to yours as a responsible and mature adult.
 - Don't, however, let their personal attacks sway your convictions or resolve in correcting them. Listen to their "personal attack" but don't let it "move you," so to speak. Remain firm in what you have agreed upon as the united Home standard.
- Keep things simple. Don't overspiritualize situations or make a big deal out of things that aren't a big issue or are relatively minor.
- Keep your word. Once you have agreed on the disciplinary standard and the consequences for breaking the rules, they must be enforced. Avoid being the "nice guy." Letting them get away with something that they should have been disciplined for will only backfire. They will then expect you to let them "slip by" every time, and when you don't, you will have them feeling hurt, betrayed, and resentful toward you. They will also lose respect for you. This is another reason why it's very important to keep the rules simple and clear.

D. SPIRITUAL TRAINING

Family discipleship Homes should:

1. Allocate the resources and personnel needed for the JETTs and junior teens in their Home to be given 2 hours of quality united and/or individual Word time and intercessory prayer vigil time daily. A daily minimum of 1½ hours of Word time and 30 minutes of intercessory prayer vigil should be scheduled for senior teens.

- Your JTs' Word time is the most important time of their day; therefore, it should be slotted at a time when they are most likely to be fresh, alert, and attentive.
- If your teens and/or JETTs are included in your daily Home devotions, seek the Lord as to whether this is truly translating into the quality Word time and varied Word diet that JTs need. Even if it is quality Word time, it's also important to remember that the spiritual training needs of a JETT or teen are generally quite different from those of older Home members. So it's good to plan and prepare separate Word classes, in addition to united Word times with the whole Home, that are more specifically geared to meeting the Word needs of your JTs.
- Quality Word time for JTs should include time to talk about what they are reading.

- If a portion of the JETTs and/or junior teens' two hours of required Word time will be taken on an individual basis, ensure that this time is scheduled and overseen. (For example, in some cases it may be more beneficial for them to take their private Word time in a united setting; in other cases it may bear more fruit for each JT to take their Word time in separate locations.)
- The JT counselor/parents/shepherds should make sure in advance that each JT has sufficient quality Word material for their individual Word time (e.g., reading assignments, personal prophecy questions, memory work, etc.)
 - Regularly communicate with your JTs about their private Word time. Ask them about what they read, what they learned, what stood out to them from the Word, any neat jewels the Lord gave them as they were reading, etc.
- Schedule time for your JTs to have intercessory prayer vigil so that it's easy for them to take every day. If your JTs have private intercessory prayer vigil, ensure that they have access to appropriate prayer lists, as well as Bible verses and key promises to use during this time. Check that personal vigil time is being used wisely and that it's actually happening, and doesn't end up being time that is frittered away. In most cases you will find it more beneficial to organize prayer vigil teams or buddies for your JTs' intercessory prayer vigil time.
- You can consider pairing up the JTs with YAs, SGAs, or FGAs in the Home for variety and to help everyone be faithful with their prayer vigil.
- Intercessory prayer vigil should be an exciting time for all involved as you wield the weapon of prayer together. Variety is the spice of life!
 - Pray and ask the Lord for new ways and methods to pray, or refer to the numerous published tips and ideas.
 - Solicit the JTs' help in planning prayer vigil, for the JTs as a group or even for the whole Home.
 - While senior teens need to get a full half-hour of prayer vigil, with JETTs especially, but also junior teens, it may be difficult for them to focus for that long on prayer vigil. It's more important that their time be quality and focused rather than a specific amount. You should, however, be working toward a full half-hour of prayer vigil for your JETTs and junior teens.
- Some ideas for spicing up daily intercessory prayer time with your JTs are:
 - If you have a big enough yard, or are having Word class or devotions at a park, team up in buddies of two and have walking intercessory prayer time.
 - See how many specific keys you can claim for each subject you pray for.
 - Quote a key promise, and then pray a few prayers that go along with that promise.
 - Combine key promises with Bible promises to claim for the various prayer requests.
 - See how many spirit helpers you can remember to call on during your intercessory prayer times.
 - Have the JTs make their own personal intercessory prayer lists which they can update regularly.
 - Assign the JTs, or work together with them, to put together a list with lots of ideas of fun and different ways to pray, and then use one of them every day.
- Even though your senior teens will most likely participate in adult devotions, it's important that someone is tuning in to their Word time and checking up on them to make sure they are following the guidelines set forth in "What Is Jesus Worth to You?" ML #3433, GN 1016.
- Have the senior teens keep a chart of their Word time, how much they got, what they read, etc., to help them build good Word-time habits and learn to get quality Word time themselves.
- If your senior teens are having a hard time getting quality Word time, try making a Word list for them to follow.
- Find a balance between training your senior teens to feed deeply of the Word for themselves, while at the same time providing the support, guidance, training, and Word classes they need to get the most out of the Word and progress as Family disciples.

2. Provide the opportunity for the JETTs and teens to follow the current JT Word Course and the memorization program contained therein. There must be a plan for the 15-year-olds to read the Charter-required reading lists for their age found in the JT Word Course.

- Print out the “Spice of Life” columns from the *Xns* for your JTs. These are taken from the Word Course with some added “spice” to make working through it fun and feeding.
- Have the JTs keep a personal notebook/log of what they have read both in united and/or private Word time. This could help them to focus on their private reading, as well as help them find new and appropriate Word topics to do further studies on. It will also help you to see what they have or haven’t read.
- Print out a personal reading curriculum for each JT, so that they and their shepherd can keep track of what they have already read or are reading through.
- Make a memorization/review program that the whole Home can work together on, with weekly tests or quizzes. Godly competition can motivate everyone to commit to memory verses and keys, as well as spirit helpers and their roles that can be wielded in powerful prayers.
- Have them keep a notebook of their memory work to write out key promises or quotes that have been committed to memory.
- Place the weekly memory work in public areas, such as bathrooms, kitchens, etc. (See “Memory Work Made Simple,” DB 3.)
- Have sufficient copies available for Word classes, quiet time reading, or other study times for each of the JTs to help with their concentration and focus.
- Have a paper library, or computer with InfoStore, available for your JTs’ study and Word time.
- Find ways to incorporate the Word Course-based Word they read with gaining credits in their CVC studies. (The “Spice of Life” column in the *Xn* has any reading assignments that are part of CVC studies marked with a CVC bullet.)
- Make sure the JTs understand the Word they are reading and are able to apply it to their lives. It would be better to avoid the JTs going through the course on their own, or having most of their Word time on their own unless you have an effective way to follow up on what they have read either through written reactions, united discussions, talk times, etc. While it’s important for JTs to learn to read and have feeding Word time on their own, there should be regular times where an adult or teacher reads with them.
- Set goals and dates by which different Letters or sections of the reading list need to be read. You can incorporate different rewards or activities into the plan when short-term goals or long-term goals are reached.
- Consider joining forces with other 15-year-olds in the area (and JT counselors from their respective Homes) to study through the required reading for that age group together.
- Incorporate Letters from their curriculum or Word studies in devotions, classes, vespers, or designate certain Letters which can be read during their own private readings.

3. Discuss, develop, implement, and regularly maintain a Word program designed to inspire in the JETTs and teens a hunger for the Word. Along with reading the New Wine, new pubs for their age group, and following the JT Word Course, this Word program could include such things as (but isn’t limited to): songs, skits, active participation, research, note-taking, united times of hearing from Jesus, quizzes, games, animated presentations, movie clips, CVC courses, and much more, with the purpose of making their Word time as alive, exciting, and applicable as possible.

- If feasible, have all or some Home members take turns planning and leading inspiring and variety-packed devotions.
 - If someone in your Home has a particular gift for teaching Bible or Word classes or doing skits, etc., encourage them to use their talents with the JTs as much as possible.

- Make sure that those involved in teaching the Word to your JTs have sufficient time to pray about, plan, and prepare quality Word classes for the JTs in your Home. “On the fly” Word classes should be a rare occurrence.
- Keep a chart/calendar of what topics you would like to cover with your JTs in the next weeks or months and assign those classes to those who are going to teach your JTs Word time so as to avoid the undesirable event of unplanned Word classes.
- Regularly hear from the Lord about ways to make the New Wine come alive for the JTs.
- Bring the New Wine to life for your JTs by introducing elements such as inspirations, skits, movie clips, compiled quotes from older Letters on the subject (your own “Letter links” if there aren’t any compiled for that GN), Bible classes, etc.
 - Check out the JT handbook for ideas and vision in making your JTs’ Word time all that it should be.
 - Use varied media to make your classes fun and something the JTs will look forward to. Alternate between slides, video clips, outdoor settings, etc. Although this may take a little more preparation, the end result is worth it.
 - If their Word times seem to be getting a bit dull, ask the Lord for far-out ideas for Word studies or any suggestions He might have on spicing up your class times.
- If you are going over a long GN with your JTs, it can be helpful to go over it beforehand to select key portions to be read with them. Condensing the GN beforehand by reading over it and selecting the portions that are most applicable to them can help the JTs in their concentration and will give more time for a variety of other Word ideas to be interspersed in their Word class as well as to be able to discuss the Word read. With JETTs and junior teens, simply reading a GN straight through without anything else added, especially if it’s a long GN or not necessarily geared toward them, is not recommended.
 - Check out the MO site for DB versions of recent (and older) letters. Not all Letters are in DB format, but many are and they can be an alternative to reading the full version of a long GN.
- Share ideas for classes and Word class activities between Homes in the area, thereby cutting down the amount of classes, devotions ideas, and Word-based activities that each Home has to come up with.
- Give each JT a notebook in which they can jot down any quotes or specific prophecies that stand out to them. Have them bring this notebook to all their classes/devotional times.
- Senior teens might enjoy putting together a class that they could then give to JETTs/sheep/Active members. This would provide an incentive or end goal in their study of the Word and an avenue to share what they are learning from the Word with others.
- Have your JTs prepare material from the Word that can be shared with the Home for devotions and/or vespers and come up with fun ways to lead those times.
- Organize united JT devotions with nearby Homes if your location permits.
- As a JT counselor, it’s imperative that you keep abreast of your JTs’ reactions to their devotions/Word classes so that you can tweak things as needed. Ask your JTs to let you know when they feel they need a change in their Word schedule, topics, etc.

4. Strive to teach their JETTs and teens the use of the new weapons as presented in the Family publications. The weapons of praise, prayer, hearing from the Lord, use of the keys, working with spirit helpers, and building a personal relationship with Jesus, are all vital aspects of the spiritual training of our JETTs and teens.

- Have a weekly activity where you focus on one of the new weapons until you get through all of them. You can give assignments to your JTs ahead of time so they can come prepared

for whatever you have planned. Make the activity nights fun and variety-filled. You can add quizzes, discussion questions, skits, games, times of united hearing from the Lord, or have individuals bring personal prophecy excerpts on the subject, assignments to bring a relevant quote to share with the group, etc.

- Have each of your JTs focus on one of the new weapons for several weeks in order to become more proficient in that weapon. Have them research the Word on that particular new weapon, hear from the Lord as to how they are doing and what practical steps they can take in order to use the weapon better. Have them come up with a plan of attack and share that with their fellow JTs. Or you could do this as a Home!
- As a Home, have activity nights where you divide up into teams and get tested on your knowledge of the spirit helpers and angels, and those they fight against. Make sure that these times focus on the positive and those helping us rather than dwelling too much on the hinderers. It's important for the JTs to know both, but they shouldn't be too focused on the Devil's dirty work.
- Have a dress-up night where everyone comes dressed as one of their favorite spirit helpers.
- For devotions or Word classes, prepare presentations (skits, multimedia, Word research) that show the spiritual powers of our spirit helpers over the demons that fight us. Use practical examples of situations where the JTs can call on the help of our spirit helpers and how they can help us.
- Make it a goal to call on spirit helpers during prayer times and at devotions.
- Pray about ways to have age-appropriate Loving Jesus inspirations that the JTs can attend. Make these times meaningful and fun and full of variety. You could include JETTs and/or teens in the preparation of these Loving Jesus inspiration nights.
- During prayer time at devotions or united meetings, encourage all Home members to claim memorized keys.
- Regularly give your JTs prophecy questions to ask the Lord about, as it may be difficult for them to come up with their own. Alternatively, you could have a list of suggested prophecy questions they can ask the Lord that they can choose from.
 - If there are prophecy assignments in the GNs that are applicable to your JTs (depending on their age), make sure that they have time to do these.
- Have united praise times often, whether at devotions, meal times, or night activities. Use the weapon of praise together with the JTs.

E. WITNESSING

Family discipleship Homes should:

1. Train their JETTs and teens in well-rounded missionary work. Provide sufficient opportunity for them to actively participate in and contribute to the various aspects of the Home's witnessing ministries; i.e.: outreach and personal witnessing, soul winning, Activated, follow-up, Bible classes, reaching the rich and labor leaders, tool distribution, performing, CTPs, provisioning, road trips, etc.

- Take time to study and research the Word with your JTs on all the outreach ministries your Home is or could possibly be involved in so that they have a well-rounded view of what the possibilities are. You could also have those in your Home who are experienced or talented in the various types of witnessing ministries share testimonies and tips with your JTs.
- One thing that could be both inspiring and motivating is if the JTs are given an opportunity to personally pray about what methods of outreach they have a burden for, or would like to try or embark on. One thing to bear in mind is that even if things may seem a bit "crazy" or "out

there,” wildfire is better than no fire, and Home members should do their best to support them, and pray for faith to get behind whatever methods of outreach the JTs have a burden to try and that the Lord confirms. Ways to support their ideas are:

- Make sure they have the right tools that they need.
- Give them sufficient time in their schedule to prepare or plan their outreach activities (with help and guidance).
- Consider setting up an “apprenticeship program” in your Home in order to provide well-rounded training for the JTs in the various aspects of witnessing and outreach your members engage in on a daily basis.
 - JTs need confidence while witnessing. It can often bear better fruit to have a JETT or teen who is just learning to witness accompany an experienced and enthusiastic YA, SGA, or FGA, so that they can initially “listen and learn” until they know how it’s done, gain faith and confidence, and are ready to do it themselves.
 - Give them sufficient time to grow under the tutelage of the older person they are witnessing with. Their confidence will grow, and they will soon be able to strike out on their own. Often, if thrust out on their own initially, they may come across an awkward or difficult situation that they aren’t able to manage, and because of this, may come away with a sour taste in their mouths, and not have the confidence to want to try again. However, when seeing things “happen” when they are with their older partner, it will inspire them that it can be done.
- Train your JTs to be “instant witnesses,” so that they will be ready to heed the Lord’s check at any moment to witness to someone they come in contact with.
 - Help them get into the habit of carrying tracts with them wherever they go and to be seeking the Lord as to who to give them to.
 - Teach them to not limit themselves to giving out tracts while witnessing, but to do so during their free days, excursions, etc.
- When personal witnessing, coach your JTs on how to answer difficult questions about the Endtime or other questions related to the Family’s beliefs. Coach them in areas such as:
 - How to open conversations or break the ice with the people they witness to.
 - Being ready to “give an answer to him that asketh.”
 - Standing up for their convictions when presented with temptations.
- How to go on the attack and put people in their place when their faith and beliefs are being attacked or ridiculed.
 - How to give interviews on radio and TV, and what to do if suddenly approached by a press crew and cameraman while witnessing.
- Teach your JTs to live by faith and gain experience in things such as: provisioning their meals while out, provisioning transportation, etc. Help them learn to get over the initial shyness that comes with lack of experience in provisioning or presenting themselves to people.
 - Consider taking your JTs on faith trips so that they can grow in faith and gain spiritual faith muscles.
- Delegate responsibility to your JTs in things such as keeping record of the stats and finances, your appointments and agenda for the day, or if you’re on a faith trip, train them to keep records for the entire trip. Train them to answer the phone and make phone calls to your sheep, set up appointments for provisioning or Bible classes, etc.
 - If you are teaching a Bible class or leading a church of love, delegate a portion of the meeting to your JTs. It doesn’t have to be long, and what you delegate will depend on the JTs and their experience in witnessing, etc. For some it may be to open the meeting with a word of prayer, or pass out folders or printouts. Maybe some will have the faith to lead the inspiration or communion, etc. In time, if given the training, they may end up being active participants and will learn to be excellent and experienced teachers themselves.

- Help your JTs to become experienced with getting out *Activated* and subscribing people to the *Activated* magazine.
- Teach your JTs to get out our wonderful tools and explain the ins and outs of distribution, sales and promotions, stands and book fairs, etc.
- Teach your JTs how to conduct successful CTPs and how to use the Family name when presenting your work and your projects. Help them have an understanding of how everything works, and involve them as much as possible.
- Encourage your JTs in witnessing-related goals such as learning guitar, drums, keyboards (or any other instrument), Bible prophecy, sign language, public speaking, singing and performing, dancing, or whatever will help them in the method of witnessing they have a burden for. It's vital that the Home gets behind the JTs and provides time and resources for these endeavors.
- Keeping stats is always an inspiring way to motivate your JTs, whether on a weekly basis, monthly basis, or however the Lord shows you to keep them, or however they have a burden to keep them. Strive for high goals (with the JTs' agreement and input), and celebrate or make a big deal when goals are reached or surpassed.

2. Be sure that their JETTs and teens' dress and deportment are appropriate for the type of witnessing they are doing.

- Read the Word on the subject of becoming one and the importance of adapting in order to "become all things to all men that we might win some."
- Have a united witnessing dress code as a Home.
 - Talk with the JTs about your area and country. Ask them how they see themselves and their sample, and ask them to make a proposal of what a good sample is for witnessing.
 - Ask your JTs to do a survey in the Home of "what constitutes a good appearance for witnessing."
- Try to allow for times when your JTs can dress more freely or of their choosing (if in a conservative country) by taking them witnessing to the beach, a camp site, or other less formal situations.
- Experiment taking your JTs out well-dressed and groomed so that they can realize what a difference it makes in how they are received by those they meet. Most of those in the world are conditioned to look at the outward appearance and show respect and reverence and even give priority to those who look like they have their act together.
- If your JTs will be involved in singing and performing, it's important that they are trained to be good representatives of the Lord and the Family in their countenance, dress, deportment, and delivery of the message.
- If you need to establish guidelines in the area of dress and deportment while witnessing, or you need to address situations that come up, consider preparing a comical skit on the issues that will help set the tone for your meeting and discussion.
- If dress/appearance is a problem area, bring up actual or true-to-life instances when sheep or contacts were offended by seeing a bad sample or poor conduct. You could also give examples of opportunities you may have missed or people you failed to reach as a result of poor dress and deportment while witnessing. Your JTs should realize that often when people are offended or turned off to the Family as a result of a bad sample or conduct, those people will rarely if ever say something about it. They will merely distance themselves, and you may lose them altogether for the Lord's work.