

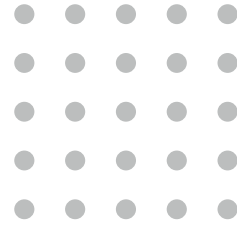
# ADMINISTRATOR

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## Manual



# TABLE OF CONTENTS



## **CHAPTER 1: ABOUT EBS**

- 4** Purpose and Mission of EBS
- 5** Goals for Members
- 5** History of EBS
- 6** EBS Headquarters

## **CHAPTER 2: EBS CLASS LEADERSHIP**

- 7** Leadership Team Roles
- 7** Leadership Team Responsibilities
- 8-9** Leadership Positions

## **CHAPTER 3: EBS MEETINGS**

- 10** Caring for Members and Leaders
- 11** Leader's Meeting Schedule
- 12** Class Meeting Schedule

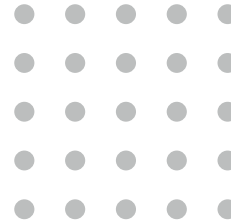
## **CHAPTER 4: EBS MEMBERSHIP RECORDS & REPORTING**

- 13** Class Membership Report
- 14** Planning Center App

*\*Click on any title or page number to navigate to that page.*

*\*\*Click on the title at the top of any page to navigate back to the Table of Contents.*

# TABLE OF CONTENTS



## **CHAPTER 5: EBS FINANCES AND OFFERINGS**

- 15** Enrollment Contribution
- 16** Finances
- 16** Scholarships
- 16** Scholarship Offering
- 17** Host Church Offering
- 17** Sample: Class Enrollment Report
- 18** Sample: Batch Form Procedures

## **CHAPTER 6: EBS RESOURCES**

- 19** Training Resources
- 20** Instructions for Fillable Forms: Name Tags
- 21** Instructions for Fillable Forms: Class Schedules
- 22** Instructions for Viewing Teaching Videos: *(YouTube Links, Flash Drive to View)*
- 23-24** Annual Checklist for EBS Class
- 25** EBS Distinctives
- 26** EBS Statement of Faith

*\*Click on any title or page number to navigate to that page.*

*\*\*Click on the title at the top of any page to navigate back to the Table of Contents.*

# CHAPTER 1

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## PURPOSE AND MISSION

We make disciples who learn, love and live out the truth

- **LEARN** the Truth through daily Bible study
- **LEARN** that the Truth is a Person worth following
- **LOVE** Jesus and love His Word
- **LIVE** the Truth by applying the Word to daily life
- **LIVE** a changed life shaped by the Word

*EBS exists to bring people close to God through in-depth Bible study.*



*It's simple...  
we make  
disciples  
anywhere.*

*(see Matthew 28:19-20)*

Our classes provide in-depth Bible study through a four part method:



### **Study the Bible**

Daily **personal interaction** with God's Word through study questions.



### **Equip to Contribute**

**Small group collaboration** discussing what you learned.



### **Apply to Daily Life**

A teaching time delivering **inspirational application**.



### **Impact for Christ**

**Impactful education** through study notes.



# GOALS FOR MEMBERS



## GOALS:

1. To know, love and follow Jesus Christ
2. To establish a practice of daily Bible study
3. To apply the Bible to daily life
4. To serve the Church
5. To impact others for good

# HISTORY OF EBS

## EBS HISTORY:

Explorer's Bible Study was founded by Mrs. Nellie Constance in 1972. God revealed to her the need for in-depth Bible study in smaller towns and communities while teaching a Bible Study Fellowship class in Utah.

Mrs. Constance along with her husband Tom, answered that call by writing and printing the original curriculum. Within five years, EBS spread throughout the United States and Puerto Rico.



# EBS HEADQUARTERS



## HEADQUARTERS

The EBS Headquarters team supports and encourages the classes through:

- Spiritual and strategic leadership
- Writing and editing curriculum
- Training
- Communications
- Financial and operational oversight

### **Contact info:**

[customersupport@ebshome.org](mailto:customersupport@ebshome.org)

Phone: 615 – 446 – 7316

Website: [www.ebshome.org](http://www.ebshome.org)

Facebook: <https://www.facebook.com/ExplorersBibleStudy/>

### **EBS Mailing Address:**

Explorer's Bible Study  
PO Box 425  
Dickson TN 37056-0425

### **Street Address:**

Explorer's Bible Study  
2652 Highway 46 S  
Dickson TN 37055-9056

# EBS CLASS LEADERSHIP

A strong leadership team is critical to the success of an EBS class.

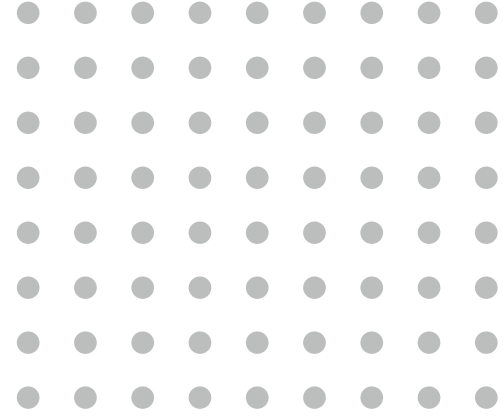
## LEADERSHIP TEAM ROLES

- **The Leadership team of an EBS class includes**
  - Teacher
  - Assistant Teacher
  - Administrator
  - Discussion Leaders (one DL for every 12-15 members)
  - Children's Coordinator (for classes with a Children's Program)
  - Children's Leaders (two CLs for every classroom)

## LEADERSHIP TEAM RESPONSIBILITIES

- **All Leaders**
  - Complete the weekly study.
  - Attend weekly leaders' meeting.
  - Lead at class accordingly.
  - Receive a Leadership Manual.
  - Submit your personal prayer requests so the team can pray for you.
  - *(See pages 8-9 for a description of responsibilities for each role)*

# LEADERSHIP POSITIONS



## TEACHER

- Shepherds leaders
- Leads the class with the assistance of the assistant teacher and administrator
- Invites individuals into leadership
- Trains discussion leaders on a regular basis
- Prepares and presents the 30 minute teaching for the passage each week
- Leads the weekly leaders meeting
- Attends EBS leadership conferences
- Participates in ongoing training and coaching provided by headquarters

## ASSISTANT TEACHER

- Assists teacher in shepherding leaders
- Assists the teacher in leading the class
- Leads opening and gives devotional during class meeting if applicable
- Prepares and presents the 30 minute teaching at class when delegated by the teacher
- Leads the leaders meeting as delegated by the teacher
- Attends EBS leadership conferences
- Participates in ongoing training and coaching provided by headquarters

## DISCUSSION LEADER

- Facilitates group discussion
- Builds relationships in order to shepherd group members
- Prays for group members regularly
- Participates in ongoing training provided by headquarters





# LEADERSHIP POSITIONS

## ADMINISTRATOR

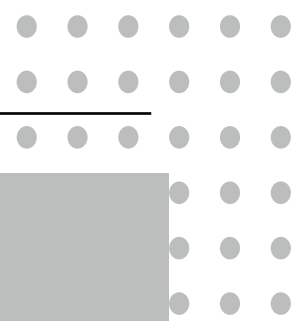
- Follows host church procedures and protocol
- Communicates with host church
- Completes and submits administration forms (e.g. batch form)
- Assists new members with online registration
- Collects funds for materials and submits to headquarters
- Places orders for materials with headquarters
- Coordinates special offerings (*host church, EBS*) and delivers/submits funds
- Participates in ongoing training by headquarters

## CHILDREN'S COORDINATOR

- Oversees Children's Program and/or childcare during class
- Oversees childcare during leaders meeting as necessary
- Ensures implementation of 2-adult policy
- Prays for children and leaders regularly
- Trains Children's Leaders

## CHILDREN'S LEADER

- Leads, teaches and cares for children during class according to training
- Ensures safety of children
- Prays for children regularly
- Follows 2-adult policy at all times



# EBS MEETINGS

An EBS class year typically runs for 30 weeks between August and the end of April or early May. A leaders' meeting and class meeting is conducted weekly with breaks for national and/or school holidays.

Administrators contribute to the spiritual care of members and leaders by taking care of the details and processes that support a thriving class.

## CARING FOR MEMBERS AND LEADERS

- Friendly interaction with people as they arrive.
- Helpful information for people with questions.
- Efficient registration by assisting people with online registration and/or updating class membership and enrollment reports.
- Providing materials for members and visitors.
- Assign visitors and newcomers to a discussion group.

# LEADERS' MEETING SCHEDULE

## OPTION 1:

- Announcements (5 minutes)
- Prayer (15 minutes)
- Lesson discussion (40 minutes)

## OPTION 2:

- Announcements (5 minutes)
- Prayer (15 minutes)
- Lesson discussion (40 minutes)
- Training (15 minutes)

*NOTE: The preferred option is a **one hour leaders' meeting** held on the same day and prior to the start of the class meeting. Leaders' meetings may be held for 1 ¼ hours earlier in the week than the class day.*

## LEADERS' TRAINING AND FELLOWSHIPS [2-3 times per year]

- Training (30 minutes) - [resources provided by EBS HQ]
- Fellowship (30 minutes) - may include food as preferred

## ANNUAL LEADERS' TRAINING BEFORE NEW CLASS YEAR

- Prayer (15 minutes)
- Class information/Announcements/introductions (10 minutes)
- Training (35 minutes) [resources provided by EBS HQ]
- *[OPTION: Additional time for fellowship if desired]*

## 1ST LEADERS' MEETING OF NEW CLASS YEAR

- Announcements (5 minutes)
- Prayer (15 minutes)
- Devotional (10 minutes)
- Practice 1st Discussion [no lesson] (30 minutes)



# CLASS MEETING SCHEDULE

## SUGGESTED CLASS SCHEDULE

- **Opening** (10 minutes)
  - Song/Hymn (5 minutes)
  - Inspirational Devotional (3-5 minutes)
  - Prayer
  - Move to Discussion Groups (3-5 minutes)
- **Discussion Groups** (40 minutes)
- **Song/Announcements** (optional 5 minutes)
- **Teaching and Closing Prayer** (30 minutes)

## CLASS FELLOWSHIPS

A fellowship time for groups and/or the entire class can be held 2-4 times per class year. A meal or snack and informal time to build relationships builds and strengthens community in the class.

*Options include: pot luck, bring your own food, food truck, etc.*

## EBS MEMBERSHIP RECORDS AND REPORTING

The Administrator oversees the collection and maintenance of accurate membership data for the class. This process is simplified as class members utilize the online registration option.

### CLASS MEMBERSHIP REPORT

EBS Headquarters provides printed and digital copies of the pre-populated Class Membership Report at the beginning of each semester (August and early January). The information (data) for each member is based on the previous class year reports and online registrations received during the break.

Confirm the accuracy of information with members as they return to class. Enter the information (data) of new members on the digital and/or printed copies of the Class Members Report. Include the information of new members who register online upon receipt of the confirmation email. Send the updated Membership Enrollment Report (digital or print version) each time enrollment contributions are submitted to HQ.

[Customersupport@ebshome.org](mailto:Customersupport@ebshome.org)

#### Sample Membership Report

A	B	C	D	E	F	G	H	I	J	K	L
First Name	Last Name	Home Address	City	State	Zip Code	Mobile Phone	Home Phone	Email	Member Since	Leadership	Birth Year
Ellen	Donahou	1032 Bell Rd	Orlando	FL	32802	7066182808		<a href="mailto:ellen45@yahoo.com">ellen45@yahoo.com</a>	2015		1960
Frances	Dover	129 Johnson St	Orlando	FL	32802	3344990206	7069570077		2018		1970
Danielle	Ellis	214 East St	Orlando	FL	32802	7063025646	3344990216	<a href="mailto:deisfree@gmail.com">deisfree@gmail.com</a>	2020		1985
Beatrice	Everett	1100 Mill Cross Rd	Orlando	FL	32802	7068825372		<a href="mailto:be1956@hotmail.com">be1956@hotmail.com</a>	2011	Teacher	1965
Laura	Farber	2971 Central Academy Rd	Orlando	FL	32802	7064024901	3343721171	<a href="mailto:laura.g.farber@fsu.edu">laura.g.farber@fsu.edu</a>	2015		1987
Adrienne	Faulkner	1037 Riverside Dr	Orlando	FL	32802	7063334124	7068842854	<a href="mailto:afaulkner13@gmail.com">afaulkner13@gmail.com</a>	2011	Administrator	1975
Audrey	Fite	240 Pearson St	Orlando	FL	32827	7064996497	7065948980	<a href="mailto:fiteslovejesus@gmail.com">fiteslovejesus@gmail.com</a>	2012		1968
Linda	Fleming	420 Oak Acres Rd	Orlando	FL	32827	7064076351		<a href="mailto:blfeming22@yahoo.com">blfeming22@yahoo.com</a>	2020		1972
Lisa	Pratt	757 Lakewood Dr	Orlando	FL	32886	7064076351	7063338876	<a href="mailto:prattshome@comcast.net">prattshome@comcast.net</a>	2017	Discussion Leader	1980
Patty	Respass	208 E Yorktown Dr	Orlando	FL	32886	7063330060		<a href="mailto:pattydonrespass@aol.com">pattydonrespass@aol.com</a>	2011		1958
Debra	Riley	228 Gordon St	Orlando	FL	32886	7069570430		<a href="mailto:debra@firstbaptist.org">debra@firstbaptist.org</a>	2011		1961



# EBS MEMBERSHIP RECORDS AND REPORTING



## PLANNING CENTER APP

Classes are encouraged but not required to utilize the Planning Center platform for maintaining membership information (data). Classes that maintain membership information on Planning Center do not need to submit reports since Headquarters can access the class account.

Contact EBS Headquarters to request a class account. Click here for additional information.

<https://pcopeople.zendesk.com/hc/en-us/articles/204263114-Edit-Profile-Information>

The Planning Center People and Groups guides are available on the Admin tab of the [ebshome.org](https://ebshome.org) website.

The Administrator oversees the financial responsibilities for the class.

## ENROLLMENT CONTRIBUTION

Administrators keep a record of all enrollment contributions for the class year. EBS provides the Class Enrollment Report spreadsheet to simplify this task. The spreadsheet can be updated digitally or printed for manual updates. Update the Class Enrollment Report each week upon receipt of payments at class or email notification of online payments. (See sample Class Enrollment Form on p. 17.)

The enrollment fee is \$30 per 15 lesson workbook. Members may choose to pay for one or both workbooks at the start of the class year. Members can pay the enrollment fee online or with a check or cash at class. Payment for the second workbook is received when the class resumes in January if only one workbook purchased at the start of the class year.

First time visitors receive a loose copy of the current and next lesson. Encourage visitors to enroll for the class and purchase the workbook upon their return the following week. Visitors who prefer not to enroll may purchase additional lesson copies for \$2 per lesson.

### Online

Administrators receive an email when a member enrolls and pays online. Update the *Class Enrollment Report* spreadsheet by recording the amount paid by the member.

### At Class

Administrators update the *Class Enrollment Report* spreadsheet by recording the amount of the check or cash a member pays at class.

Complete the *Batch form* and mail the checks, *Batch form* and *Class Enrollment Report spreadsheet* to EBS HQ.

If preferred, a digital copy of the updated *Class Enrollment Report* may be emailed instead.



# EBS FINANCES AND OFFERINGS



## FINANCES:

- Explorer’s Bible Study is a nonprofit Christian ministry supported by donations from members and others who desire that in-depth Bible study be widely available.
- The workbooks purchased by members do not cover all costs to operate EBS.
- Periodically encourage members to prayerfully consider donating to EBS.
- Classes are encouraged to collect a special offering for EBS annually.

## SCHOLARSHIPS:

EBS desires that anyone who wants to study the Bible can do so regardless of personal financial status. Therefore, any class member who requests a partial or full scholarship may receive a workbook at no cost or reduced cost if preferred. Administrators record the scholarship amount for the member on the Class Enrollment Report spreadsheet.

## SCHOLARSHIP OFFERING:

Classes collect a Scholarship Offering before the close of class in the spring. Announce the date the offering is collected. Cards and envelopes are provided for members to use. Administrators submit a Batch form with the checks to EBS Headquarters after the offering is collected.



# EBS FINANCES AND OFFERINGS

## HOST CHURCH OFFERING

Classes that meet in a host church are encouraged to collect a “free will” offering each year for the church. This offering provides a tangible way to show gratitude for the use of their facility each week.

Refer to the Host Church Offering Letter posted on the [ebshome.org](http://ebshome.org) website (Admin Forms).

## SAMPLE: CLASS ENROLLMENT REPORT

A	B	C	D	E	F	G	H	I	J
First Name	Last Name	Payment 1	Check No.	Payment 2	Check No.	Online 1	Online 2	Scholarship	Donation
Ellen	Donahou					30			
Frances	Dover					30			
Danielle	Ellis					60			
Beatrice	Everett								20
Laura	Farber	30	1146						
Adrienne	Faulkner					60			
Audrey	Fite	30	2137						
Linda	Fleming					60			40
Lisa	Pratt					60			
Patty	Respass							30	
Debra	Riley	60	1087						10

## Class Enrollment Batch Form

Class Name \_\_\_\_\_ Date: \_\_\_\_\_  
 Class #: \_\_\_\_\_

(1) Partial Year Enrollments \_\_\_\_\_ Amount \$ \_\_\_\_\_

(2) Full Year Enrollments \_\_\_\_\_ Amount \$ \_\_\_\_\_

(3) Additional Contributions Included with Enrollments \_\_\_\_\_ Amount \$ \_\_\_\_\_

**(4) Total of all payments enclosed with Batch Form** **TOTAL \$** \_\_\_\_\_

(5) Total Number of Scholarship Enrollments Enclosed \_\_\_\_\_

Name of person submitting form: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

### BATCH FORM & ENROLLMENT PROCEDURE

Payment for each course is received as course books are distributed—usually during the first three weeks covered by the book. Full or partial scholarships are available upon request. Everyone is welcome to join the class regardless of financial status. Visitors are welcome at any time and should register by the third week of attendance.

Individuals may pay for the entire year or for the current course book. Payment may be made by check, credit card, or cash. Please do not send cash to EBS Headquarters. Purchase a money order from a bank or post office or write a personal check for the amount.

Use the pre-populated printed or digital Class Enrollment Report provided at the start of each semester. Enter the amount of payment in the appropriate column (Payment 1 or Payment 2) for each member who pays with cash or check. **Please include the check number when the check includes payment for more than one person.** Add the names of any new members who are not included on the Report. Calculate the total number of payments and the total dollar amounts and enter above.

**Send the checks, completed Batch Form and updated Class Enrollment Report to Headquarters.** Please do not staple the payments to the forms. Please include a completed Batch Form and updated Class Enrollment Report each time you submit payments. A digital copy of the updated Class Enrollment Report is preferred. This helps us fully account for your class payments and scholarship totals.

Note: Payments made online at ebshome.org are not included in the Batch Form totals.

## EBS RESOURCES

## TRAINING RESOURCES

ebshome.org

Contact Us Privacy Policy Admin

Username or Email Address  
ebsleader

Password  
#Biblestudy

Remember Me

Log In

### Resource Center

[ADMIN FORMS](#)  
[TRAINING VIDEOS](#)  
[MANUALS and RESOURCES](#)

1. Go to <https://ebshome.org>

2. Click on "Admin" (*bottom of page*)

3. Enter:

- USER: ebsleader
- PASSWORD: #Biblestudy

4. Click "log in"

5. Navigate to the appropriate tab in the *Resource Center* or click on the resource link (title) below.

### MANUALS AND RESOURCES:

- DL Manual
- Zoom Instructions for Members
- Zoom Instructions for DLs
- Zoom Instructions for Teachers/  
Administrators
- 7 Options for EBS
- Welcome to EBS

### ADMIN FORMS:

- Name tag form
- Class schedule form
- Memorial/Honorarium form
- Scholarship offering form
- Online Registration Guide
- Planning Center People & Group  
Guides

## INSTRUCTIONS FOR FILLABLE FORMS

### Name Tags

- Click "Name Tag Form with fillable forms 2019"
- Open the PDF and click the download icon
- Select folder where you want to save the file and click "save"
- If you have a printer click on first name tag and enter name
- Repeat process for all 6 boxes
- Click print
- Cut each individual name tag
- Laminate or place in plastic name tag holder

### If you do not have access to a printer:

- Click "save as" after entering six names
- Name file "name tags 1" and click save
- Delete names and enter next group of six names
- Click "save as", name file "name tags 2" and click save
- Repeat this process until name tags created for every member
- Email files to contact who can print the name tags on your behalf
- Or copy files to a flash drive and take the drive to a local business who can print for you (e.g. UPS Shipping Store, Kinko's or other store who makes copies, etc.)

## INSTRUCTIONS FOR FILLABLE FORMS

### Class Schedules

- Click “Class Schedule with fillable forms”
- Open the PDF and click the download icon
- Select folder where you want to save the file
- Add the correct year to the end of file name and click “save”
- Enter appropriate information in each box
- Email to all leaders or click print as preferred

### If you do not have access to a printer:

- Click “save” after entering all information
- Email to contact who can print the schedule on your behalf
- Or copy file to a flash drive and take the drive to a local business who can print for you (e.g. UPS Shipping Store, Kinko’s or other store who makes copies, etc.)

## INSTRUCTIONS FOR VIEWING TEACHING VIDEOS

### YouTube links to view videos

- Connect your laptop/device to projector or large screen TV per the church's instructions
- Turn on laptop and adjust settings for projector
  - Note: Settings to adjust the view vary by laptop and operating system
  - Google "how do I connect my (laptop model) to a projector" for step by step instructions and correct settings
- Connect to church wifi
- Open the file containing the video links
- Click the link for the current teaching video
- Adjust volume as appropriate
- Note: if the church does not have wifi, request a flash drive with all videos from EBS

### Flash drive to view videos

- Connect your laptop/device to projector or large screen TV per the church's instructions
- Turn on laptop and adjust settings for projector
  - Note: Settings to adjust the view vary by laptop and operating system
  - Google "how do I connect my (laptop model) to a projector" for step by step instructions and correct settings
- Insert flash drive into the USB port
  - Note: some devices will automatically open the contents of the flash drive
- Click on the "File Explorer" icon
- Scroll down the left panel until the flash drive icon appears
- Click on the flash drive icon
- Double click the link for the current teaching video
- Adjust volume as appropriate



# ANNUAL CHECKLIST FOR EBS CLASS

## SPRING

- Choose course for next study.
- Complete *Course Selection* form online.
- Confirm host church arrangements for next class year.
- Collect any special offerings (e.g. host church, EBS).
- Collect Scholarship Offering and submit to EBS HQ.
- Confirm leadership commitments for next class year.
- Set class calendar for next class year.
- Determine number of members planning to return in the fall.
- Encourage and promote online registration for next study.
- Conclude class end of April/early May.
- Return unused books to EBS HQ.
- Submit any additional funds collected.
- Inform EBS HQ of planned day/time of Zoom discussion groups if participating in EBS Online.

## SUMMER

- Promote and encourage online registration for the fall.
- Receive study workbooks and other materials (*administrator or "ship to" person*).
- Begin review of passage and/or course materials as desired.
- Review updated manuals and training videos and resources.
- Participate in training sessions as desired.
- Communicate with leaders regarding start up dates.
- Inform HQ of class information changes.

# ANNUAL CHECKLIST FOR EBS CLASS

## FALL

- Assign members to discussion groups.
- Review start up plans and procedures with teacher.
- Begin Class (August/September).
- Receive Study workbook #2 (shipped October/November).
- Administrator submits *class enrollment report, batch forms* and *checks* for in-person registrations.

## WINTER

- Submit *Class Enrollment Report, Batch Forms* and *checks* for second semester to HQ.
- Collect and submit special offerings (*e.g. for host church, EBS*).
- Send a thank you note to host church.
- Break for Christmas.
- Resume Class for second semester (January).



# EBS DISTINCTIVES

## **Interdenominational**

- We welcome anyone to study the Bible. All members are encouraged to attend and be involved in the church of their choice. Keep conversations focused on the Bible rather than churches. Remind members to speak respectfully of all churches if the topic arises.

## **Leadership Characteristics**

- The teacher invites people into leadership. Leaders receive training at the weekly Leaders' Meeting. EBS leaders are expected to model humble, servant leadership that seeks to honor Jesus Christ and avoids causing another to stumble.

## **Counseling Members**

- Occasionally a member's personal situation requires a greater level of care than shepherding provides. Ask the teacher for guidance if you think a member needs professional help.

## **Children and Infants**

- Some EBS classes provide a children's program or childcare. Infants may accompany mothers to discussion group and lecture at the teacher's discretion.

## **Host Church Relationship**

- EBS classes are guests of the host church. Make it a practice to restore the set-up of rooms and other items. Follow the church policies regarding clean up, food and drinks, audio-visual equipment, etc.

## **Audio and/or Video Recording**

- Each class provides a link to the lecture recording to all online members. Individuals may record the live lecture for their personal use only at the teacher's discretion.

## **Personal Contact Information**

- We protect the personal information of our members. Use the blind copy feature for group emails. Ask for permission from a member before sharing contact info with other group members. Allow members to "opt out" of a group text if they prefer not to share their contact info.

## **Other Events and Materials**

- Keep the focus on the common ground of Bible study by avoiding distribution of other materials or invitations to other events during class.

## **Copyright**

- EBS materials are protected by copyright. We ask each member to obtain their own copy of the workbook.

## EBS STATEMENT OF FAITH

- We believe the Bible is God's Word, a divine revelation, in the original language verbally inspired in its entirety, and that it is the supreme infallible authority in all matters of faith and conduct (*II Peter 1:21; II Timothy 3:16*).
- We believe in the Trinity – Holy God, Three in One; God the Father, God the Son (Jesus Christ) and God the Holy Spirit, united in one Supreme and Divine Being (*Matt. 28:19; Acts 2:31-33; 2 Cor. 13:14*).
- We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. He concerns Himself mercifully in the affairs of men, and He saves from sin and death all who come to Him through Jesus Christ (*I Timothy 1:17*).
- We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, sinless in life, making atonement for the sins of the world by His vicarious substitutionary death on the cross, efficacious for all who repent and believe (*Matthew 1:18-25; John 1:14-18; John 3:16-18; I John 4:9*).
- We believe in the bodily resurrection of our Lord Jesus Christ which insures the resurrection of all believers who have received God's gift of eternal life. (*I Corinthians 15:1-4; I Thessalonians 4:13-18*).
- We believe in the ascension of the Lord Jesus Christ to the right hand of God the Father and in His visible return to the world according to His promise (*Acts 1:10-11; John 14:1-6*).
- We believe in the Holy Spirit who came forth from God to convince the world of sin, of righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ (*John 14:16-18; John 16:7-15*).
- We believe the church is the Body of Christ, a spiritual organism of born-again believers functioning in the world as a witness for Christ, thus fulfilling the great commission (*Acts 1:8; Matthew 28:18-20*).
- We believe it is vital that Christians should personally study the Bible through the power of the indwelling Holy Spirit, that they "might be filled with the knowledge of His will in all wisdom and spiritual understanding" (*Colossians 1:9*).



Contact: [melinda@ebshome.org](mailto:melinda@ebshome.org)  
Website: [ebshome.org](http://ebshome.org)

