

Hooper's
Evangelist
& Minister's
HANDBOOK

*Everything You Need To Know
Before You Go!*

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CHAPTER FOUR

The Minister and the Groundwork

After receiving the call to ministry, one of the most puzzling thoughts for a new minister is, where do I begin? To help answer such a question, I will commence by sharing that since the Bible is the minister's one and only spiritual companion, it is wise to start there. Here is how we begin its study.

BIBLE INSTITUTIONS

In 2 Timothy 2:15, ministers are biblically commanded to “study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” In order to fulfill this obligation to God and to serve His people adequately, a mature knowledge and study of the Bible is necessary. Most ministers today, upon realizing their passion for the ministry of the Word, enroll into a Bible institution. These institutions range from Bible schools, colleges, and seminaries (local churches also house Bible study classes.) All Bible institutions provide either accredited or non-accredited courses, with a view toward obtaining a certificate or accelerated degree. Some of the various programs offered are General Bible, Evangelism, Christian Education, Theology, Missiology, Divinity, Urban Ministry, and so forth. In some cases, a degree is necessary for ministers in a particular denomination (Methodist) or ministerial field, and an accredited Bible school should be chosen. In others, a degree is unnecessary and attending a non-accredited Bible school or taking such courses is fine. However, one should consider that the educational parameters in an accredited Bible school are usually wider. Due to the changing needs of our society, many Bible institutions today have gone from offering courses in a disciplined classroom environment, to providing them through correspondence courses, or over the internet. A request for a school's manual will provide the options available. But, regardless of the various choices offered to receive a biblical education, the truth is, no other environment can compare to the eternal touch of a teacher, like a classroom.

There are hundreds of Bible schools to choose from. As you prayerfully make your decision, you might want to keep these two factors uppermost in mind: (i) choose a school which best serves your needs (time frames, fees, transportation, denomination); and (ii) make sure you agree with the school's doctrinal statement, as it will determine how your classes are taught and ultimately how your mind comprehends both God and His Word. In addition, as you pray, be open to the Holy Spirit. Don't let your flesh sway your decision. A small, unpopular Bible school can be just as challenging and rewarding as a large, name-brand Bible school. The important thing is to have your steps "ordered by the LORD" (Psalm 37:23). Like secular schools, financial aid and scholarships are also available to Bible students upon one's research and inquiry. And, your accountant should be able to deduct certain items from your taxes, if applicable, just ask.

MENTORING

Ted W. Engstrom, author of *The Fine Art of Mentoring*, (Wolgemuth & Hyatt Publishers, 1989) says, "successful people never reach their goals alone," and I agree. After Bible school, ministers who desire additional or specific ministerial training and leadership development might give some thought to the art of mentoring. Many ministers, through the lifelong teaching, commitment, and support of a mentor, have used this means. In turn, they have successfully reached their ministerial destiny, as well as evolved into mature, influential leaders of the Christian faith.

Although this means of training and development differs from a disciplined, formal education, mentoring is biblical, and is evidenced in both male and female relationships, such as Elijah and Elisha and Naomi and Ruth. Also, in the New Testament, the Apostle Paul encourages its continuance in scripture by exhorting

the aged women likewise, that they be in behaviour as becometh holiness, not false accusers, not given to much wine, teachers of good things; that they may teach the young women to be sober, to love their husbands, to love their children, to be discreet, chaste, keepers at home, good, obedient to their own husbands, that the Word of God be not blasphemed.

(Titus 2:3-5)

Many resources are written on this topic and further elaborate on the much-needed qualities of both an ideal mentor and mentoree.

Nevertheless, I will highlight here that in order for this relationship to be effective (i) the mentoree (you) must have the *same* ministry gift as the mentor (someone); (ii) the mentoree must respect and be willing to humbly submit to the mentor; (iii) the mentor must be honest and transparent about themselves *and* their ministry, including struggles (1 Thessalonians 2:8); and (iv) both individuals must be patient and allow this process of development to take its time. If these areas are heeded, this positive alternative for spiritual growth and development will yield some tremendous advantages and rewards (though not always a friendship.) Lastly, most professionals suggest that the mentoree (you) consider a mentor (someone) who has received a level of biblical training from a sound, accredited Bible institution. Remember, when it comes to learning, your environment is crucial; consider your ceiling.

ECCLESIASTICAL ATTIRE

As you begin to mature in the knowledge of the Word, God will open up opportunities for you to use that knowledge so that souls are saved and the Body of Christ is edified. However, while preparing your sermon, a thought regarding what you should wear in the pulpit will probably occur. There is no need to panic. Specific ecclesiastical vesture (clergy clothing) has already been established and dates as far back as the Levitical Priesthood (Exodus 28:2-4; Leviticus 8:7). This vesture is called a *cassock* (priestly robe) and is worn by all members of the clergy during liturgical (religious or worship) services. Although the detailing may vary, in general, the cassock is a full-length tunic with long narrow sleeves, having 33 buttons from neck to foot. (The first use of the cassock for a new minister may be during licensing or ordination services. Check with your pastor regarding when to begin wearing them and where they can be purchased.) As a newcomer to the clergy, you should *always* have a black one and a white one to minister in, in any liturgical service, when necessary. With black cassocks, male ministers normally wear black slacks, socks, and conservative black shoes; while female ministers wear a long slip, black stockings, and conservative black shoes. With white cassocks, male ministers may wear white pants and socks and female ministers may wear white stockings; both may choose either conservative white or black shoes. Cassocks come in numerous styles and colors, and in every denomination or local church, they sometimes assist in distinguishing ministry gifts and ranks (see author's comments.) When considering wearing a cassock other than white or black to a ministry visit, consult your pastor or the host church beforehand, to avoid any conflicts. Lastly, whenever you put on your cassock, let it be a constant

reminder that as you minister, you are first and foremost ministering to God (Exodus 28:3), before you minister to His people.

At certain times, liturgical vesture is not necessary, yet ecclesiastical vesture is in order. (In other words, you must be identified as a member of the clergy but not necessarily from a robe.) In these such cases, ministers wear non-liturgical vesture called *civic attire*. For an *ordained* minister, this vesture is a conservative black suit, with a black clergy shirt, and a full neck band clergy collar. For *licensed* ministers, this vesture is a conservative black suit, with a black clergy shirt, but with a tab clergy collar. In some ecclesiastical circles, both men and women wear civic attire, and in others, only males. When a different color clergy shirt is seen with the clergy collar, (depending upon organization, denomination, or reformation), it *may* imply that the minister carries a specific ecclesiastic office or title; for example, Bishops wear purple, red, or magenta clergy shirts. In some instances, a Bishop may wear civic attire when in the presence of a superior Bishop (Presiding Bishop, Jurisdictional Bishop). When this occurs, it is only for purposes of distinction. Again, when unsure of *any* protocol in *any* ecclesiastical circle, always inquire.

There are other worship services that take place where no such clergy attire is necessary when ministering, such as youth and street services, retreats, prayer breakfasts, seminars, conferences, and banquets. In these cases, the option of wearing a business suit, (preaching) dress, or a nice casual outfit is permissible, but the selection of what *type* is conservative (see The Minister and the Travel Wardrobe.) This avoids distracting the congregation's attention from the sermon, to the appearance of the minister. (It's still okay to pray, 'Lord, hide *me* behind the cross.') Personally, whenever there is a choice *and* it is appropriate, I actually prefer ministering in a cassock or civic attire because (i) there is a job to do and I am the 'worker;' (ii) I have come prepared by wearing 'work clothes;' and, (iii) I am free to do the 'work' (of the ministry), without being hindered by the length of my skirt and or the label on my suit. Selah.

BASIC STARTER ITEMS

Listed below are a few basic starter items to assist you in preparing to start your ministry. These items by no means imply that you are about to start a new church or incorporate a ministry. They are just a few things the host church may need from you to prepare for the ministry

visit, or you might desire, in order to present a more professional posture to your ministry:

Professional Business Cards

Having only basic information to contact you (your name, title, church, telephone number, email address, alternative address (P.O. Box), and a picture, if desired)

Cardholder

To neatly hold business cards

Email address/Fax machine

Another form of communication to contact you

Biography

A preferably typed and current biography containing background information regarding whom you are as a minister, including your local church and pastor (see sample of my former biography)

Professional Pictures

Headshots taken in black & white and color. When requested, send via email to save time and money (see note)

Black Portfolio

For (preferably typed) sermon notes and pens

Briefcase

For basic, handy ministerial and writing materials (Bible, portfolio, paper, pens)

Garment and Tote Bag

For clergy attire and toiletries to refresh with after ministering

Note: Publicity pictures should be taken by a professional photographer (ask to have a personal copy on a cd.) Also, both dress and makeup is usually conservative. For quick and professional photo touch-up services, see www.E-Retouch.com.

✧ Scripture References ✧

Psalm 37:23 – The steps of a *good* man are ordered by the LORD: and he delighteth in his way.

1 Thessalonians 2:7 – So being affectionately desirous of you, we were willing to have imparted unto you, not the gospel of God only, but also our own souls, because ye were dear unto us.

Exodus 28:2-4 – And thou shalt make holy garments for Aaron thy brother for glory and for beauty. And thou shalt speak unto all *that are* wise hearted, whom I have filled with the spirit of wisdom, that they may make Aaron's garments to consecrate him, that he may minister unto me in the priest's office. And these *are* the garments which they shall make; a breastplate, and an ephod, and a robe, and a brodered coat, a mitre, and a girdle: and they shall make holy garments for Aaron thy brother, and his sons, that he may minister unto me in the priest's office.

The author comments that all ministers wear cassocks (or some sort of pulpit gown or priestly robe.) However, other vesture (clothing), embellished with extensive embroidery, is also worn, *depending upon* the office or title of the minister and or type of liturgical (religious or worship) ceremony. (This point is continually pressed to impress upon clergy that knowledge and perhaps caution should be applied when vested, for a particular type *and* color of garment worn, can be a non-verbal communication of the ministerial capacity in which one serves.) Additional vesture with the cassock may include: surplice, chimere, alb, cincture, rochet, stole, chasuble, and cope. See the Liturgy Dictionary in The Minister's Library or speak with a well-informed minister on clergy vestments for further clarity and understanding. In addition, only use an Ecclesiastical Tailor for fittings on all clergy vestments. (Note: it is said that the 33 buttons on the cassock represent the 33 years that Jesus Christ was on earth. In addition, the length of the robe from head to foot is loosely fitted and designed to cover the entire flesh, "that no flesh should glory in his presence" (1 Corinthians 1:29)).

Leviticus 8:7 – And he put upon him the coat, and girded him with the girdle, and clothed him with the robe, and put the ephod upon him, and he girded him with the curious girdle of the ephod, and bound *it* unto him therewith.

Exodus 28:3 – And thou shalt speak unto all *that are* wise hearted, whom I have filled with the spirit of wisdom, that they may make Aaron's garments to consecrate him, that he may minister unto me in the priest's office.

EVANGELIST DEBORA C. HOOPER

Evangelist Debora C. Hooper, formerly known as the pioneer rapper, “Debbie-D,” was featured with the female group Us-Girls, in the 1983 first hip-hop movie, *BEAT STREET*, produced by actor and singer, Harry Belafonte. However, due to a spiritual void, she relinquished the entertainment field and for over 20 years has committed her life to the Lord Jesus Christ and the work of the ministry.

Within that time, Evangelist Hooper has served in many church positions but for almost two decades has served faithfully as an Ordained Itinerant Evangelist. Evangelist Hooper’s much sought after ministry has caused her to travel extensively both nationally and internationally; preaching and teaching to both adults and youth in conferences, retreats, seminars, and worship services of all kinds. Although Evangelist Hooper has been theologically trained and has earned six accredited degrees, she is most appreciated by her listening audience for ministering the Gospel in a way that is simple, practical, and relevant to the times. From this approach, countless people from all ages and walks of life who have heard her anointed ministry have experienced salvation, healing, and deliverance, through faith in Jesus Christ.

Evangelist Hooper is a single parent-aunt to her niece and nephew, Niesha and Isaiah, and resides in Northern New Jersey. She faithfully serves as an Associate Minister and Spiritual Supervisor of the Youth Department at the Pilgrim Cathedral of Harlem, in New York City, where Bishop Charles J. Reed is the Senior Pastor.

[As of 2004, Dr. Debora C. Hooper is the Pastor & Founder of
Greater Works Worship Center in the Bronx, NY]

APPENDIX

GLOSSARY OF MINISTERAL TERMS

Along with entering a new profession, a person also embraces a new vernacular. Therefore, ministers should become acquainted with several terms and (short) meanings that are used in the Church and among clergy. As always, depending upon the ecclesiastical circle, certain terms may have more than one meaning or differ. For further information and study, see any liturgical and worship dictionary.

Adjutant – a designated individual who (usually) serves a bishop, apostle or senior pastor

Altar – the area located directly in front of the pulpit

Altar Call – an appeal to sinners to accept Christ and or saints to change behavior

Altarworkers – specific individuals or ministers that assist laity at the altar

Archbishop – a title for an overseer of bishops

Armorbearer – a designated person who serves a ministry gift

Benediction – a final prayer or blessing at the end of a worship service

Bishop – a title for an overseer of pastors

Catechism – a question and answer religious teaching before ordination

Cathedral – a large, elaborate place of worship where the Bishop “sits” (pastors)

Cathedra – a reserved, designated Bishop’s seat, located in the pulpit

Chief Prelate/Presider – the title of the general overseer of an entire church organization

Clergy – a minister of the Word in any capacity

Conference – services with various speakers that target a specific theme

Consecration – a sacred public ceremony to set aside a senior pastor as an Overseer, Bishop, or Apostle

Convocation – an (annual) gathering of believers from a church or organization

Creed – a confession of personal or congregational beliefs

Crusade – a succession of (traveling) services for conversion of sinners

Eulogy – words shared by a minister (or one) at a funeral or homegoing for believers

Eulogist – the title of the minister (or one) who speaks at a funeral or homegoing

Expediter or Presider – the title of a minister (or one) who governs a worship service

First Lady/Shepherd Mother – a title usually designated for the pastor’s wife

Form 1099 – an IRS form for ministerial services rendered and amount received

Hallelujah – the highest praise to God in any given language

Holy Communion/Eucharist/Lord’s Supper – a celebrated memorial service of the Lord’s death

Homegoing service – a celebrated service given for a deceased believer

Honorarium – a predetermined amount of money presented for (ministry) services

Hymnbook – a printed collection of hymns and liturgical songs

Invocation – a prayer offered in a worship service to summon the blessings of God

Laity – non-clergy members of a local church

Lectern/Podium – a bookrest for public reading

License – a ministerial act or document to acknowledge an individual as an official minister

Liturgy – a printed outline of a particular act of worship service

Minister – a title for a minister of the Word and or to render a service to another (in a church)

Ministry – a passion to fulfill a need in a particular area of the Lord’s Church

Ministry Gift – a minister who is a part of the five-fold ministry, also musicians and psalmists

Ministry Visit – a minister “visiting” a worship service for the purpose of ministering the Word

Ministerial Products – Gospel books, tapes, videos, cds, dvds, usually to be sold

Morning Glory – an early worship service or prayer

Offertory – monies voluntarily given in a worship service

Ordination – a sacred public ceremony to elevate and set aside a licensed minister to a specific work of the ministry

P.K. – an abbreviated term for a “preacher’s kid”

Pall – a cloth that covers the pulpit, altar, or coffin

Pastor – a title for one who oversees an auxiliary or the chief authority in a local church

Pentecost Sunday – 50 days after Easter; sometimes believers wear all white

Platform Service – worship service where several ministers speak for a short time

Prayer Vigils – prayer services held over hours or days with or without breaks

Prayer Breakfast – a worship service with breakfast served and a speaker noted

Preach – to strongly urge someone about accepting an idea (the Gospel)

Plenary Speaker – the title for the main speaker of a worship service

Processional – a line of ministers entering into a worship service (by rank)

Protocol – following the formal and proper way things are done

Presbyter/Elder/Reverend – titles of ordained ministers

Pulpit – an elevated area in the sanctuary where the Word is ministered from and ministers are seated

Recessional – a line of ministers exiting from a worship service (by rank)

Repast – a fellowship gathering (with food) occurring after a worship service

Retreat – worship services usually held in a remote, relaxed place; casual attire is worn

Revival – a service designed to convert sinners and encourage the believer

Sabbath – a time of rest or day of worship for believers on Saturday

Sanctuary – the main church area where congregants gather to worship and are seated

Seed Offering – monies voluntarily “sown” for a particular desire

Selah – a Hebrew word used to punctuate a pause between verses or a thought

Seminar – a specific subject is taught for the purposes of dispensing information

Senior Pastor – the title of the chief authority in a local church and one who pastors pastors

Sermonic Solo – a song rendered before the minister speaks

Septuagint – the Old Testament translated in Greek (instead of Hebrew)

Sunrise service – early service held the morning of Resurrection/Easter Sunday

Transliteration – a letter in a language that corresponds closely in another

Trial or Initial Sermon – the first sermon delivered by an aspirant minister

Vest – to put on clergy garments

Vestments – clergy garments worn for ministerial purposes

Vestry or Sacristry – a designated side room for clergy to vest

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