

# THE WORKPLACE

# .... AS UNTO THE LORD

## Part 1

### Problem Description

1. A very real problem for many believers these days is simply getting into and staying in the workplace so that its challenges may be experienced. Jobs are hard to find.
2. Once in the workplace, the believer experiences the same temptations as impact on other aspects of life -- covetousness, dishonesty, pride, doing things to others that you would not like done to you, doing very little -- everything involved in the lust of the flesh, the lust of the eyes, and the pride of life.
3. Additionally in the workplace, the believer is subject to pressures from others to act in non-scriptural ways: padding expense accounts to be consistent with the practice of others, falsifying or misrepresenting reports and analyses, hiding bad news, participating in conventions involving inappropriate behavior, being exposed to constant profanity, work assignments that conflict with spiritual responsibilities (like attending meeting), transfers to locations without an ecclesia, etc.
4. Fortunately, in addition to problems, the workplace presents challenges/opportunities for us. Our values are in demand in the marketplace and give us a competitive advantage with "customers". The problems we inevitably face provide us with an opportunity to grow spiritually. Further, the workplace provides a wonderful opportunity to witness -- simply by letting our light shine.

## PART 2

### Spiritual Perspective

This discussion group will deal with challenges in the workplace. The term *challenges* is not intended to be a euphemism for *problems*. We will deal with problems in the workplace too; there are plenty, for it truly is a "jungle out there". However, we will try to look at problems as potential challenges, or even opportunities.

The key challenge in the workplace is to be "in the world, but not of it". All other challenges are subsets of this core challenge. It is a key Bible theme -- as Jesus said, we should "Render

---

---

unto Caesar the things which are Caesar's, and unto God the things which are God's".

It is important to understand what is meant by being "in the world". Just being alive means we are "in the world". The meaning here, however, is far more complex because it deals with quality and

**It is important to understand what is meant by being "in the world"**

effectiveness -- for all that we do, we must do as though we were doing it for God. To be very specific, for the workplace, being "in the world" means to be able to provide the economic necessities of life for our families and ourselves by adding value in whatever we do. It means involvement in the world around us, not withdrawal. Paul did not live in a cave; he traveled and made tents. We spend the largest portion of our waking hours each year in the workplace, and each day presents opportunities to show what we stand for.

In attempting to be "in the world" in this proactive fashion the believer has problems that others do not share. While being in the world, he/she must not be of it. The believer's values must be spiritual, not fleshly. If one competes in the world, there is a danger of contamination of one's spiritual values. The Bible tells us clearly of the potential conflict: we cannot serve God and mammon; the world is at enmity with God; our treasure is to be very different from worldly treasure. The world of work has much of the insidious and addictive impact of TV without the same degree of choice.

This, then, is the basis challenge of the workplace: to be in the world proactively without having our spiritual values contaminated; to let our light so shine on those with whom we come in contact that they may see our conduct, attribute it to the impact of our Heavenly Father upon our lives, and so give Him glory.

Many of the challenges will, of course, come in the form of problems. We may be fired; we may be surrounded by blaspheming people; we may work for supervisors who are dishonest, unfair, unpleasant or even cruel. These problems may be daunting and at times seem almost overwhelming.

We, however, have resources with which to address them that are not available to those of the world. We have the opportunity to address God in prayer; we have God's word for guidance and comfort; we have the active support of brothers and sisters in Christ; we have the knowledge that adversity is for our spiritual growth; we have God's promise that all things work for our good; and, through Christ, we have the hope of a place in the Kingdom of promise.

As believers, we face the challenges of the workplace, be they problems or opportunities to show our faith, or both combined -- secure in the knowledge that all things work together for good to them that love God, to them that are called according to His purpose. God's requirements are not a burden, but a formula for a satisfying life in this world and for glory in the Kingdom.

---

## Part 3

### Bible References

#### 1. Realistic Expectations

Gen. 3:17-19 "And unto Adam he said, Because thou hast hearkened unto the voice of thy wife, and hast eaten of the tree, of which I commanded thee saying, Thou shalt not eat of it: cursed is the ground for thy sake; in sorrow shalt thou eat of it all the days of thy life; Thorns also and thistles shall it bring forth to thee; and thou shalt eat the herb of the field; In the sweat of thy face shalt thou eat bread, till thou return unto the ground; for out it wast thou taken; for dust thou art, and unto dust shalt thou return."

Matt. 13 Parable of the sower. Especially v.22 "He also that received seed among the thorns is he that heareth the word; and the care of this world, and the deceitfulness of riches, choke the word, and he becometh unfruitful."

Matt. 20:1-16 The workers in the vineyard. God doesn't "owe" us anything. v.14,15 "Take your pay and go. I want to give the man who was hired last the same as I gave you. Don't I have the right to do what want with my own money. Or are you envious because I am generous." (NIV)

John 16:33 "These things I have spoken unto you, that in me ye might have peace. In the world ye shall have tribulation: but be of good cheer; I have overcome the world."

## Part 4

### **Our Approach to Work**

Col. 3:17 "And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him."

Col. 3:23-25 "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Anyone who does wrong will be repaid for his wrong, and there is no favoritism." (NIV)

I Thess. 4:11 "Make it your ambition to lead a quiet life, to mind your own business and to work with your hands, just as we told you, ..." (NIV)

Matt. 5:14-16 "Ye are the light of the world. A city that is set on an hill cannot be hid. Neither do men light a candle, and put it under a bushel, but on a

---

---

and it giveth light unto all that are in the house. Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven."

Rom. 13:1-8 *Work well and those in authority will appreciate it.*

Eph. 4:28 "...let him labour, working with his hands the thing which is good, that he may have to give to him that needeth."

## Part 5

### 3. Our Attitude toward Work

II Thess. 3:10 "For even when we were with you, this we commanded you, that if any would not work, neither should he eat."

Eph. 6:5-8 "Servants [*employees*], be obedient to them that are your masters according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ; Not with eyeservice, as men-pleasers; but as the servants of Christ, doing the will of God from the heart; With good will doing service, as to the Lord, and not to men: Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord, whether he be bond or free."

Eph. 6:9 "And masters [*bosses*], treat your slaves in the same way. Do not threaten them, since you know that he who is both their Master and yours is in heaven, and there is no favoritism with him." (NIV)

Col. 4:1 "Masters, give unto your servants that which is just and equal; knowing that ye also have a Master in heaven."

I Thess. 4:12 "so that your daily life may win the respect of outsiders and so that you will not be dependent on anybody." (NIV)

I Tim. 5:8 "If anyone does not provide for his relatives, and especially for his immediate family, he has denied the faith and is worse than an unbeliever." (NIV)

Ecc. 3:1-10 "To every thing there is a season, and a time to every purpose under the heaven:  
..." [*there is a time to work and a time to refrain from working*].

Luke 6:38 "Give, and it shall be given unto you ..."

James 1:19 "... let every man be swift to hear, slow to speak, slow to wrath:"

Is. 33:15,16 *God asks who will survive the times of distress and answers* "He that walketh righteously, and speaketh uprightly; he that despiseth the gain of oppressions, that shaketh his hands from holding of bribes ... bread shall be given him; his waters shall be sure."

---

## Part 6

**4. Our Attitude and Motivation toward Achievement and Advancement**

I Tim. 6:6-10 "But godliness with contentment is great gain. For we brought nothing into this world, and we can take nothing out of it. But if we have food and clothing, we will be content with that. People who want to get rich fall into temptation and a trap and into many foolish and harmful desires that plunge men into ruin and destruction. For the love of money is a root of all kinds of evil. Some people, eager for money, have wandered from the faith and pierced themselves with many griefs." (NIV)

Matt. 6:24 "No man can serve two masters: for either he will hate the one, and love the other; or else he will hold to the one, and despise the other. Ye cannot serve both God and mammon [*moneys*]"

## Part 7

**5. Career Direction**

Prov. 3:6 "In all thy ways acknowledge him and he shall direct thy paths."

I Cor. 10:23 "All things are lawful for me, but all things are not expedient: all things are lawful for me, but all things edify not."

Rom. 8:28 "... all things work together for good to them that love God, to them who are called according to his purpose."

## Part 8

**6. The Challenge: to be in the world but not of it**

John 17 "(v.11) I will remain in the world no longer, but they are still in the world. (v.14) For they are not of the world any more than I am of the world." (NIV)

Matt. 22:21 "...Render therefore unto Caesar the things which are Caesar's; and unto God the things that are God's."

Rom. 12:2 "And be not conformed to this world: but be ye transformed by the renewing of your mind, ..."

II Cor. 5:20 "We are therefore Christ's ambassadors, as though God were making his appeal through us." (NIV)

II Cor. 3:2,3 "Ye are our epistle written in our hearts, known and read of all men: Forasmuch as ye are manifestly declared to be the epistle of Christ ministered by us, written

not with ink, but with the Spirit of the living God; not in tables of stone, but in fleshy tables of the heart.'

## Part 9

### Practical Help

#### A. Getting into the Workplace / Staying in the Workplace

It is important to be realistic in your expectations. Change is the norm. Most people now can expect to have four or more employers over the work career, and will probably find that the skills they started with become obsolete. This

Change is the norm. Most people now can expect to have four or more employers over the work career

requires a continuing learning orientation (e.g. typing -> computer operator -> systems analyst), conservative financial management (rainy days will come), and a proactive response when face with change. The believer is well equipped to handle these challenges since he/she is learning oriented in the continuing study of God's word and has the stability of faith as a constant base from which to address change.

Some specifics:

- Do whatever you do well - be it schooling prior to entering the workforce, or when you're working at a job. Good references and good resumes are really important. And more important, you owe it to God.
- Sell your values and attitude. So many people these days don't care about doing a good job, think society owes them a living, are looking for a "free lunch" and are concerned with their rights rather than their responsibilities. In contrast, someone with a work ethic really stands out. Employers are increasingly realizing that skills are easier to teach than attitudes, and are focusing more on attitudes in hiring and promoting.
- Don't neglect the "trades" as possible career paths. Plumbers, electricians and auto mechanics are needed everywhere in our society. High quality, dependable trades people who are up to date in their specialty are likely to enjoy a high degree of employment security.
- Be careful of jobs that put you and your family in isolation from other believers. Access to ecclesias is important to spiritual health.
- Some jobs are more difficult for believers than others (e.g., jobs with organizations of marginal ethics, jobs associated with products of questionable integrity). Just as an employer checks references on a prospective employee, be sure to check the references of a prospective employer.

- Be wary of compensation offers which are "too good to be true". No business gives away money for nothing. If it is necessary to offer extraordinarily high compensation to attract good staff, find out why. Otherwise, you likely will find out later the price you need to pay in return.
- Try to get beyond the recruiter's sales pitch to determine what the organization and job are really like. Speak with someone else who works in a similar role, if possible. Although finding *any job* seems paramount at times, finding the *right job* can avoid much future grief.
- Attempt to find wholesome, satisfying and enjoyable work. This is far more important than preliminary compensation levels. We spend a much larger portion of our waking hours on the job than in any other activity. Further, it is much easier to be diligent in a job you find satisfying, and long term rewards tend to accrue to the diligent.
- Seek input from others (especially your boss) on your performance. While trying your best is essential, the perspectives of others can help you in directing your efforts.
- Recognize that graduation from high school or college is not the end of your education, but just a transition point in it. Take advantage of the educational facilities at work and in the community.
- If you're looking for a job, get specialized advice and treat the task as a full-time, high-priority project. Use the help available through the Care Network. Experience with outplacement firms indicates that, even in the recession, those conducting active search campaigns, who kept a constantly high level of search activity, found jobs as quickly as in good times.
- Whether you're looking for a job, considering career options, wondering how to do your job better, ... ask God's help through prayer. We have a constantly available resource that others can't use and who will never fail us.

## Part 10

### B. Temptations in the Workplace (Wilderness?)

1. These are essentially the same as temptations in all aspects of life, so cross reference to Section 11 "Trial and Temptation" for practical help.
2. The workplace subjects us to exceptionally strong pressures from "mammon". It is competitive and materialistic. When the conflict between God and mammon is clear, the response should be easy. The best protection against straying toward mammon in the fuzzy areas is to be sure always to add value in your relationships and in your output.
3. Time management is critical. To do a really good job for your employer in today's demanding world can easily take time away from spiritual tasks unless you consciously

4. Never compartmentalize the workplace in your mind as a "game" with different rules from the rest of your life. We must be followers of Christ 24 hours a day.
5. Take seriously your role as an ambassador of Christ in the workplace, not necessarily by active preaching, but by example. In so doing, you have a built-in barrier to temptation.
6. Try to take a long-term perspective, examining the ultimate consequences/results of your choices. Choose integrity over short-term expedience and experience durable success while, at the same time, pleasing God.

## Part 11

### C. Pressures in the Workplace

The believer can experience pressure by superiors or peers to behave unspiritually or to reduce/miss time normally given to spiritual activities.

The believer can experience pressure by superiors or peers to behave unspiritually or to reduce/miss time normally given to spiritual activities.

1. We follow different beliefs and values than most of our co-workers and we should be "up front" about it. It is easier to find acceptance of difference in the workplace now than it used to be. Dare to be different.
2. Whatever you do in the workplace, do very well. If your workplace really needs you, you will find it much easier to refuse to support or participate in actions you feel to be unspiritual.
3. When seeking employment, evaluate prospective employers against a "spiritual values" check list. What is the employer's attitude to customers, suppliers, competitors and employees? Don't ask the employer, ask the customers, suppliers, etc. Seeking employment that will put no pressure on your spiritual values is unrealistic, but try to avoid employers that you can predict will put great pressure on you.
4. Again, time management is important. If the believer works hard and responsibly, seeking to make a contribution, one consequence will probably be more work and responsibility. It is important to set priorities, be systematic in managing your time and, if you have subordinates, delegate (that's what Jethro told Moses to do!).

## Part 12

### **D. Opportunities in the Workplace**

1. Do not undervalue your attitudes and work ethic. They are increasingly rare in the marketplace and the demand for them is growing. Businesses increasingly realize that necessary skills are easier to acquire than necessary attitudes. Further, they realize that skill requirements are changing so quickly that everyone will continually need retraining. So, more and more, they are hiring for the right attitudes - and that is what followers of Christ have: honesty, openness to learning, diligence, adding value, concern for others.
2. Don't fret over behavioral problems you may be faced with. Have the courage to follow Christ's teaching and example. Others can become debilitated by stress, but our path is straightforward.
3. If you are in a management position, base your strategy, your tactics and your supervisory practice on Christian values. While they have always worked well, they are increasingly effective in today's workplace. A business with Christian values has a competitive advantage.
4. We spend more time in the workplace than in any other activity, and workplace values are increasingly materialistic and irresponsible. What an opportunity, then, to witness by our behavior.

## Part 13

### **E. General Notes**

1. Diligence and honesty at work are required as part of our service to God. There should be no partitioning of our lives (e.g., the sacred and the secular).
2. Work is a God given requirement in this dispensation as part of our training and discipline in mortal life.
3. However, a balance is needed between work and the other parts of life. It is easy to become obsessed with work and allow ecclesia and family to become less important.
4. Our work should be "as unto the Lord".
5. If we hold a position of authority, we have a special responsibility to act with discretion and care.
6. If we are an employee, then we need to be sure to give an honest day's work and not to complain about our boss, wages or advancement.

7. Any promotional opportunities should be considered against their possible negative influences in our lives (e.g., time away from family/ecclesia).
8. We should never abuse the support of the ecclesia or the state welfare system should we become unemployed.
9. Ecclesias will need to become increasingly understanding and supportive of members who may find it necessary to accept jobs that will prevent them from attending regularly scheduled ecclesial events.
10. "Friendships in the world" need to be managed so that they do not pull us away from the things of God.
11. Success and wealth are often disappointing objectives. These also need to be managed very carefully.
12. Early retirement provides an opportunity, where it is practical. This can allow more time to be devoted to personal/spiritual development and for service in the ecclesia. The individual must be self-motivated and disciplined for this to be effective, since it is human nature for "idle hands to find the *devil's* work".

## Part 14

### **Success Stories**

#### **1. God's Care**

One brother in Ontario lost his job rather unexpectedly and was given little notice or severance. In the face of a very difficult situation, he started what appeared to be a hopeless search for a new job. Surprisingly, an ad appeared in a local newspaper and he sent in a resume. As things turned out, the brother was able to fill this position which was exactly in his same field of work, nearer to his home and at a satisfactory salary. Today, he certainly feels that he was blessed by God in a time of trouble. The lesson here is to learn to trust God even in the face of a difficult and unfair situation.

#### **2. Good Work Standards**

Several years ago, a brother in Ontario was approached for help in find a job for a young Christadelphian overseas who had just completed university. A personal interview was impossible, but the student's academic and summer work record were outstanding. Contacts were made and a resume distributed. The young brother was eventually hired sight unseen. After a short time on the job, the hiring manager let it be known to those who had assisted in this matter that the overseas student was one of his best employees. Further, he would be quite willing to accept other referrals. The lesson here is to establish a good track record and to keep on living (and working) as a disciple of the Lord. The reputation we establish becomes

an important trail for others to see and assess our habits and

### standards. **3. Stay Flexible**

The days of training for a single fixed position or career are mostly gone. There is rapid change in the work requirements of business today. There are many examples of people trained to be school teachers who end up teaching in a commercial setting; those who have keyboard skills who later learn to operate a personal computer; individuals who practiced a trade and who now teach it; those with university training but who now do individual consulting or perform service work for a charitable organization. The lesson here is to stay flexible. Consider we must learn to exploit our God-given strengths but we will need to be very adaptable in today's work environment.

### **4. Tough Love**

Dismissing employees who are not performing or fitting in with the work group is a form of "tough love" if handled well and in the right spirit. This example concerns a small technology company with highly motivated employees. The organization cannot afford dead weight and the team must perform effectively together if it is to survive and succeed in its highly competitive industry. It has been able to develop a very effective team and stimulating work atmosphere by being highly selective with respect to incoming employees. Typically, employees enter the organisation as co-op students, who alternate between 4-month work and school terms. Graduating students are only hired for full-time employment if they have demonstrated their effectiveness and fit with the team. The (brother) manager initially found it difficult to inform students who had not met expectations that they would not return for another term or receive a full-time employment offer. Later, he realized he was helping these students, who had not responded to on-the-job coaching, to learn the harsh realities of what was expected to earn a living. There is far less at stake at that stage in their career, and it is better they learn from their mistakes while they're young, than to be sheltered and find themselves losing a full-time position later in life. A similar probationary policy applies to incoming people who have not been co-op students. A term employment or contract for a specific project is initially performed. If the person fits, full-time employment may be offered. If not, the successful completion of a short-term contract looks a lot better on their resume than termination during a probationary period of full-time employment. This way, the risks are lowered for both parties. By adhering to these high standards, the company has been able to expand, providing more employment and has had virtually no turnover among its technical staff (a highly unusual circumstance in this industry).

### **5. Speak Up**

In this case, a brother's co-worker, a fairly serious Catholic, constantly used Christ's name in vain. The brother waited until he and his colleague were engaged in a religious discussion and then challenged him by saying that he didn't understand Christ's role. When asked by his colleague to explain such a statement, the brother replied that he would not use Christ's name the way he did in conversation if he really understood Jesus. A discussion followed, like Philip with the eunuch, resulting finally in the colleague changing his behavior, without

---

offense. If we speak up, with sensitivity, in the face of offending behavior, the results can be gratifying.

## **6. Turn the Other Cheek**

A believer who runs an agency business returned from vacation and two events happened the first morning back. At his early morning Bible class, they discussed the application of I Peter 3:9 (don't repay evil with evil, but with blessing) in everyday life. Then he arrived at the office to find that the account manager at their biggest client had been spreading false information about his firm in his absence. At a meeting with the account manager and top executives of the client the next day, he kept his cool and factually corrected the false information in a way that did not put the account manager on the spot or embarrass her with her superiors (when he could have blown her out of the water). He walked away with the biggest order ever received from that firm. While he feels that result to be providential, he also feels that the biggest blessing from his actions was the peace it gave him.

## **7. Reduce Stress**

The same believer on returning to the office after an extended absence (not vacation this time!) attended the morning Bible class and the subject was Gideon and God's instruction to cut the army back to 300 men so that when the Midianites were defeated it would be clear that God had been in control. He then went to the office and dealt calmly with a hornet's nest of problems. One of his associates, not a religious person, asked him how he could remain so relaxed in the face of so many crises. He told her of studying the story of Gideon that morning and how it had reminded him that God is in control of our lives. While he had always believed so, the reminder that morning, in those circumstances, was particularly helpful to his peace of mind and his faith.

## **8. Honesty in Negotiations**

Bidding for business in a competitive environment can involve practices of questionable ethics. It is not unusual in some businesses to offer goods or services at an initial price far higher than one expects to receive, or indeed than one believes to be fair value, with the expectation that the customer wants to feel they have knocked down the price and gotten a "deal". One brother has made it a practice in negotiations to always start with the "bottom line" price, having thought it through carefully in advance. Of course, flexibility is always required since one can never anticipate fully the customer's situation. In order to be flexible, yet retain the integrity of the initial offer, this brother operates on a "give and take" principle making concessions in areas required by the customer in return for commensurate changes in other areas of the deal. The brother's company was involved in supplying an Ontario government ministry in competition with a number of others, including several much larger companies, and was one of the most successful suppliers to this particular government program over a period of about five years. The reputation he and his company established for integrity and the quality of their products stood them in good stead with a succession of administrators of this particular program. Some years later, a second brother began to work for a different government

---

ministry and, during travel to and from work, got to know another regular commuter from the ministry which the first brother had supplied. When they discovered their mutual acquaintance, the commuter told the second brother that the program had to buy from a variety of vendors for political reasons, but that the first brother was the only one of the bunch whose honesty and integrity they could rely upon.

### **Reference Sources**

1. *The Gospel and Work*, G.D. Gillett (copies of this are available on demand).
2. *Spiritual and Practical Guidance to use when looking for a job*, Ken Curry (attached).
3. Two job search books:
  - *What Color is your Parachute*, Richard Nelson Bolles, Ten Speed Press.
  - *Guerrilla Tactics in the New Job Market*, Tom Jackson, Bantam Books.
4. *Coping with Stress*, section entitled *Meeting Stress at Work* by Ken Drage, A Christadelphian Care Group Publication (U.K.).
5. Excerpts from *Ontario's Labour Market: long-term trends and issues in the 1990's*, Ministry of Skills Development, Government of Ontario (attached).
6. Brotherhood Contacts:
  - for job search - Stuart Moore (Toronto, Ossington Ecclesia) - Phil Moate (Toronto, Ossington Ecclesia)
  - for general problems in the workplace - the caring team in your ecclesia or the inter-ecclesial care network.

**THE WORKPLACE**

**. . . . AS UNTO THE LORD**

## **Appendix A**

**Scriptural and Practical Guidance**

**To Use When**

**Looking for a Job**

## SCRIPTURAL AND PRACTICAL GUIDELINES FOR PLANNING EDUCATIONAL AND CAREER GOALS

1. You should have a clear understanding of your own interests, temperament and talent. Whenever possible, particular skills should be developed and used in God's service to the fullest advantage.

2. You should plan and organize your life assuming you will live a normal lifespan. This means making reasonable preparations for the future while at the same time not ignoring present obligations and duties.

3. Educational and employment goals should be developed on the basis of answers to the following questions.

A) What type of work am I best suited for?

B) Will the job I select help or hinder me in my service to God? C)

What education do I need to prepare me for the job I desire? D) In

what country am I most likely to reside in the future? E) Am I

most likely to get married or remain single?

4. You should be prepared to have 4 to 6 different jobs in your normal working career. (some professional jobs may not change but most other jobs will change significantly over time.

5. A helpful way for you to test a job's suitability is to understand what a normal workday will be like.

6. Get the education you need to do the job you want.

- a high school diploma is a minimum educational level today

- post secondary training or educational is well worth considering -

skilled trades are almost always in demand

7. Faithful men and women in the Bible have been employed in a wide

<b>NAME</b>	<b>OCCUPATION</b>	<b>BIBLE REFERENCE</b>
Jacob's sons	Shepherds	Genesis 37:12
David	Shepherd / politician	1 Sam 16:11 1 Kings 2:11
Lydia	Business woman	Acts 16:14
Luke	Doctor	Colossian 4:14
Baruch	Scribe (Secretary)	Jeemiah 36:1-8
Peter	Fisherman	Luke 5:1 – 11
Levites	Educators	Numbers 8
Jesus (& Joseph)	Carpenters	Matthew 13:55 & Mark 6:3
Paul	Tentmaker	Acts 18:3
Simon	Tanner	Acts 9:43
Philemon	Businessman	Philemon
Moses	Lawgiver & Judge	Exodus 18:13 – 26
Bezaleel	Metalworker	Exodus 37
Asaph	Musician	1 Chronicles 25:1 - 7

Clearly God's servants were employed in a broad spectrum of positions most suited to their individual interests, needs and opportunities.

8. Whatever field of employment is chosen, God expects His servants to speak, act and live in a manner consistent with His will and in obedience to His commandments. God's standards must be observed whatever your occupation.

## Suggestions For Finding and Choosing A Job

### Looking for a job:

1. **Use all available sources and contacts.** (newspaper, leads given by friends, companies in your neighborhood, companies in the telephone book, trade associations, etc.)
2. **Be disciplined.** Organize your job search so that you are out looking everyday. Start early in the day. Avoid dropping into a company hoping for an interview at lunch time, at the end of the day, first thing Monday morning, Friday afternoon, just before a holiday, etc. Make an appointment whenever possible.
3. **Prepare a complete resume.** Include your educational history, part time work experience, summer jobs you may have had. Have the names and phone numbers of any personal references you may want to use.

### Job Search Techniques:

1. **Always keep the people you are using as references informed** of your job search plans so that if they are called they will be aware of your current activities.
2. **Be persistent.** Most jobs are filled by people being at the right place at the right time.
3. Over 70% of jobs are never publicly advertised. They become available or are filled in the following ways:
  - a job is created to take advantage of an available person
  - the individual is immediately available for an interview (companies file job applications but seldom refer to them)
  - the hiring manager is impressed with the applicant - companies are often willing to hire "talent"

4. *Be flexible.* You may want a full time job but only a contract, temporary position or part time job is available. Keep all your options open. If a good company offers you a temporary job, it may provide access to a permanent position at a later date.

5. Offer as many skills as possible to a prospective employer. Your chances of obtaining a job are reduced considerably if you are prepared to accept only one type of work.

6. Apply for jobs even though you may not be fully qualified. Often there are no fully qualified candidates and a company will have to hire someone with lessor qualifications. You may be that person.

#### The Job Interview:

1. Pray for God's blessing before the interview.
2. Be on time.
3. Dress appropriately.
4. Bring copies of your resume, school records, proof of legal right to work in Canada (if needed), copies of letters of reference, etc.
5. Anticipate the types of questions you may be asked. Learn something about the company and its products and services before the interview.
6. Be honest in the interview. People doing the recruiting can sense if you are not telling the truth. Do not misrepresent your experience.
7. Always write a follow-up thank you letter to a manager who has given you a job interview. Thank him/her for their time and indicate if you are interested in going to work for that particular company.
8. Allow enough time for a complete interview. Do not leave one interview to rush to the next.
9. Follow-up without being a pest.
10. Be patient! Keep a good positive mental attitude. Pray.



## **Appendix B**

### **Excerpts from**

# **Ontario's Labour Market: Long Term Trends and Issues in the 1990's**

### **Issued By:**

**Ministry of Skills Development  
Government of Ontario**

## Projections of Occupational Employment Growth

In analysing occupational employment projections, it is wise to emphasize trends, rather than absolute estimates. That approach is used here for clusters of related jobs. Estimated annual average rates of employment growth and contribution to job creation by occupational group are shown in Table 13 for the forecast period.

**Table 13**  
**Projections of Employment Growth**  
**for Selected Occupations**  
**Ontario, 1986-2000**

Occupation	Average annual rate of growth	Percentage contribution to total employment growth
Managerial and supervisory	2.5%	18.3%
Managers	3.2	14.6
Supervisors	1.3	3.7
Professional and technical (excluding health care and teaching)	3.3	19.5
Health Care	2.5	6.1
Professional and technical	2.9	6.4
Other health care	-1.0	-0.2
Teaching	1.6	3.3
Clerical and related	1.9	17.0
Sales	2.7	11.4
Services	2.0	8.5
Skilled trades	2.2	11.7
Processing	1.1	1.4
Materials	0.4	0.2
Food and beverage	1.7	0.8
Labourers and related	1.6	0.4
Machining	-0.2	-0.1
Metal	-0.6	-0.1
Wood machining	-0.5	0.0
Other materials	0.9	0.1
Product fabricating, assembling	0.9	2.2
Transportation equipment operating	1.3	1.9
Material handling and related	1.1	1.0
Other crafts and equipment operating	2.0	1.6
Primary resources occupations	-0.5	-0.7

Source: Labour Market Research Group, Ministry of Skills Development.

Most of the occupations that will have above-average growth rates will be those in the managerial, professional and technical, and skilled trades categories, job families that generally require postsecondary education and training. Exceptions to this will be jobs in sales and service, which will grow quickly as expansion in the retail trade and personal service industries continues. Employment in product fabricating and assembling, transportation equipment operating, and materials handling is also projected to expand, but jobs in these categories will increase at less than the overall rate of job creation. Growth in processing and machining jobs will be well below average.

On balance, the mix of jobs in Ontario will shift further towards those that require higher-skill levels. In total, managerial, professional and technical in science, engineering, health care and teaching, and skilled trades jobs will account for more than half (55 per cent) of total forecast employment growth to the end of the century.

Within the managerial category, jobs for managers in health care, personnel and industrial relations, finance, and sales and advertising are projected to have the highest growth rates. The demand for first-line supervisors will be considerably weaker except for positions in sales and service and in food and beverage preparation.

Among the large array of professional and technical jobs in the economy, opportunities for systems analysts and programmers will expand the most rapidly. The next highest growth rates will be for social workers and others in community and welfare work and for professional and technical jobs in health care - nurses, therapists, technologists, and technicians.

In the scientific and engineering fields, architects and electrical and industrial engineers are expected to have the most job opportunities. Positive employment growth for technologists and technicians in these areas is also forecast.

Given the current demographic trends, the fastest expansion in the educational system will be jobs for vocational and educational counsellors, and elementary and secondary school teachers. Jobs for college and university teachers will grow at a very slow pace in the 1990s. As will be explained in the next chapter, however, replacement needs attributable to retirements will be high for college and university teachers in the next decade.

In the clerical and related group, employment will expand for some job categories and decline for others. Those with above-average employment growth rates will be travel clerks, hotel clerks, tellers and cashiers, and electronic data-processing equipment operators. On the down side, clerk-typists, statistical clerks, office machine operators, and file clerks will continue to decline in importance.

As already noted, jobs in sales will expand as the trade sector of the economy grows. Within this broad occupational group, positions for technical salespersons and job in real estate and advertising sales are predicted to have the highest growth rates.

Jobs in the service category will also expand with some variations around the overall trend. The occupations with the highest projected growth rates are food and beverage serving and child care. Jobs in protective service occupations - fire-fighters, police officers, and guards and other security jobs - are projected to increase, but the rate of growth will not be above average.

Within the skilled trades, electronic equipment installers and repairers, wire communication equipment installers, electrical equipment installers and repairers, chefs and cooks, and cabinet and wood furniture makers are expected to have the highest rates of job growth. For other skilled trades, such as brick and stone masons and tile setters, plumbers, carpenters, and business and commercial machine mechanics, employment is projected to increase at a rate close to the overall growth rate for skilled trades jobs.

For processing and machining jobs in the goods-producing industries, the trends that emerged in the 1980s are expected to continue in the next decade. Little growth is expected in processing jobs, and those in machining are projected to decline. Exceptions are jobs in food processing and jobs for labourers in the entire processing category.

Job opportunities are expected to expand in product fabricating and assembling, transportation equipment operating, and materials handling. The rates of growth will, however, be very moderate. Meanwhile, the number of jobs in agriculture, horticulture, forestry, and mining will decline. Again, there are exceptions to the general trend; two of them are jobs for nursery workers and jobs in forestry conservation.

## Summary and Conclusions

Fundamental changes are underway in Ontario's labour market, changes that will continue throughout the next decade on both the demand and supply sides of the market. For employers and workers, the labour market environment will be a challenging one.

On the demand side of the market, jobs that have traditionally employed large numbers of semiskilled workers are becoming less important. The driving forces here are industrial restructuring, which has led to a decline in some goods-producing industries, and a new generation of technological innovations that are improving productivity and having profound effects on staffing patterns. Many of the jobs being affected involve the processing and machining of materials, clerical associated with well-defined repetitive tasks, and first-line supervision in both plants and offices. As positions for these kinds of work decline in importance in staffing patterns, more emphasis goes to those that involve higher level skills - professional and technical jobs in engineering and design, set-up, maintaining and repairing plant and machinery, and computer programming and related work in information processing and analysis.

To be sure, semiskilled jobs will continue to exist in the economy. Replacement needs will continue to generate job openings in processing, machining, and clerical work. Employment in these types of jobs will, however, become increasingly unstable as the pace of industrial restructuring and technological innovations in the work place continues unabated.

The service sector, which has become the Ontario economy's major contributor to job creation, will provide jobs at the lower end of the skills spectrum. But this sector will also provide a large number of new jobs for workers with managerial, professional, and technical skills, especially with substantial contributions to job creation in the 1990s being made by business services, communications, health services, and education.

On balance, the job mix will continue to shift in favour of knowledge workers. Many semiskilled jobs in the economy will become progressively less important.

On the supply side of the market, a dramatically new situation is evolving, one whose implications for employers will crystallize fully in the 1990s. With labour supply growth declining to about 1.5 per cent per year in the 1990s, a rate much lower than that of recent decades, the norm in the years ahead will be general labour shortage. The number of young people entering the labour market will not grow at all, and the work force will become older. Women's participation in the labour force will continue to rise during the 1990s and by the year 2000 their share of the work force will be close to one-half.

To deal with a general labour shortage situation and ensure they have the high-quality and adaptable work forces they require, many employers will have to re-examine their recruitment, human resource development and management policies and practices. They will have to assign higher priority to retaining and retraining workers whose jobs become redundant. Similarly, it will be important for firms to tap the energies and skills of women more effectively by providing them with opportunities to move into more challenging and higher level positions.

In addition, employers will find that recruiting workers to fill engineering, technologist and technician, and skilled trades jobs will be an increasingly tough proposition. Although the introduction of sophisticated production technologies is making these jobs increasingly important in staffing patterns, recent enrolments in engineering, technology, and apprenticeship programs signal a decline in the number of people coming into the labour market to fill the positions.

In an environment of general labour shortage, programs to assist displaced workers to find alternative employment will be essential. When workers become redundant because of industrial restructuring or technological innovations, providing them with opportunities to retrain and move to productive and rewarding jobs elsewhere will be necessary not only on the grounds of fairness or equity but also to circumvent labour shortages.

The evolving changes in the jobs mix have major implications for the types and levels of skills young people (and others) entering the labour force need to cope effectively with the world of work. Proficiency in basic mathematics, reading, writing, reasoning, and interpersonal skills will be requisites to do well in the labour market. Without adequate grounding in these basic skills, workers will find it increasingly difficult to learn more specific job-related tasks and to master new tasks when the content of jobs change.

Many of the jobs that are declining in importance today involve semiskilled or unskilled tasks that are tedious and repetitive in nature, require physical strength, or involve working conditions that are potentially hazardous to health and safety. The disappearance of such jobs and their replacement in staffing patterns by ones that require higher level skill sets creates opportunities for workers to move into better jobs. To make the transition, however, many workers will need to update some of their basic numeracy and communication skills. When production processes change today or work is reorganized, the ability to master tasks such as reading instruction manuals, taking measurements, using a computer keyboard to input information, and understanding statistical reports becomes important. With labour becoming a scarcer resource, employers will find it difficult to recruit new workers from outside who have the skills they require. Skills-upgrading programs to assist employees to master new assignments will take on greater importance.

Almost continuous skills upgrading will become a way of life for workers in many skilled jobs. Microelectronic- and computer-based innovations will diffuse further into workplaces and new generations of them will be developed and applied as firms continue to strive to become more efficient and to improve the quality of their products and services. Workers in diverse areas - design and engineering; installation, maintenance, and repair of machinery and equipment; fabrication; materials handling and planning; information processing and communications - will have to update their skills many times during their careers. Programs sponsored by employers or pursued by employees on their own initiative will be imperative.