

HOW-TO SUNDAY SCHOOL GUIDE: CURRICULUM WORKSHOP FOR ADULT LEADERS

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HOW TO USE THIS RESOURCE

- **Individual teacher:** As you work through the chapters, you will become better prepared for the Sunday School session. Chapters 2 through 5 will show you how to integrate lesson preparation into your weekly routine.
- **Local church training:** The 2.5-hour teaching plan at the end of this study can be used in a training setting to help teachers learn how to prepare for the Sunday School session. The plan can be modified for shorter training sessions. The teaching plan will draw heavily on the use of this entire study guide, so it is recommended that every participant have a copy.
- **State or associational training:** The 2.5-hour teaching plan can be used for training multiple churches, as well. It can be used to help churches become familiar with the LifeWay Adult Sunday School curriculum choices and how to use them effectively. The plan depends heavily on the use of the entire study guide, so it is recommended that every participant have a copy.
In addition, suggested ways to use this plan, PowerPoint® helps, handouts, and other related materials available are at www.lifeway.com/curriculumguide/resources_howto.asp

Introduction

TEACHING FOR CHANGE

Why did you commit to teach Sunday School? How you answer this question will determine how much time you spend preparing during the six days leading up to the Sunday session. It will shape how you prepare your heart, your lesson, and the class for the Sunday School session.

The following Scripture passage is a beautiful picture of why we teach—we teach for change!

But as for you, continue in what you have learned and firmly believed, knowing those from whom you learned, and that from childhood you have known the sacred Scriptures, which are able to instruct you for salvation through faith in Christ Jesus. All Scripture is inspired by God and is profitable for teaching, for rebuking, for correcting, for training in righteousness, so that the man of God may be complete, equipped for every good work (2 Timothy 3:14-17).

Paul, Timothy's teacher, greatly influenced Timothy's life. Timothy knew Paul and learned from him in a relationship based on integrity, accountability, and trust. What Timothy learned from Paul and others was the Word of God. This brought him face-to-face with his need for Christ, and Timothy accepted Christ through faith.

Paul challenged Timothy to continue studying the Scriptures because they are inspired by God and would impact all areas of his life. The result

of continued study would be a "man of God . . . complete, equipped" to sit in the Sunday School classroom from week-to-week and absorb more information. Oops! That isn't what the Scripture says! It states that he will be "complete, equipped for every good work."

Is this what you desire to happen in the lives of members? They come; they hear the Scriptures taught by a teacher they know and trust; they develop meaningful relationships with other learners; they accept Christ as their Savior; they mature in their Christian faith; and they are prepared to serve wherever God desires—even if it means they leave the class to serve elsewhere in Sunday School.

This kind of ministry is worthy of our commitment. God gives you the opportunity to experience this as a Sunday School teacher—but how?

A teaching ministry of this quality requires more than preparing the lesson on Saturday night and going to church Sunday to present an outline with some interesting points. It requires intentional preparation.

If you desire to guide adults to experience life-changing Bible study, then you will benefit from the training in this study guide. As you proceed in this *How-To Study Guide*, remember that God called you to teach. Therefore, He will equip, guide, and bless your ministry through Sunday School.

May this resource provide the tool you need to join Him in seeing lives changed!

CHAPTER 1

MAKING WISE CHOICES—GATHERING THE RESOURCES

A few years ago my family and I visited the Big Island of Hawaii. We decided to visit the Hawaii Volcanoes National Park to see the lava flows from the Kilauea volcano. However, we didn't prepare for the trip. When we arrived, we had not dressed for the cool wet climate. We started our hike to the lava flows and saw warnings all along the trail stating that hikers needed plenty of water and flashlights—we had neither! We could see where we wanted to hike, but we could not get there because we did not have the necessary supplies. We had failed to gather the needed resources for a safe and happy hike.

Choosing Bible Study Resources

LifeWay's goal is to help you reach your potential as a Sunday School leader by providing excellent resources. In other words, we want to provide you with the necessary resources, which are designed to make your job easier. These resources do not replace the Bible but rather assist you in understanding and using it.

Imagine creating from scratch, every week, a fresh new lesson focused on spiritual transformation and not solely biblical information. After a while you would run out of ideas to sustain the interest of your class. Or you might choose a difficult topic to teach and need a clear but scholarly explanation. Sometimes the appropriate explanation may be tough to locate.

LifeWay provides doctrinally sound resources that provide for these needs. If you don't use LifeWay Sunday School resources, go to www.lifeway.com/curriculumguide/ where you will find a list of available curricula ready for you to examine. If you already have a resource, you might want to review the full line of LifeWay offerings to see if there are other products that you need to utilize, as well.

Adult Sunday School Leadership Resources

- *Essentials for Excellence: Connecting Sunday School to Life* includes a CD-ROM with helps designed specifically for Adult Sunday School leaders. This multi-media product helps Adult Sunday School teachers organize a Sunday School class; develop the leaders needed for effective Adult Sunday School; and achieve excellence.
- *Leading Adults* is a 64-page quarterly magazine that examines the issues and challenges confronting leaders of adult ministry. *Leading Adults* provides practical suggestions and ideas for those leading Sunday School classes and departments, as well as for leaders of other areas of adult ministry beyond Sunday School.

Something to Think About

Selecting a Bible study curriculum is a very important decision because it impacts the long-term change that occurs through an effective Sunday School ministry. A wise curriculum selection can help enhance a class' spiritual growth and understanding of its mission. Select studies based on a long-term direction, not just short-term results.

1. If you use one of LifeWay's curriculum resources, write in the margin long-term benefits it offers for effective Sunday School ministry. How does it impact your growth? How does it impact the learner's growth? How does it impact the mission of the class?
2. If you don't use any of the LifeWay resources, select one that you might be interested in using. How could it impact the leader's growth? How could it impact the learner's growth? How does it impact the mission of the class?
3. Can you list some possible long-term consequences that could take place if a class did not use an ongoing curriculum plan? Imagine the following "What if?" scenarios:
 - What if a class chose to study one popular book after another, constantly

having to select a new book? What would be some of the long-term consequences of this approach?

- What if the teacher or another leader wrote the lessons week after week? What could be some of the long-term consequences of this approach?
- What if the teacher decided to present passages at random from the Bible each week for a group discussion? What could be some of the long-term consequences of this approach?
- What if a curriculum was chosen that was not doctrinally sound or was doctrinally unclear? What could be some long-term consequences?

Fortunately, you have excellent curriculum choices through LifeWay, so you won't face these problems.

How to Order LifeWay Curriculum

- ***Through Your Church:*** Every church receives a dated curriculum order form for each quarter.
- ***By Internet:*** www.lifeway.com (online catalog and online dated and undated order forms)
- ***By Telephone:*** 800-458-2772
- ***By Fax:*** 615-251-5933
- ***By Mail:*** Customer Service, MSN 113, One ***LifeWay Plaza, Nashville, TN 37234-0113***
- ***In Person: LifeWay Christian Stores*** (*Life Connections* only)

Additional Helpful Bible Study Tools

Study Bibles

- *Disciple's Study Bible, NIV*
- KJV Master Study Bible
- Serendipity Interactive Study Bible, Serendipity House, 2002
- *Serendipity Bible for Groups 4th Edition*, Serendipity House, 2002

Bible Dictionaries

- *Boyd's Bible Dictionary*
- *Holman Concise Bible Dictionary*
- *Holman Illustrated Bible Dictionary*
- *Holman Treasury of Key Bible Words*
- Spanish Holman Treasury of Key Bible Words: Glosario Holman de términos bíblicos

Commentaries

- *Holman Concise Bible Commentary*
- *The Teacher's Bible Commentary*
- *The New American Commentary*
- *Holman New and Old Testament Commentaries*
- Shepherd's Notes: Old Testament and Shepherd's Notes: New Testament

Other Helpful Resources

- *Holman Bible Atlas*
- *HCSB® Harmony of the Gospels*
- *Holman Bible Handbook*
- *Holman Book of Biblical Charts, Maps, and Reconstructions*
- *Holman Concise Topical Concordance*
- *Holman Illustrated Guide to Biblical*
- *The Illustrated Life of Jesus*
- *Holman QuickSource Guide: Atlas of Bible Lands*
- *Holman QuickSource Guide to Understanding the Bible*
- *So That's in the Bible?*
- *That's Easy for You to Say!*
- *Word Pictures in the New Testament, Concise Edition.*

Computer Bible Study Tools

- LifeWay's Free Online Bible Study Tools
- HCSB® Bible Navigator—CD

For a detailed description of these products and how to order them, please go to the appendix.



CHAPTER 2

BEGIN EARLY—PREPARING FOR THE NEXT BIBLE STUDY SESSION

If you truly want to guide adults toward maturity and service, you should begin preparing early every week. Spend about 30 minutes on Sunday afternoon or Monday using the following guide to help you get ready for the next Sunday.

Evaluate the Previous Session

Before you look toward the next session, carefully examine what took place in the previous session.

(1) Bible Study

- How well did you communicate the lesson?
- How did the group respond to the lesson?
- Did you provide the opportunity for participants to make personal decisions (salvation, recommitment, or others)?
- In what ways did you sense that God was at work?
- Were you able to provide specific applications of the lesson to daily life?
- What can you do better next session?

(2) Relationships

- Evaluate how well the class members interacted with each other.
- Were guests present?
- Were the guests registered so that follow-up could take place?
- How did the class do at welcoming the guests?
- Were members who attended shown a positive reception?
- Were absentees identified and were steps taken to contact them?
- Are specific people helping you with outreach to members and guests?
- What could be improved?

(3) Relationship with God

- Evaluate the session prayer time.
- How much time did it take?
- What was the main focus of the prayer requests?

- Were there prayer requests for the lost?
- Were brief updates given on previous prayer requests?
- Did you have someone helping you carry out the prayer time?

(4) Mission

Adult class members need to understand that they are on mission when they come to Sunday School. Help them see that God's mission includes every Christian. Chapter 6 provides further information on the mission of a Sunday School class and how adults can develop a sense of mission.

Set Weekly Goals

Based on the evaluation of the previous session, set some goals in the following areas.

(1) Bible Study Session

- What are some steps I need to take to better communicate next week's lesson?

(2) Relationships

- What steps need to be taken in order to follow up on guests? Who can help?

- What steps need to be taken to follow up with absentees? Who can help?

- Are there individuals who need encouragement or an evangelistic visit? Who can help?

- How can we best communicate the class prayer requests to all members, prospects, and members-in-service? Who can help?

- How can we help with specific prayer needs mentioned during class? Who can help?

(3) Mission

- What can you do to help members understand the mission of the class?
- Is there biblical content in next Sunday's lesson that will provide a basis for teaching about the mission of the class?
- What specific actions could be taken to remind the class of their mission?
- Is the prayer list being utilized to support and encourage class members and members-in-service?
- Is the class preparing to start a new class?
- Are there evangelistic opportunities/training and discipleship events that should be emphasized?

Overview Next Week's Lesson

Look at the focal Bible passages and the direction of the lesson. As you look at these items, keep the context of the entire unit of study in mind. You may want to review the unit of study every week to remind you of the context of the lesson. This overview is not in-depth Bible study. This will come later in the week. You are simply taking a broad look at the direction of the lesson and how God might use it.

Plan with the End in Mind

You might ask, "What *end* are you talking about?"

- The end is not what you might think. The end is what you believe God wants to accomplish by the end of the next session.
- When you dismiss the group after Bible study is over, what will they have learned and experienced?
- What will they do with what they have learned and experienced?
- This end is vital, for it dictates for you the direction of your entire week.
- You will begin to look to see how God is pointing you to the end.
- You will seek to understand the Scriptures and how they are to point to the end.
- Your entire week will be one of watching, praying, studying, and ministering in a way that brings the group to an end that will bring focus, understanding, and a change in their attitudes and actions.
- The end becomes focused as you evaluate, set goals, and, especially, as you discover the direction of the lesson for the week.

Practice It

Use your Bible study curriculum resources each week. Practice the elements in this chapter.

CHAPTER 3

CHARTING A COURSE—MANAGING YOUR BIBLE STUDY PREPARATION TIME

I teach an Adult Sunday School class every Sunday. However, I don't prepare my lesson until Friday night or Saturday. Now don't jump to conclusions. I do prepare my heart throughout the week.

Letting God teach us is vital preparation for an effective lesson on Sunday. We must allow time for Him to teach us how the lesson applies to our own lives personally. My goal is never to go to class on Sunday without God having already changed my life through the Bible study during the week.

If I prepare my heart adequately, the lesson that I prepare for Sunday not only becomes easier to prepare but also becomes more meaningful because God has already used it to change my life. Even though I don't prepare the lesson until the end of the week, I do prepare myself—I just focus on my heart first!

Prepare Your Heart Daily

In the days following your initial evaluation, goal setting, and content review, chart out a course for Bible study during the week. Give God time to teach you.

Follow these steps, planning to spend about 15–30 minutes per day preparing your heart. As this takes place, God begins to teach you how to present the lesson on Sunday.

Break Down the Study into Daily Increments

- Look at the Bible passages and background commentary in the leader guide and determine how it can be broken down into daily segments of study. Most Bible study curricula provide an outline of passages that are to be studied or a sequence in the plan of study. Use the outline or sequence to develop a daily plan of study. For example, if your curriculum has three points to the outline, then there would be three days of Bible study.

Study the Bible Passages Devotionally and Analytically

- Prayerfully read the Scripture passage several times before reading the commentary and suggested teaching plan in the leader guide or before reviewing other commentaries. Let God speak to you through His Word.
- Review the verses just prior to and after the passage. Do these verses help you understand the lesson focus?
- How does the Scripture passage relate to the end you are planning toward for that particular lesson?
- Circle keywords and repeated phrases in the Scripture passage. Determine and define the significance of these key words.
- Note words or phrases you do not completely understand and concepts you want to explore further.
- Use a Bible dictionary and a regular dictionary to look up unfamiliar words.
- Record questions that need to be answered to better understand the Scripture passage. Do other verses come to mind that might clarify the study of this passage? If so, read these verses.
- Look up parallel Scripture passages.
- Seek answers to questions, using only various translations of the Bible.
- Based on the Scripture passage, determine questions (and record answers) that challenge you to alter your thoughts, behaviors, or attitudes.
- Explore the following questions concerning this week's Scripture passage: How does this passage relate to the focus of the lesson? How could this passage help the learners experience a change in the way they think, feel, or act?
- Spend time in prayer regarding what God is teaching you, as well as for other needs related to you and your class. Remember, you are planning with the end in mind.

Study the Commentary

To Clarify—Commentary helps clarify a word, phrase, or passage that we don't understand.

- **To Correct**—Commentary helps correct our interpretation if it is not correct.
- **To Confirm**—Commentary can confirm what we believe a passage is saying.
 1. Identify the portions of the commentary that seem critical to understanding the Scripture passage.
 2. Identify comments and questions that could be used for discussion during the session.
 3. Answer study questions printed throughout the leader guide commentary.
 4. If you need additional help, use supplemental commentaries that correspond with your curriculum. Visit LifeWay's Web site at www.lifeway.com/curriculumguide/resources.asp#adult for the appropriate supplemental commentary.
 5. If you have questions regarding the people, places, or times related to a passage refer to the *Biblical Illustrator* magazine or *Biblical Illustrator Plus-- CD-ROM*.
- If you need additional help, consider some of the resources described in the appendix.

Practice It

Practice the steps using your curriculum as a guide.

CHAPTER 4

PULLING IT ALL TOGETHER—CRAFTING AN EFFECTIVE LESSON

Now that you have spent several days allowing God to teach you the lesson, it is time to begin preparing a teaching plan. An effective teaching plan can lead to a breakthrough experience for learners. If you have adequately prepared during the week, it should only take about one to two hours to finish the process. There are two keys to lesson planning that you need to remember.

Key #1: Keep the “end” in the forefront.

Know the target for the *end* of the session, which enables you to carry out Key #2.

Key #2: Customize and Summarize!

You know what your members need better than anyone else, and you know the methods that best help them to learn. You have been praying for them during the week. God has been speaking to you about the lesson, and He has been preparing the hearts of your learners as well.

The suggested teaching plan in the leader guide is the beginning point in crafting an effective lesson. But these plans won't be effective without a prepared teacher.

- Take the suggested teaching plans and procedures in your leader guide and—with God's guidance—customize the lesson for your situation.
- Summarize the lesson so that you can be free to share God's truth without being tied to an excessive amount of information. It would be distressing to prepare all week, gather all the information, and then go to class and read from a compilation of information that lulls everyone to sleep. Your responsibility is to present the study in a way that captures learners attention and engages them in Bible study. I challenge you to customize and summarize to the point that you can take a couple of pages of brief notes, your visuals, and your Bible to class. Leave the leader guide at home.

- Prepare a Sunday School session outline that will last 45 to 60 minutes (depending on your church's schedule). The plan should follow a logical flow.

1. Organize a basic teaching plan that will build relationships and focus on mission

- Relationship building provides continuity from week-to-week and also will provide the maximum opportunity for learning to take place. Design a time in which learners can fellowship, greet other members and guests, and pray together.
- Emphasize the class mission by praying for members, new class starts, the lost, and that the ministry needs of the class will be met.
- Make announcements regarding upcoming church and class events.
- Discuss weekly ministry actions such as visitation, absentee contacts, and ministry needs that have surfaced. If the beginning of class is not an appropriate time, consider doing this at the end of the session. It helps the learner put the lesson into focus.

2. Introduction.

The lesson introduction motivates learners by creating an interest in the Bible study. It helps adults recognize how the biblical truth will answer a life question or meet a life need.

3. Examine and Apply the Scripture.

The heart of the lesson leads learners to discover the answers to several basic questions. What does the Scripture say? What does it mean? What does it mean to me?

4. Encourage Life Change Based on the Biblical Truth

The lesson should end with learners answering the question: What should I think, feel, or do as a result of understanding this Scripture?

5. Continue the Lesson and Ministry

Develop a plan that will lead learners to apply the biblical truths of the lesson through the ministry of the Sunday School class. Usually this is implemented after the session concludes.

Seven Steps to Customizing the Lesson

The following seven steps to customizing a lesson can easily be applied to all LifeWay adult curricula, including the *Access Leader Guide* for adults who have special needs. (Additional helps for preparing to teach all adults, including those with special needs, are found on the CD-ROM within *Essentials for Excellence: Connecting Sunday School to Life*. Visit www.lifeway.com for a full description.

1. Gather Your Resources

You will need a “Session Plan Sheet” found at the end of chapter 4 and a plain sheet of paper. Or you can use a word processor. You also will need your Bible, the appropriate leader guide, leader pack, learner guide, and other appropriate resources (www.lifeway.com/curriculumguide/resources.asp#adult).

2. Review and Summarize the Leader Guide Teaching Plan, Commentary, and Leader Pack

Read completely through the suggested teaching procedures. Take note of the procedures that will work with your class. Note procedures that you know won't work. Place a question mark beside procedures that might work. Write down any ideas you have regarding alternate procedures. Use your ideas and notes to create an outline.

Transfer any notes or important points from the leader guide commentary into your teaching plan outline. Try to summarize this information as you transfer it.

Leader Pack CD-ROM Option: Cut-and-paste the electronic versions of the commentary, discussion questions, and activities highlighted from your study of the leader guide into a word processing document.

If you use the CD-ROM with *Bible Navigator Bible* software included on the leader pack CD-ROM, transfer your commentary and teaching plan into *Bible Navigator* and begin to summarize the information.

3. Review Additional Teaching Resources

How-To Sunday School Guide

- Review EXTRA! (www.lifeway.com/extra) and other online resources.
- Review *QuickSource*, a quarterly magazine that is an excellent companion for the busy teacher who needs a one-page plan of action. QuickSource magazines are available for use with any *Family Bible Study Leader Guide* or the *Explore the Bible Leader Guide*. (Visit www.lifeway.com for descriptions.)
Transfer ideas that you may have gleaned from any additional resources into your outline.

4. Review the Learner Guide

The learner guide is potentially one of the most valuable tools for the teacher. It assures that the lesson doesn't end with the session, and it also provides activities that can be used during the session. The learner guide is not only a tool for the teacher but also a resource for the learner. Therefore, teach learners how to use this resource and benefit from its value.

Determine how the learner guide content may be used during the class and how it can help individuals with application in the days following the session. Teach learners how to use the learner guide by utilizing at least one activity during the session and also by suggesting they complete at least one activity during the week.

5. Look for Individual Application

Consider if the lesson especially speaks to one or more class members. Plan how to use the lesson to encourage or challenge these members. Also consider if personal experiences would illustrate a Bible truth found in the lesson. Appropriately insert these items into your lesson plan.

6. Look for Group Application

Attempt to connect the lesson to the class purpose and mission when appropriate.

7. Summarize! Summarize! Summarize!

Take all the information you have transferred into one outline and begin summarizing. The more you review and summarize the more you will learn and the less need there will be for numerous notes while teaching.

If leader packs are available, utilize items, such as posters, maps, and additional activities. Review the contents and determine which items you could use to enhance your learning environment.

Additional Resources for Teachers of Special Needs Classes

The CD-ROM in the back of the *Essentials for Excellence* (see chapter 1 for description) contains valuable helps: an e-book; articles; forms; handouts; PowerPoint® visuals; a teaching plan; and teaching resources.

Sunday School Session Plan Sheet

Title _____

Session Goal _____

Build Relationships

- Welcome guests and affirm those in attendance.
- Make announcements regarding church or class events.
- Discuss weekly ministry actions (visitation, absentee contacts, ministry needs, and so forth)
- Pray for the lost, new class starts, members-in-service, and other class needs.
- List prayer concerns on the back of this sheet.

Bible Study

Lesson Introduction	Items Needed
_____ _____ _____	_____ _____ _____
Examine and Apply God's Word <i>(Provide a step-by-step plan)</i>	
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Conclusion—Encourage Life Change	
_____ _____ _____	_____ _____ _____
Continue the Lesson and Ministry	
_____ _____ _____	_____ _____ _____

Sunday School Session Plan Sheet. © Copyright 2003. LifeWay Christian Resources of the Southern Baptist Convention. All rights reserved.
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Presenting the Bible Study— Experiencing God During the Session

You have prayed, studied, and prepared to teach for change, and now it is time for Sunday School. Cover these basics to make sure your Sunday session works smoothly.

Arrive Early

Arrive early enough to set up the room and to prepare the focal wall. Teachers should arrive at least 15 minutes before the scheduled time for the session. It is hard to come in late, set up, and still establish rapport with those who are in the room. Arriving late can sidetrack all you have planned and prepared for during the week.

Set Up the Room

1. Focal Wall and the Learning Environment

- Make sure that everything on the focal wall points to the lesson that is being taught that day. Announcements, pictures, or bulletins should be placed on a bulletin board somewhere away from the focal wall. Place announcements in a highly visible and accessible place, such as near the entrance to the room or near a coffee pot, if you have one in the room.
- Place something on the focal wall related to the lesson topic—a poster, a question on the board, an outline, a statement, or a quote. This draws learners into the lesson even before the lesson begins. Learning should begin when a person enters the room. It can be called “covert” learning because it takes place even while people are greeting each other, getting their coffee, and talking about their week, as well as other preliminary matters.
- Remove all old posters from previous lessons from the focal wall except the unit overview. Make sure that the focal wall is not too busy. Keep it simple and uncomplicated.
- You don’t have to have walls to have Sunday School. All you need is the learners’ attention. The goal is to create

readiness to learn. While a wall can’t do this, a visual and a well-prepared teacher can.

- Make sure whatever space you meet in is as clean as possible.

2. Chairs

- Provide enough chairs for class members and guests. Always have more chairs than participants.
- Practice the empty chair principle: place empty chairs in the room to represent the fact that the class needs to be reaching new people.
- Evaluate the best way to set up chairs. Chairs can create barriers or they can invite interaction. Regimented rows are probably the most difficult chair setup for interaction and relationship building. A semicircle is probably the most effective. If your room isn’t large enough for one row in this design, consider multiple rows using this configuration.
- Consider changing the chair arrangement from time to time. Variety creates interest.

3. Tables

- Avoid using tables if they create a barrier between you and others. Tables can sometimes inhibit building relationships.
- Don’t use tables if they keep you from adding people. People are more important than arrangements.
- If tables are used, there should be enough room for everyone. Excluding people from a table due to space creates a barrier to effective Bible study and sends a negative message.
- Consider using tables if you have adults with physical disabilities.

Enjoy the Session

1. Create a Warm, Friendly Environment

- Make sure everyone receives a warm welcome. Encourage fellowship by modeling it. Get someone to help you welcome people as they arrive.

- Encourage everyone to wear a nametag. Provide permanent nametags if possible. Place the nametags in a location where people can get them as they enter the room.

2. Welcome Guests

- Greet people at the door.
- Use nametags each week, not just at the beginning of the year.
- Enlist someone as a “designated plant” to greet people and help guests feel comfortable during and after the session.
- Enlist someone to register guests so that follow-up can take place.
- Welcome guests sometimes during the session, but take care not to embarrass them.

3. Present the Lesson

- At some point in the session, you must transition from fellowship to the lesson. An icebreaker is helpful. Many times the lesson introduction can act as an ice breaker and a transition to Bible study
- Use the outline you prepared to present the lesson. Teach confidently, knowing that you have done your best to prepare and assured that God will bless and use you. Be sensitive to God’s leading as He works in the lives of learners.
- Recognize the difference between biblical discussions and God’s moving in the lives of people. Be flexible as God leads during the session, but don’t get diverted from the focus. Be so familiar with the plan and direction that you can adjust your plans to His plans at any moment.
- Remember that your goal is, through the guidance of the Holy Spirit, to lead the group to get to the end, which you have been preparing for during the week.

4. Take Prayer Requests

Prayer requests are vital but can dominate the Sunday School session. Continue to evaluate the effectiveness of the class prayer time. Make sure that prayer time doesn’t focus only on physical aches and pains or become a gossip session.

- Teach the group how to pray for the lost, members-in-service, the mission of the class, new class starts, the church, country, and other important matters.
- Determine the best way to gather prayer requests. You might try one of these.
- Use a prayer sheet such as the one available on the *Essentials for Excellence: Connecting Sunday School to Life CD-ROM*.
- Write prayer requests in a notebook as learners enter.
- Write the requests on a board. Then have one person read the entire list to the class. Use the prayer time wisely so that there is adequate time for effective Bible study. Prayer requests can provide a good transition between the fellowship time and the lesson. Prayer requests also can be a good way to end the session.

5. Following the Session

Some classes provide a time for their Care Groups to meet at the end of the Sunday School session. Care Groups are smaller groups within one Sunday School class that enable a class to focus on the ministry needs of individuals. They could meet with their leader or facilitator and pray together for one another at the end of a session. Sometimes leaders “debrief” the lesson during Care Group time. The *Life Connections Leader Guide* includes a time entitled “Caring Time” that is designed to support this approach.

CHAPTER 6

DEVELOPING A 24-7 MINISTRY—WHAT HAPPENS AFTER THE SESSION?

If we think that the lesson is the only reason that we teach, then we have been deceived. Fifty-two hours per year (52 sessions) of lessons are not going to make a difference, unless there's a connection between the lesson and weekly activities. God has called us to see lives transformed, not just informed. So let's end where we began. Sunday School is about change—transformational change. We can't stop at the end of the session.

At the same time we begin getting ready for next week's lesson, we are encouraging learners to apply the Bible study to their daily lives and get involved in ministry. What are some ways we can do that?

- **Learner guides.** Help learners understand how to use the learner guide during the week. Send reminders about a specific portion of the study or a specific activity in the learner guide. Give simple assignments from the learner guide during the week. Call for responses from the lesson that was to be studied in the learner guide during the week.
- **Devotional Guides.** Emphasize the use of *Open Windows*, *Stand Firm*, *Journey*, or *devotions from HomeLife*, *Christian Single Plus*, or *Mature Living* as an encouragement to learners to continue in God's Word during the week. (Descriptions of these magazines are found at www.lifeway.com.)
- **Ministry during the week.** Provide prayer updates during the week either by phone, through a prayer ministry coordinator, or through care groups, prayer chains, or e-mail. Determine ways to involve members in the mission and work of the class.

Make visits and contacts each week with prospects and members who have specific needs. Encourage those members who are always faithful with personal notes and letters of encouragement.

Help Adults Understand the Mission of Sunday School

Part of our work as leaders is to help adults see that they are on mission through Sunday School. The class is not a place just to absorb but to prepare for service.

Help adult learners understand how Sunday School should function. Review the following list to determine whether your class is functioning in all of these areas. If it isn't, lead your class to discuss ways in which they can be more functional.

- **Foundational**—Sunday School involves adults in doing the work of the Great Commission. It is an entry point for unbelievers and new believers. And it is foundational in helping believers to mature as they study God's Word and learn to serve.
- **Ongoing**—Sunday School meets regularly for Bible study and builds ongoing relationships with class members and prospects. There is a plan for ongoing ministry, outreach, and fellowship.
- **Evangelistic**—Sunday School's primary objective is to win the lost. There is a climate that encourages believers to invite, engage, and share Christ with the lost in class and beyond.
- **Focuses on Bible Study**—This is accomplished through ongoing small-group study as well as personal Bible study with the purpose of guiding adults toward conversion, maturity, and ministry.
- **Multiplies**—Sunday School challenges class members to discover their places of service as class leaders. As members mature, they are encouraged to serve elsewhere as leaders of youth, children, preschoolers, or adults. The group should anticipate the day when they will be able to start a new class.
- **Intentional**—Intentional planning and evaluation ensures that the class functions properly. Without intentionality, nothing happens except a lesson from week to week.

Which of these functions do you spend the majority of your time on as the teacher? If you are like me, the majority of your time is spent preparing for Bible study. We know that as stewards of God's Word, we must do a good job.

But we can't ignore the rest. Consider all we are to teach. Invite your members to join with you as you teach one another how to minister by functioning fully as a Sunday School class. You need the class' help. A teacher should not carry out the entire ministry. You have the privilege of teaching and ministering to individuals. An effective class organization will help assure success by involving as many members as possible.

Class Organization

Class organization is vital to leading Adult Sunday School classes to function properly. But remember to organize with purpose. Don't just fill a chart with names of leaders. Also, don't just enlist leaders to help the class function. Remember the purpose for the class and the class leaders. Begin with some core leaders.

All classes need at least three leaders.

1. Teacher

- The teacher leads the total ministry of a class, which includes a lot more than a single hour of Bible teaching per week.
- The teacher is a spiritual mentor. Until the rest of the leadership team is enlisted and trained, the entire ministry of a class rests on the shoulders of the teacher.
- Teachers can't lead classes to function as open groups by themselves. They need at least two additional leaders.

2. Ministry Coordinator

- The Ministry Coordinator organizes and leads the leadership team and members in visitation/evangelism and ministry.
- The ministry coordinator, as a basic class leader, also might keep records and register guests.

- The ministry coordinator enlists and trains additional leaders, as a class and its ministry needs grow.
- The ministry coordinator becomes the key partner in helping the teacher lead the class to function with purpose—as an open group.

3. Apprentice

- The apprentice partners with the teacher to help the class function as an open group. This is more than a partnership. It is also mentoring.
- Apprentices aren't substitutes, but learners. The teacher guides the apprentice to learn how to lead an effective Adult Sunday School ministry.
- The apprentice is sent out eventually to begin a new class.

Expand the leadership as leaders are developed and the class grows. Consider the following leader positions:

1. Visitation/Evangelism Coordinator

- The Visitation/Evangelism Coordinator enlists members to discover, visit, contact, and develop relationships with prospects. This leader also trains class members to share their faith. If a church participates in the FAITH Sunday School Evangelism Strategy® then this person coordinates the work of the class FAITH Team(s).

2. Care Group Leaders

- Every member needs regular encouragement in good times and in times of crisis. Each care group leader ministers to four to six members and members-in-service—those members who have moved out of the class and into service. Care group leaders multiply ministry far beyond what an individual leader could accomplish.
- Ask the care group leaders to be an ACE in ministry (1) Absentee contacts; (2) Crisis contacts; (3) Encouragement contacts (ACE).
- Assign each care group leader no more than seven individuals to minister to. Include on each list a mix of active

members, inactive members, and members-in-service.

- If you are in a co-ed class, consider organizing by gender.

If a class has effectively developed leaders, consider enlisting additional leaders to help with the following ministry responsibilities:

1. Fellowship Coordinator

The fellowship coordinator enlists members to create and plan enjoyable activities and events that foster closer friendships within the class.

2. Prayer Coordinator

The prayer coordinator works with the teacher and the apprentice to encourage personal and spiritual growth beyond the classroom. This growth includes prayer, devotional life, family Bible time, and involvement in discipleship courses.

3. Missions Coordinator

The missions coordinator leads the class to participate in missions through involvement, prayer, and giving.

Remember, organization is not about filling a chart with leaders, but it is about leading your class to function as a healthy group. If you don't have all the leaders you need, don't give up. If you can only find one leader, invest in that one person and God will begin to give you more.

Discover additional supporting resources on the CD-ROM included in the book, *Essentials for Excellence: Connecting Sunday School to Life*.

Chapter 7

Adults with Special Needs

By Marci Campbell

Leaders who work in special-needs Sunday School face many challenges. Individual learning abilities vary greatly from member to member. Mobility issues (classroom location, room setup, and bathroom facilities) affect class member attendance in all activities. Consider transportation needs as well.

The *PREPARE, ENCOUNTER, AND CONTINUE* model is an effective ministry tool for reaching persons with disabilities for Christ.

PREPARE (Before the Session)

Study the lesson using the “Personal Bible Study” section of the *Access Leader Guide* for personal growth and to enrich your walk with God. Use the leader guide with the anticipation that God has a message for you.

Identify the “Biblical Truth” for this lesson to share with learners. While creativity and variety help address individual learning styles, don’t neglect the main biblical concept. Every lesson and activity should clearly present this message.

Gather resources that will create excitement for learning and help present the “Biblical Truth” in clear and understandable ways. Plan in advance for a role-play activity, object lessons, posters, games, and activities. For help, use the preparation checklist in the *Access Leader Guide*, plus the CD-ROM and material in the *Access Leader Pack*.

ENCOUNTER (During the Session)

Reinforce the biblical truth at each step of the teaching plan. Students may leave excited about what they did in class but not realize how each part fits together. They may miss the intended life change.

Lead the Bible study in creative ways. It is important to use learning activities that connect every student to the message of the Scriptures. All people, including those with special needs, have learning styles that influence how they learn. The teaching plan in the “Encounter” portion of the *Access Leader Guide* provides a How-To Sunday School Guide

variety of methods that you may use to meet the needs of your learners:

- *Relational*—role play, dialogue, interview
- *Musical*—singing, CDs, musical presentations
- *Logical*—lecture, outline, written assignments
- *Natural*—outside walk, reflect upon creation
- *Physical*—games, art activities, sing with motions
- *Visual*—charts, posters, object lesson, drawings
- *Verbal*—storytelling, news story, testimonies
- *Reflective*—creative writing, journal, case study

Teach for transformation. Teachers in special needs classes must be willing to do just that—teach. Persons with disabilities can hear the gospel, learn, and grow in a relationship with Christ.

Teach with excitement. Let the transforming message of Christ’s love manifest itself through your actions. Facial expressions, hand movements, and your tone of voice will guide some students to a better understanding of the lesson.

CONTINUE (After the Session)

Commitment to lead in a special-needs class requires one important component—relationship.

Send activity sheets home with learners to create an open avenue for them to live the lesson throughout the week. Parents or caregivers can help reinforce Sunday School lessons and Bible truths.

Stay in touch. Class members appreciate receiving mail or phone calls when they have been absent or when they celebrate a special event. Make personal visits to create relationships. Leaders who visit class members at their home, where they work, or at a special event send the message, “I truly care about you!” to members, their families, and their caretakers

Communicate. Stay in touch with members regularly through weekly or monthly information and keep members aware of upcoming events and activities.

Teachers of special needs classes make the greatest difference when they *PREPARE, ENCOUNTER, AND CONTINUE.*

Marci Campbell, Special Education Specialist, LifeWay Christian Resources, Nashville, Tennessee, and Carlton McDaniel, Jr., a leader in the special education ministry of Highland Baptist Church, Raleigh, North Carolina.

Teaching Procedures

Session Goal

This 2.5-hour plan is designed for use in a local church to help teachers prepare for the Sunday session using LifeWay Sunday School curriculum. You may adapt this plan for a shorter time frame if necessary. Additional helps and an expanded teaching plan for association or state training is available at www.lifeway.com/downloads.

Preparation

- Read the entire study before the session so that you will be familiar with the content.
- Prepare the room by arranging chairs in a semi-circle.
- Write the following quote on a poster or large marker board and display it on the focal wall:

“Maximum learning is always the result of maximum student involvement, for we always learn by doing.”—Howard Hendricks
- On the focal wall, prepare and display three posters with the following information:

Poster #1:

Title: “Begin Sunday Afternoon or Monday”

Outline:

- Evaluate
- Set Weekly Goals
- Overview Next Week’s Lesson.

Poster #2:

Title: “Study the Lesson”

Outline:

- Daily Increments
- Devotionally
- Analytically
- Commentary
- Prayer
- Additional Resources.

Poster #3:

Title: “Crafting the Lesson”

Outline:

- *Key #1*—Plan with the end in mind.
- *Key #2*—Customize and Summarize!
- Seven Steps to Customizing the Lesson
- Develop an Outline.
- Although curriculum excerpts are provided, it is recommended that teachers bring or be given the LifeWay curriculum they use in Sunday School. Each will need the leader and learner guides during the training session.
- If your church budget prohibits you from providing all the resources mentioned in the book, consider ordering a display of some of the resources and give leaders information on how they can order materials on their own if they desire.
- The last chapter discusses Adult Sunday School leadership positions. If your church recommends different titles and/or roles for leaders in Adult Sunday School, customize the presentation of this content to meet the needs of your church.

Procedures

1. *Learning Debate.*

Invite participants to read the quote by Howard Hendricks. Explain that they will debate either for or against the statement. Instruct those who disagree to stand on one side of the room. Invite those who totally agree with the statement to stand on the other side. Have fun with the debate.

Some will try to relate this to learning styles, but it is really about the result of learning. Remain neutral as they debate. As they debate, ask questions such as: “Would you fly in a plane with someone who scored a perfect score on a written test about flying, but had never flown a plane?” or “Would you ride in a car with a 16-year-old who scored a perfect score on the written portion of a driver’s education test but had never driven?”

Explain that the goal of learning is change.

2. *Why Do You Teach?*

- Use the content from the introduction to challenge teachers to teach for change.
 - Conclude by reading and explaining the process of change pictured in 2 Timothy 3:14-17.
 - Explain that the goal of the session is to help teachers intentionally prepare for a Sunday session that leads adults to change.
3. *Begin Sunday Afternoon or Monday*
 - Refer to Poster #1 and invite participants to turn to chapter 2 in their study guides as you overview the main points of the chapter.
 - Use the poster outline to keep participants focused on the discussion.
 - As you present the material in chapter 2, invite participants to stop and answer some of the questions.
 - Provide time for discussion.
 4. *Study the Lesson*
 - Refer to Poster #2 and chapter 3
 - Repeat the process you used in step 3.
 5. *Crafting the Lesson*
 - Refer to Poster #3 and chapter 4
 - Repeat the process you used in step 3.
 6. *Experiencing God During the Session*
 - Ask participants to read through chapter 5 on their own and then to circle items that they need to incorporate into the Sunday session.
 - Provide a time to discuss your leaders' classroom needs.
 - If you are not teaching the entire 2.5-hour teaching plan, this is a good stopping point. If you conclude at this point, go directly to Step 8 and close in prayer.
 - Challenge leaders to go to their rooms and begin setting up their room based on what they discovered in this chapter.
 7. *Following the Session*

Invite participants to turn to chapter 6. Briefly emphasize the following points, which are contained in chapter 6:

 - Learning doesn't end at the end of the session. How do we continue learning? How do we help adults understand the mission of Sunday School?
 - Review the points related to "How to Help Adults Understand the Mission of Sunday School" and ask the group to circle the characteristic that reflects their class' greatest weakness and greatest strength.
 - Discuss their findings and then ask participants to place an asterisk beside the item they spend the most time on each week—most likely this will be "Focuses on Bible Study." Emphasize the fact that we must be good stewards of the teaching of God's Word, so this is natural. But the other points must be a part of an effective Sunday School class as well. Explain that you can't do all of this on your own. You need help. How do you get adults to help join you in the mission of Sunday School?
 - Provide an overview of the "Class Organization" section. If your church has a different list of adult class leaders or different titles, be sure to customize this overview to the specific needs of your church.
 - Provide time for participants to determine the kinds of leaders they'll need to begin developing for their class to continue to function beyond the session.
 8. *Conclusion.*
 - Invite participants to turn to "Doer of the Word—A Paraphrase of James 1:22-25" on this page.
 - Read James 1:22-25 from the Bible and then invite someone to read the paraphrase.
 - Close by challenging them to go lead adults toward change that will help them become "doers" and not "hearers only."

Doer of the Word
A Paraphrase of James 1:22-25

Lead adults to be doers of the word and not hearers only.

Those who hear the word but don't become doers of the word think they have learned but have been deceived.

They come to Bible study, open the mirror of God's Word for one hour, and they see what manner of men they really are.

But when they leave, they don't continue to look in the mirror of God's Word during the week. They soon forget what they learned.

Doers of the Word who look into the mirror of God's Word—through Bible study, prayer, and practice—are doers of the Word and will be blessed in all they do.

They will not quickly forget what God has said, but they will grow to become the people God intends for them to be.

They come and they study God's Word each week, but it makes no difference in how they live during the week. They forget what they study.

Studying God's Word is like looking in a mirror and then forgetting what you look like.

Their continued look into the mirror of God's Word will change how they relate to others and will motivate them to seek out avenues of service.

They think if they receive a good outline and experience a great presentation that they have learned.

--John McClendon

Additional Helpful Bible Study Tools

(From Broadman & Holman except where indicated)

Study Bibles

- *Disciple's Study Bible, NIV*. This Bible has features of both study Bibles and life application Bibles. It was designed with the knowledge that the Christian life is a marathon and not a sprint. This Bible takes the long view and equips the believer for a lifetime. It also enables the believer to nurture other disciples along the Way.
- *KJV Master Study Bible*. This study Bible has been redesigned for a new generation. The center-column reference system links you to thousands of related passages in the King James text, allowing the Bible itself to serve as its own best commentary.
- *Serendipity Interactive Study Bible*, Serendipity House, 2002. This entirely new and fresh study Bible combines resource notes with group study for every passage of Scripture! It includes a comprehensive course guide with 100 topical felt-need courses as well as a relational Bible study for every passage, with 30,000 new or rewritten life-changing questions. By combining community-building techniques within each life-changing group study, this Bible empowers you to encounter God personally with life-changing questions and resource notes. If you are teaching from the *Life Connection* resource, you will find this Bible very helpful.
- *Serendipity Bible for Groups 4th Edition*, Serendipity House, 2002, is a staple for thousands of small groups. It provides a lesson plan already designed for every text in the Bible. This Bible has both inductive and relational style lessons:
 - **Inductive studies** are designed to lead us to ask: (1) What is the text saying? (2) What does the text mean? (3) How do we apply it to our lives?
 - **Relational studies** are great for reaching new people and establishing community around the stories of our lives.
 This *Serendipity Bible for Groups 4th Edition* also provides a way to make family devotions an important part of your members' lives. It has everything they need to grow closer as a family while they explore the Word together.

Bible Dictionaries

- *Boyd's Bible Dictionary*, by James P. Boyd, is a concise, compact dictionary with thousands of biblical references. It identifies all proper names, places, and events of the Scriptures, with pronunciations, definitions, and textual references.
- *Holman Concise Bible Dictionary*, Trent C. Butler, editor, covers all the traditional topics you want in a Bible dictionary, including summaries of books, Bible characters, and places,

but also has 2,800 entries on contemporary topics, including abortion, AIDS, and child abuse.

- *Holman Illustrated Bible Dictionary*, Chad Brand, Charles W. Draper, and Archie England, editors, is designed both for those who need information quickly and those who want in-depth treatments of hundreds of topics. Each entry begins with a brief definition of the word followed by more detailed information. Includes 700 full-color graphics and so much more!
- *Holman Treasury of Key Bible Words*, by Eugene E. Carpenter and Philip W. Comfort, offers accurate, easy-to-read detailed definitions of 400 key Bible words from their original Greek or Hebrew text.
- *Spanish Holman Treasury of Key Bible Words: Glosario Holman de términos bíblicos*, by Eugene E. Carpenter and Philip Wesley Comfort has a clearly written explanation of 400 key Bible words.

Commentaries

Commentaries explain the meaning of Scriptures and provide background information. Consider purchasing a one-volume commentary that covers the entire Bible, or if your budget allows, consider a multivolume set that provides more detailed explanation and is more comprehensive.

- *Holman Concise Bible Commentary*, David Dockery, editor, provides a one-volume commentary on the entire Bible, designed to help the reader place the passage studied into a larger context. The key themes and emphases of the 66 books of the Bible are highlighted.
- *The Teacher's Bible Commentary*, H. Franklin Paschall, Herschel H. Hobbs, editors, is a one-volume commentary, widely used by Sunday School teachers for over 25 years. The commentary was designed to meet the week-to-week needs of men and women who have the awesome responsibility of leading others in the study of God's Word.
- *The New American Commentary*—multivolume, is a commentary that honors the Scriptures, represents the finest in contemporary evangelical scholarship, and lends itself to the practical work of preaching and teaching. This series serves as a minister's friend and a student's guide.
- *Holman New and Old Testament Commentaries*, Max Anders, general editor, answers the questions Bible students ask. This commentary series brings the points of the text home in principles and applications illustrated for the modern reader. They offer choice quotations, capsule summary, illustrations for openers and closers, teaching plans, and more. These commentaries are especially helpful for lay teachers and pastors whose time is their most precious asset.

- *Shepherd's Notes: Old Testament* and *Shepherd's Notes: New Testament*. These commentaries will help you understand the Books of the Bible like never before. *Shepherd's Notes* also helps you learn about the inspired authors of the Bible books and when and where they were first penned. Each book is revealed in simple understandable steps that outline and underscore the focal points and personalities of the biblical text. These unique books are beneficial for their use in Bible studies, teaching, personal devotions, and even in sermon preparation.

Other Helpful Resources

- *Holman Bible Atlas*, by Thomas V. Brisco, has full-color maps and photographs that illustrate the land, sites, and archaeology of the biblical world. Information about daily life and the role of archaeology in recovering ancient cultures is discussed.
- *HCSB® Harmony of the Gospels*. This unique harmony features the four gospels woven into a single, running narrative. Hundreds of study notes illuminate the text.
- *Holman Bible Handbook*, David S. Dockery, editor, is a practical tool that brings an understanding of the ancient world together with the timeless message of God's Word to expand biblical insights for modern readers.
- *Holman Book of Biblical Charts, Maps, and Reconstructions* is a complete one-volume set of Bible charts, maps and artists' renderings of biblical cities and artifacts that provides a deeper dimension to personal and group Bible study. It features cross-references to the *Holman Bible Handbook* and the *Holman Concise Bible Dictionary*.
- *Holman Concise Topical Concordance*. The alphabetic arrangement of topics in this concordance makes it easy to find key Scripture verses where a topic of interest is addressed. It's a basic tool to be found on the shelf along with the Bible itself.
- *Holman Illustrated Guide to Biblical History* by Kendell H. Easley. Photos, maps, time lines, and text all work together to help students of the Bible come to a new level of understanding about what God has done, what He does, and what He will do. Readers can see numerous connections that might otherwise have eluded them.
- *The Illustrated Life of Jesus*, by Herschel Hobbs. Hobbs weaves the gospel writers' differing perspectives into one seamless narrative, following Christ from the announcement of His birth to His glorious ascension. It includes photos, colorful graphics and sidebar information about Jesus' life and teachings.
- *Holman QuickSource Guide: Atlas of Bible Lands* packs an amazing amount of information about the physical context of biblical events into a book that's easy to carry and easy to use.

- *Holman QuickSource Guide to Understanding the Bible* by Kendell H. Easley, is a book-by-book overview of Bible facts, background information, main idea, Christian worldview themes, major verses, and summaries of the biblical story. The 100-plus maps illuminate the geographical context of events in the Bible.
- *So That's in the Bible?* John Perry, editor, contains thousands of listings on 3,700 topics, including references on contemporary issues such as abortion, rap music, capital punishment, and AIDS. Also included are more than 200 short articles that add sparkle to sermons, lessons, and group discussions.
- *That's Easy for You to Say!* by W. Murray Severance, includes the acceptable pronunciation of every proper name in every major translation of the Bible. Guidelines are based on Hebrew, Greek, and Aramaic speech. Included is a CD-ROM, which enables you to hear the words pronounced.
- *Word Pictures in the New Testament, Concise Edition*, by A.T. Robertson. This classic six-volume set has been condensed into a one-volume edition to make in-depth New Testament study accessible and enjoyable to a wider audience than ever. Each New Testament Book is carefully examined, chapter-by-chapter.

Computer Bible Study Tools

- LifeWay's free online Bible study tools provide commentaries, devotionals, dictionaries, word studies, seven versions of the Bible, and more: www.lifeway.com and select "Tools" in the main menu and then select "Study the Bible."
- *HCSB® Bible Navigator—CD* offers powerful search features, fast cross-referencing, and an integrated word processor. This CD-ROM product includes the complete new *Holman Christian Standard Bible®*, a library of reference works, personalization features, and Internet enhancements.

How to Order These Products:

- **By Internet:** www.lifeway.com (online catalog)
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CHRISTIAN GROWTH STUDY PLAN

In the **Christian Growth Study Plan (formerly Church Study Course)**, this book *HOW-TO SUNDAY SCHOOL GUIDE: CURRICULUM WORKSHOP FOR ADULT LEADERS* is a resource for course credit in the Leadership and Skill Development plans. To receive credit, read the guide, complete the learning activities, show your work to your pastor, a staff member or church leader, then complete the following information. This page may be duplicated. Send the completed page to:

Christian Growth Study Plan
One LifeWay Plaza
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For information about the Christian Growth Study Plan, refer to the Christian Growth Study Plan Catalog. It is located online at www.lifeway.com/cgsp. If you do not have access to the Internet, contact the Christian Growth Study Plan office (1.800.968.5519) for the specific plan you need for your ministry.

How-To Sunday School Guide: Curriculum Workshop for Adult Leaders

Course Number: CG- LS-0036

PARTICIPANT INFORMATION

Social Security Number (USA ONLY-optional)				Personal CGSP Number*				Date of Birth (MONTH, DAY, YEAR)			
Name (First, Middle, Last)				Home Phone							
Address (Street, Route, or P.O. Box)						City, State, or Province			Zip/Postal Code		
Email Address for CGSP use											

Please check appropriate box: Resource purchased by church Resource purchased by self Other

CHURCH INFORMATION

Church Name											
Address (Street, Route, or P.O. Box)						City, State, or Province			Zip/Postal Code		

CHANGE REQUEST ONLY

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Signature of Pastor, Conference Leader, or Other Church Leader										Date	

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