

Distribution Guide

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About Bibles for America

Our mission

Bibles for America (BfA) is a nonprofit organization whose mission is to give away free copies of the New Testament Recovery Version and Christian books throughout the United States. Dedicated to the spread and understanding of the Word of God, BfA was founded with the belief that God's desire for "all men to be saved and to come to the full knowledge of the truth" (1 Tim. 2:4) must be fulfilled.

The threefold mission of BfA is to:

- Disseminate free copies of the New Testament Recovery Version and Christian books,
- Facilitate home-based gatherings for recipients to fellowship and to study the Scriptures, and
- Educate Bible readers in both the fundamental and deeper truths in the Word of God.

Since 2000, BfA has been laboring with an endeavoring and learning spirit in coordination with the churches in the Lord's recovery.

General principles

It is a privilege and an honor to give away God's Word and care for Bible and book recipients. BfA maintains its testimony before God and men based on these principles:

- Our labor is to the Lord for His interests and must be carried out with much prayer. Prayer is the primary element of our labor. "I exhort therefore, first of all, that petitions, prayers, intercessions, thanksgivings be made on behalf of all men" (1 Tim. 2:1). "This is good and acceptable in the sight of our Savior God, who desires all men to be saved and to come to the full knowledge of the truth" (1 Tim. 2:3-4).
- We are ambassadors of Christ, so we must maintain the highest standard in spreading the interpreted Word of God and the ministry of the age.
- The key factors in our work are perseverance and long-term labor.

"Therefore, my beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that your labor is not in vain in the Lord." (1 Cor. 15:58)

General Principles for Distributing BfA Materials

1. Be one with the Lord in His loving care for people.
2. Preserve a harmonious coordination with the saints you labor with and keep the one accord at all times; no issue is important enough to break the one accord.
3. Maintain a friendly and warm demeanor.
4. Dress neatly and properly in a way that befits what you are offering (the New Testament Recovery Version and ministry books).
5. Present the features of the Recovery Version and the books in a living and infusing way; this is very compelling.
6. Strictly adhere to a distribution venue's regulations and policies after obtaining permission to distribute there.
7. Be aware of and accommodate circumstances that may make it difficult for people to talk with you (e.g., some people may have their hands full or may be busy watching young children).
8. Do not be affected by a person's outward appearance.
9. Do not be concerned with a person's negative response, and do not react to an insult or rebuff—simply move on.
10. Respect those who are not interested; sometimes simply getting a tract or offer card into a person's hands and leaving him with a positive impression gives the Lord a way.
11. Be prepared and exercised to meet the need of someone who is ready to receive the Lord.
12. BfA materials are not to be used to proselytize people—the act of attempting to convert people to another opinion, and particularly, another religion.
13. Never accept or solicit donations or accept monetary gifts from anyone; if someone is truly interested in making a contribution, you can direct them to www.bfa.org/support-bfa to donate to BfA online.

"Only, conduct yourselves in a manner worthy of the gospel of Christ...that you stand firm in one spirit, with one soul striving together along with the faith of the gospel." (Phil. 1:27)

Materials Offered by BfA

New Testament Recovery Version

With every New Testament Recovery Version BfA gives away, three additional items are included:

- “Quick Guide to Using Your New Testament Recovery Version”—gives a brief overview of the features of the Recovery Version and a sample Bible study
- “Is Jesus in Your Boat?” (gospel tract)
- BfA product offer card

Free downloadable e-books (available at bfa.org/books)

- *Basic Elements of the Christian Life*, vols. 1-3
- *The All-inclusive Christ*
- *The Economy of God*
- *The Glorious Church*
- *The Knowledge of Life*

Physical books

BfA gives away physical copies of a book or set of books that rotates periodically. Please check newbooks.bfa.org to see if we have a current offering.

Churches can contact Bibles for America at materials@bfa.org to inquire about ordering physical copies of books for distribution, including *The Gospel of Life*, *The Normal Christian Life*, *A Life Full of Forbearance but without Anxiety*, or the titles listed above.

Product Offer Cards and Tracts

To purchase product offer cards and tracts, please visit materials.bfa.org.

- Product offer cards:
 - Pocket-sized card—features a call to action to order the New Testament Recovery Version, as well as a list of resources available on the BfA website.
 - Wallet-sized card—provides information on ordering a free Bible or downloading free books via our website.

- Gospel tracts—based on verses and footnotes from the New Testament Recovery Version and include information for ordering a free study Bible from BfA.
 - “**The Big Question**”—based on the world situation and mankind’s desire for meaning; intended specifically to reach college students
 - “**Foolishness or the Power of God?**”—based on 1 Corinthians 1:18
 - “**Freed from the Fear of Death**”—based on Hebrews 2:15
 - “**Is Jesus in Your Boat?**”—based on John 6:16-21
 - “**Lost and Found**”—based on the parable of the prodigal son in Luke 15:11-32
 - “**No Longer Enemies**”—based on Romans 5:10
 - “**Only Jesus Can Heal Us**”—based on the story of the woman with a flow of blood in Matthew 9, Mark 5, and Luke 8
 - “**The Third Part**”—based on 1 Thessalonians 5:23
 - “**Who Is Jesus?**”—based on Jesus’ life and person as conveyed in God’s Word
 - “**You Can Know God**”—based on Paul’s preaching in Athens in Acts 17:22-31
 - “**You Must Be Born Anew**”—based on John 3:1-6

“Praying at the same time for us also, that God would open to us a door for the word, to speak the mystery of Christ.” (Col. 4:3)

Using BfA Materials to Contact People

Scheduling our time for the gospel

We should set up a proper schedule for our life, one of living to the Lord (2 Cor. 5:15). We can do this by:

- Being definite with our time and making a weekly schedule for spreading the gospel.
- Laboring regularly, not according to the tide of our emotions. Eventually, we will see a fruitful result.

Distributing product offer cards and tracts

IN OUR DAILY LIFE

Before giving out a product offer card or tract:

- Familiarize yourself with the materials you will be distributing.
- Consider the places you frequent in your daily life and plan in advance to give away an offer card or tract there (e.g., the grocery store, the bank, etc.).
- To be ready “out of season,” you may want to keep some tracts in your backpack, pocket, purse, wallet, etc.
- Consider giving tracts to people you contact regularly, such as your classmates, coworkers, friends, neighbors, etc.

When giving away an offer card or tract:

- Pray inwardly for the person you are approaching.
- Greet the person warmly and engage them with a positive statement or question. For example, you could say:
 - “I have something for you,” and give them a tract. You could add, “On the back it tells you how you can get a free study Bible.”
 - “Here is good news for you,” and give them a copy of “Is Jesus in Your Boat?”
 - “Do you know the meaning of your human life?” and give them the tract “The Third Part.”
- You should be prepared to continue the conversation if they respond positively; it could be a great opportunity to preach the gospel to that person.

- Point out that they can order a free New Testament Recovery Version online at BfA's website.
- It's better to give away tracts personally and prayerfully to one person at a time once or twice every day than to distribute your entire supply at once and then not give any out for many days.
- Make giving away tracts a part of your lifestyle.

THROUGH DOOR-KNOCKING

Before door-knocking:

- Pray to be filled inwardly and outwardly with the Spirit.
- Familiarize yourself with the materials you are distributing.
- Consider the offer cards and tracts as seeds: if you sow liberally, you will reap bountifully.
- Pray that the materials will sovereignly get into the hands of the Lord's chosen ones.

While door-knocking:

- **IMPORTANT: You must abide by "No Soliciting" signs.** Do not knock on any doors or leave any materials at houses, buildings, or communities where these signs are posted.
- Do not leave materials in or by mailboxes; doing so is a federal crime.
- Respect people's property by using sidewalks and walkways, etc.
- Do not leave materials on house windows, car windshields, or other places that may cause offense.
- If asked to leave while you are distributing materials in a gated community (even if there isn't a "No Soliciting" sign posted), do so politely and without resistance.

PARTICIPATING IN THE CHURCH'S SERVICE IN PREACHING THE GOSPEL

Saints can be grouped into teams to distribute tracts in particular neighborhoods or in public places. Mobilizing brothers and sisters in the preaching of the gospel brings all the members into function, which vitalizes the church.

Giving away Bibles

PRESENTING THE FEATURES OF THE NEW TESTAMENT RECOVERY VERSION

The New Testament Recovery Version contains many invaluable features. By presenting them to people, you can help them realize the worth of the Recovery Version and how it can help them understand the Word of God in a deeper way. You can stir up people's interest in the Recovery Version by showing them the footnotes, outlines, and other study features.

Seek the Lord that He would continually be fresh in your speaking rather than using a rehearsed "sales pitch" with every person. We find that we generally learn by doing. Be sensitive toward others, matching what you present with their interest or hunger.

Features of the New Testament Recovery Version:

- An outline appears at the beginning of each book and is embedded within the text. It provides an overview of the book and helps us understand its structure and main points.
- A subject statement is also found at the beginning of each book.
- The text has been accurately translated from the original Greek and is easy to read and understand. If someone wants to know more about the translation, you can refer him to "A Brief Explanation" at the beginning of the New Testament Recovery Version.
- The background information at the beginning of each book lists its author, time and place of writing, and recipients.
- Footnotes are identified by the small numbers appearing before a word or phrase. They help explain the deeper meaning of the truths in the Scriptures.

One of the best ways to stir up a person's interest is to read a verse and its accompanying footnotes. Here are some footnotes we suggest:

- Matthew 1:1¹ on "Jesus"
- John 3:16² on "believing into"
- John 6:16-21:
 - 18¹ on "sea was churning"
 - 19² on "Jesus"
 - 21¹ on "take Him into the boat"
- Philippians 4:13² on "empowers"
- Hebrews 12:2² on "Jesus"

For a more personal demonstration, you can ask what someone's favorite verse is; if they do not have one, you can read one of yours.

- Cross-references are indicated by the small letters that appear before a word or phrase. They are listed either at the side or the bottom of the page. The cross-references lead to verses with similar expressions, facts, or revelation elsewhere in the Bible.
- Charts on important truths and maps of New Testament lands are also included.

Additional items:

- It's also important to explain the items included with their New Testament Recovery Version:
 - “Quick Guide to Using Your New Testament Recovery Version”
 - “Is Jesus in Your Boat?” (gospel tract)
 - BfA product offer card
- We strongly encourage you to include a copy of *Basic Elements of the Christian Life*, vol. 1 with every Bible you give away.

Basic Elements of the Christian Life, vol. 1:

- These are included in distribution kits and are available for download at bfa.org/books.
- Keep in mind that those who are not interested in receiving a Bible may be open to receiving *Basic Elements of the Christian Life*, vol. 1:

Some people may be newly saved, some may not understand the connection between being a Christian and reading the Bible, etc.

If someone tells you they're not interested because they already have a Bible, you can offer this book; you can explain to them how this book opens up the biblical truths and practices that are fundamental to the Christian life. You can also point out the titles of the chapters to stir up their interest.

We should always be sensitive to each person's particular need.

Other resources:

- You can also direct them to www.bfa.org/books where they can download free e-books: *Basic Elements of the Christian Life*, vols. 1-3; *The All-inclusive Christ*; *The Economy of God*; *The Glorious Church*; and *The Knowledge of Life*.
- A short video demonstrating the features of the New Testament Recovery Version can be viewed online at bfa.org/videos/a-free-bible-the-new-testament-recovery-version/.

“How then shall they call upon Him into whom they have not believed? And how shall they believe into Him of whom they have not heard? And how shall they hear without one who proclaims Him?” (Rom. 10:14)

Bible and Book Distribution at Public Venues

Setting up a display table at a public venue is a good way to give away copies of the New Testament Recovery Version and ministry books. Saints can speak with people about the Bible and books and make appointments for further fellowship with positive recipients. They can also invite them to Bible studies in homes or on campus.

Distributions at a variety of venues and public places have yielded good results, such as on college campuses, at large public gatherings and fairs, at military bases, at parks, at bus stops and subway stations, or near the entrance of retail stores (especially Walmart). Experimenting with different locations is encouraged.

It is very important that in all situations, we live a God-man life. Refrain from entering into arguments or conflicts with other organizations and/or personnel at a distribution venue.

Before the distribution

- Read through the section “General Principles for Distributing BfA Materials.”
- Obtain permission from the management of the venue where you would like to distribute. See the section on “Obtaining Authorization for a Distribution” for more information.
- Gather all necessary supplies and equipment. Here are some suggestions:
 - Copies of the New Testament Recovery Version (set aside a few copies to use as samples)
 - Basic Elements of the Christian Life*, vol. 1
 - Other ministry books
 - BfA product offer cards
 - Gospel tracts
 - A sign-up sheet for people who want further contact
 - BfA banners
 - Table with BfA tablecloth
 - Chairs
- Familiarize yourself with the features of the New Testament Recovery Version, including “A Brief Explanation” at the beginning. See the section “Using BfA Materials to Contact People” for more information.

- Practice presenting the features in the Recovery Version before the distribution.
- Familiarize yourself with the literature and tracts you will distribute, particularly with the contents of *Basic Elements of the Christian Life*, vol. 1.
- Pray for a peaceful, calm atmosphere and ask the Lord to bring His seekers to the table. Pray to bind the enemy and for the Lord to keep away any distracting persons, matters, or things.

During the distribution

- Arrive before your scheduled start time to set up the display table.
 Arrange copies of the items that you are distributing on the table; remember to have sample copies available.
 A banner, sign, or BfA tablecloth is highly recommended (though not required) to help attract attention to the table.
 Remember to keep the table fully stocked and free from clutter; place boxes, extra supplies, and personal items under the table.
- **If permitted by the venue**, pass out tracts and offer cards to people who walk by; tell them you are giving away free study Bibles and Christian books and direct interested people to the table.
- Keep in mind that not everyone who comes to the table may be looking for a study Bible, or a Bible at all. However, you can offer them *Basic Elements of the Christian Life*, vol. 1, as well as other ministry books that will help them grow in their Christian faith.
- Along with every copy of the New Testament Recovery Version you give away, we recommend including a copy of *Basic Elements of the Christian Life*, vol. 1.
- If someone is interested in the ministry books, also give them a BfA product offer card along with the books.
- The distribution of material should be with a view to following up. We have found that the most effective way to follow up with recipients from distribution events is to set up an appointment with them on the spot, if possible.
 Be ready to obtain a person's contact information as you are giving material to them, as long as they seem willing to give it to you. Never pressure anyone or make them feel uncomfortable.
 You may also have a sign-up sheet on your table for people to indicate their interest in further contact or local Bible studies. **Please note that BfA does not require people to provide their contact information in order to receive a free Bible or free books.**

BfA policies

Please adhere to the following policies:

- BfA does not give away Bibles and books in bulk. Only give away one copy of each item per person.
- In order for a minor under fourteen years of age to receive a Bible or book, a parent or guardian must be present.
- If a recipient asks for a Bible or book for their friend or family member, tell them to direct their friends and family to bfa.org where they can order their own copy and download free books. You may also give them a product offer card that they can pass along.

After the distribution

We recommend that you follow up with recipients within the first week after the distribution. Please refer to the section “Following up with Bible and Book Recipients.” Recipient contact information is for your use only; do not forward it to BfA or give it to anyone else without their permission.

“You are the light of the world. It is impossible for a city situated upon a mountain to be hidden.”
(Matt. 5:14)

Obtaining Authorization for a Distribution

General principles

Authorization to distribute free copies of the New Testament Recovery Version and ministry books at a public venue must be obtained from the venue's management.

- Much and thorough prayer is necessary before contacting a prospective venue representative.
- The brother contacting a representative must be exercised in his spirit and conduct himself in a professional manner.

General approach

- Determine which locations at the selected venue have a high volume of foot traffic and the best visibility.
- Determine if there is a booking fee and decide if it's within your budget.
- Make an appointment with the venue representative; personal contact is best.
- When presenting Bibles for America, be simple and straightforward. Do not "oversell," and do not argue.

An example of an effective introductory statement:

- "I am a volunteer with Bibles for America, a nonprofit organization whose mission is to give away free copies of the New Testament Recovery Version and Christian books throughout the United States."

You may follow it with:

- "We are not affiliated with any denomination" (refrain from getting into a religious discussion).
- "The Bible and books are all free."
- At educational institutions, you may want to say: "The free New Testament Recovery Version is a study Bible that is available to all students and faculty."

- Give the representative a copy of the BfA Introductory Letter (see p. 17).
- Once you introduce BfA, move on to the objective—obtaining a distribution date.

If the representative asks about the items that will be distributed, briefly show him or her sample copies and offer to leave a Bible as a gift.

If further explanation is needed, you could say that we are similar to the Gideons in that we give away free Bibles, but the Bible we offer has extensive footnotes and cross-references.

If applicable, ask the representative if it is possible to be stationed at the locations you selected.

Permission for a display table should be secured in the name of Bibles for America. However, if the venue is a college campus where a Christian club wants to sponsor a distribution, the table may be secured in the name of the club, and the club will represent BfA.

When securing permission, request information on the venue's requirements and policies. Obtain details about what you can and cannot do during the distribution.

If a venue requires a certificate of liability insurance in order to allow a BfA-sponsored distribution on their property, contact us at info@bfa.org and we will provide one (it may take 2-3 days).

Obtain a written permit from the representative if required.

Information regarding specific venues

The following contains helpful information about distributing at specific venues. Please note that the information is subject to change and may not apply to all locations.

WALMART

- Walmart does not have a corporate policy regarding setting up a display table; authorization is up to the individual store manager.
- A few days' advance notice is typically required for authorization.
- When you speak with the Walmart manager:
 - Introduce BfA as a nonprofit organization whose mission is to give away free copies of the New Testament Recovery Version and Christian books throughout the United States.
 - Assure him or her that BfA volunteers have been trained not to impede traffic going into the store and are instructed to only offer free Bibles and books to customers exiting the store.

UNIVERSITIES AND COMMUNITY COLLEGES

- If there is a registered Christian club on campus, e.g., Christian Students on Campus, an officer of the club will be able to get permission for a distribution by sponsoring BfA.
- If there is not a registered club on campus, locate the person in charge of on-campus distributions.

The administration building or the student union building is usually where you can find the right person. At the information desk in either building, you can ask: “We want to have a free Bible distribution on your campus. Who is the person we should contact to obtain permission?”
- Be aware that a university may charge a fee for vendors or non-sponsored organizations to distribute materials on campus. Even though BfA doesn’t sell anything, it may be considered a “vendor” on some campuses.

“Whatever you do, do all to the glory of God.” (1 Cor. 10:31b)

Following Up with Bible and Book Recipients

Prayer being our primary work

“I exhort therefore, first of all, that petitions, prayers, intercessions, thanksgivings be made on behalf of all men” (1 Tim. 2:1).

Our primary work should be prayer, depending on the Lord and expecting His blessing; only He can make people hungry for life, truth, and Christian fellowship.

“We have to pray whenever we receive the names of new contacts, and we should pass their names on to others for them to pray also. I believe that the Lord will honor this kind of prayer. We work through prayer. We do not have any trust in ourselves, in our doing, or in our working. We trust in the Lord Himself, and we simply do our duty to cooperate with Him” (*Preaching the Gospel in the Way of Life*, chapter 11).

Purpose of contacting recipients

The purpose of contacting any recipient **is not to invite them to a Lord’s Day meeting or any other meeting, even a small group meeting. Instead, it is to:**

- Warm them up and feed them according to their spiritual condition and capacity, introduce them to the New Testament Recovery Version, and foster their understanding and enjoyment of the Word.
- Invite them to study the Bible using the New Testament Recovery Version with one or two BfA volunteers, either in person, over the phone, or through video calls.

Our labor

The work of shepherding recipients is a long-term labor, carried out in the principle of the Body according to the vision of God’s economy.

Some recipients who order Bibles and books online contact BfA to request being connected with others in their area who are reading and studying the New Testament Recovery Version. However, if recipients do not request contact from people in their area, BfA does not give out their contact information. Therefore, we recommend that your main focus be on recipients whom you have personally met through local distributions, door-knocking, or gospel preaching.

General principles

When reaching out to recipients who have requested follow-up, you should **introduce yourself as a Bibles for America volunteer**. Some recipients you attempt to contact will not respond for various reasons. Remember that our labor is unto the Lord and that with our cooperation, the Lord can reach people who are hungry for the ministry.

- Be flexible and sensitive to each recipient's spiritual condition. Some recipients may not be saved, some may be fairly new believers, while others may be longtime believers who are beginning to see something new through reading the ministry.
- **Your contact with recipients is as a BfA volunteer, not as a member of the church in your locality.** When recipients ask you where you go to church, you should neither hide nor emphasize the fact that you meet with a local church. It is generally expected that a person from a Christian organization would belong to a church.
- As you continue to care for recipients, they may want to know more about where you meet. You should be prepared to share with them the healthy teaching in the ministry. Eventually, they may be ready to receive fellowship regarding the church.

Initial contact

Familiarize yourself with BfA's order page (bfa.org/free-bible) and FAQs (bfa.org/faq). Many recipients have questions about what we offer, whether they can order for others, or how to obtain the Recovery Version with the Old Testament. These and other questions are answered in the FAQs.

You could also suggest that they visit the BfA Blog (blog.biblesforamerica.org), which has posts on topics related to biblical truth and Christian experience. Recipients can subscribe to receive posts by email.

If their response is positive, based on their hunger and capacity, you could recommend one of the following sites. Try to familiarize yourself with these resources and consider which ones would be suitable for the recipients that you contact:

BfA videos (bfa.org/videos)—truth and gospel videos, such as [Who is Jesus?](#) and [The Meaning of Life and Man's Third Part](#)

BfA Podcast (bfa.org/podcast)—helpful episodes about God, the Bible, and the Christian life

Life-Study of the Bible with Witness Lee Radio Broadcast (ismradio.org)—a 30-minute radio broadcast composed of excerpts from Witness Lee's spoken ministry that focuses on the enjoyment of the divine life as revealed in the Scriptures

"Let your speech be always with grace, seasoned with salt, that you may know how you ought to answer each one." (Col. 4:6)

PO Box 17537
Irvine, CA
92623 USA

888.551.0102
info@bfa.org
bfa.org



We appreciate the opportunity to introduce Bibles for America to you.

Bibles for America (BfA) is a nonprofit Christian organization whose mission is to give away free copies of the New Testament Recovery Version and Christian books throughout the United States. We are a registered 501(c)(3) organization.

In 2000, we began giving away the New Testament Recovery Version—a fully annotated study Bible—and Christian books all over the country. Since that time, we have given away more than 1.5 million Bibles and over three million books.

In addition to giving away Bibles and books through the internet and direct distribution events, BfA provides many online resources: blog posts on topics related to biblical truth and Christian experience, a podcast, gospel and truth videos, and downloadable e-books. To learn more about what we offer, we encourage you to visit www.biblesforamerica.org.

Our main office is in Irvine, California. At our distribution centers, faithful volunteers ship out the free Bibles and books while praying for every recipient. We also go on tours throughout the United States, visiting university campuses, community events, and other locations to share the gospel of Jesus Christ with people and give away our Bibles and books in person.

Feel free to contact me at 888-551-0102, ext. 322, if you would like further information.

Warm regards,

A handwritten signature in black ink, appearing to read "Tony Barba".

Tony Barba
General Manager

God desires all men to be saved and to come to the full knowledge of the truth. **1 Tim. 2:4**

