

# Antioch Baptist Church



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ONE FAITH • ONE FAMILY • ONE FUTURE

## SUNDAY SCHOOL TEACHER'S RESOURCE MANUAL

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# *Biblical Foundations For Sunday School*

- Sunday School affirms the Bible as God's Word and as the textbook for understanding and for fully integrating truth into life. (2Timothy 3:15-17)
- Sunday School accepts the Great Commission as the mission mandate to God's people and becomes a way of fulfilling that mission as people are lead to obey Christ's commandments. (Matthew 28:19-20)
- Sunday School recognizes God's active purpose of reconciling a spiritually lost world to Himself and provides a way for people to join Him in the work of intentional evangelism. (John 3:16; Romans 1:16-17; 2Peter 3:9)
- Sunday School affirms the Christian family as the primary institution for biblical instruction. (Deuteronomy 6:4-9)
- Sunday School engages people in spiritually transforming ministry opportunities through Bible study groups that lead people to love, trust, and obey God. (Romans 12:1-2)
- Sunday School enables believers to be servant-leaders and offers them opportunities to discover, develop, and use their spiritual gifts and abilities in service to Christ and His people. (1Corinthians 12-13; Romans 12:1-8; Ephesians 4:12)
- Sunday School provides a structure that enables the largest number of God's people to do the work assigned the church. (Ephesians 4:1-6; 1Corinthians 12:12-27)
- Sunday School requires leaders who are willing to be held accountable for calling forth and equipping new leaders. It is a way in which all believers can be involved actively in leading spiritually lost people toward faith in the Lord Jesus Christ. (Matthew 25:14-30; 2Timothy 2:1-2)
- Sunday School leads people to be involved in Bible study that facilitates the transforming work of the Holy Spirit in a person's life. (2Corinthians 3:18; 2Timothy 3:16-17)

## *Sunday School Defined*

*Sunday School is the foundational strategy in a local church for leading people to faith in the Lord Jesus Christ and for building Great Commission Christians through open Bible study groups that engage people in evangelism, discipleship, ministry, fellowship, and worship.*

In other words, Sunday School is a strategy that guides people to come to know Jesus and then begin to deepen their lives in evangelism, discipleship, ministry, fellowship, and worship. The goal of the teaching that takes place during the Sunday School hour is to lead people to encounter the life-changing experience of knowing Jesus and learning what it means to follow Him! The Sunday school is an open group because it serves as an entry point into the church for unbelievers. An open group is primarily an evangelistic Bible study group or event comprised of

unbelievers and believers. Bible study groups that are designed primarily to reach lost people are open groups and Bible study groups that are designed primarily for moving saved people toward spiritual maturity are closed groups. Sunday School as an open group is recommended as the best proven organizational framework for involving families and individuals in the evangelistic work of the church.

## *Sunday School Philosophy*

### **SUNDAY SCHOOL VISION STATEMENT**

*And Jesus came and spoke to them, saying, "All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." Amen. (Matthew 28:18-20)*

To help lead my local church to fulfill the Great Commission by:

1. Evangelizing the lost
2. Discipling the saved

Every organization, no matter what it is, must have a vision which gives it purpose and focus. The vision which you establish gives the much needed direction for the work of the organization. What are the purpose and the mission of the Sunday School? The priority of the Sunday School is to lead the church to become a New Testament church by fulfilling the twofold mission of the Great Commission. Sunday School is the foundational strategy in a local church for building Great Commission Christians through Bible study groups that engage people in evangelism, discipleship, fellowship, ministry and worship. The Sunday School is the only organization in the local body with the specific task of reaching people; therefore, it is critical that our main objective should be reaching the lost and unchurched. If the Sunday School does not reach the lost and unchurched people then the Sunday School and ultimately every other organization in the Church will regress. If the Sunday School does not reach people, then the whole Church will suffer.

### **SUNDAY SCHOOL VISION STRATEGY**

1. Develop New Leaders
2. Birth New Units
3. F.A.I.T.H. Evangelism

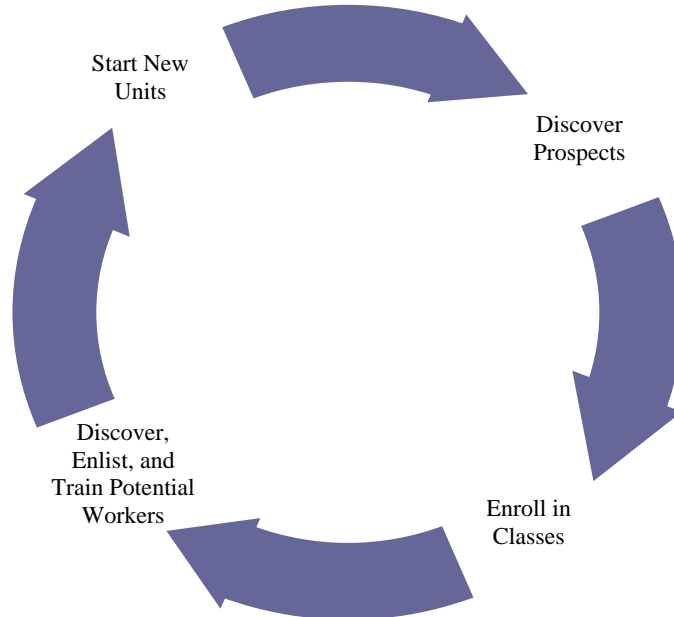
The Sunday School Vision Strategy answers the question how. Once we have a vision statement that establishes our purpose and our mission then we must have a strategy in order to make this vision a reality. The strategy is a step by step process to be sure we achieve our goal.

### **First Step**

The key to reaching new people is new units. If the key to reaching new people is new units, then the key to birthing new units is new leaders. The Sunday School must always be in the process of developing new leadership within each class. In order for a new unit to survive two elements must be present; a genuine need and genuine leadership. However, new units based on need alone will eventually fizzle out and die. For a new unit to succeed strong leadership must be coupled with and precede the need.

### **Second Step**

For the Sunday School to be able to continually reach the lost and to continually be able to minister to all the needs of the church, it must continually birth new units. New units are the only way to facilitate new people! New units will certainly grow faster than old ones, and new units mean new people, which mean new growth!



### **Third Step**

One of the largest parts of Sunday School should be to train workers in evangelism. If the church is to carry out the Great Commission then the Sunday School needs to train its members how to be soul winners. The program best suited to help the Sunday School achieve this goal is F.A.I.T.H., which is an evangelism strategy specifically for the Sunday School. F.A.I.T.H. helps the Sunday School to be what it is intended to be; the foundational strategy in a local church for leading people to faith in the Lord Jesus Christ and for building Great Commission Christians through Bible study groups that engage people in evangelism, discipleship, fellowship, ministry and worship.

## SUNDAY SCHOOL VISION STRUCTUE

- Minister of Education* – Gives oversight to the Sunday School ministry
- Division Directors* – Guides the ministry efforts of a specific age division
- Teachers/Ministers* – Teach God’s Word and serve as the leader for the class
- Outreach Leaders/Evangelists* – Lead the class in reaching the lost and unchurched
- Care Group Leaders/Shepherds* – Care for and pastor the people in their class

The Sunday School must be structured to carry out the tasks of the Sunday School. If the Sunday School vision statement is to evangelize the lost and disciple the saved, then the Sunday School needs to be structured in a way which makes that possible. As mentioned in the Sunday School Vision statement, the number one task of the Sunday School is to reach the lost; however, there are two other tasks that are equally important. We should focus on these three tasks, commit them to memory, and communicate them regularly. The three tasks of the Sunday School are:

1. *Reach* people for Christ
2. *Teach* people God’s Word
3. *Minister* to people’s needs

The three tasks of the Sunday School must be aligned with a leader who will be responsible for that task. This is why we need the Teachers/Ministers, Outreach Leaders/Evangelists, and Care Group Leaders/Shepherds. The responsibilities and purpose of each role is as follows:

### **Teacher/Minister**

#### ➤ *Responsibilities*

1. To lead the class to effectively reach, teach and minister to people
2. Be the class administrator
3. Actively participate in the church’s outreach ministry
4. Prepare and present the Bible study lesson
5. Enlist an Assistant Teacher and allow him to teach regularly for the purpose of developing a new teacher
6. Meet regularly with the Sunday School Ministry Team
7. Attend all Sunday School Teacher meetings
8. Attend all Sunday School Leadership meetings

#### ➤ *Title*

Traditionally this role has been called “Sunday School Teacher”. The idea behind the name change is to emphasize the philosophy behind the responsibilities. The philosophy is as follows: the class is a miniature congregation and thus the teacher/minister is a miniature pastor. The pastor must do certain things for a church to grow; be active in evangelism, proclaim God’s Word, organize the church for growth, etc... Likewise, the teacher/minister must be involved in these same things for the Sunday School to grow.

The title “teacher” conveys the idea that, “I will show up on Sunday morning and teach.” The term “minister” conveys the idea that, “My responsibilities are more than just Sunday morning; my responsibilities are more than just a once-a-week job.” This title also emphasizes the shepherding ministry of Sunday School, while not forsaking the teaching ministry.

### **Outreach Leader/Evangelist**

#### ➤ *Responsibilities*

1. Work with the class teacher/minister weekly
2. Actively participate in the church’s outreach ministry
3. Be trained in the church’s evangelism strategy
4. Lead the class to discover prospective members for the class
5. Lead the class to actively pursue lost and unchurched people
6. Keep an updated prospect file
7. Meet regularly with the Sunday School Ministry Team
8. Attend all Sunday School Leadership meetings

#### ➤ *Title*

This name emphasizes the philosophy behind outreach – to see lost people come to know Christ. All of our ministry must have soul-winning at its heart. Evangelist is a Biblical name, whereas outreach is not even found in the Bible.

### **Care Group Leaders/Shepherds**

#### ➤ *Responsibilities*

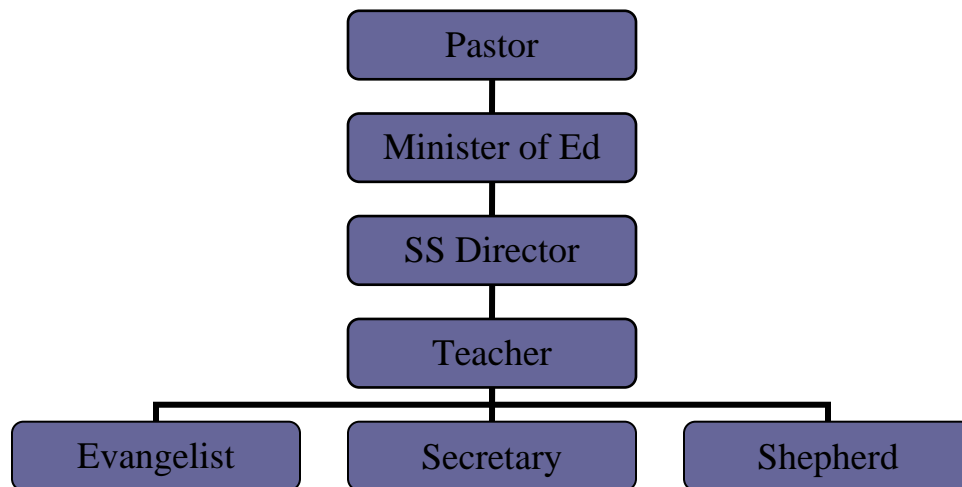
1. Work with the class teacher/minister and the outreach leader/evangelist
2. Care and minister to (shepherd) approximately seven to ten people in the Sunday School class
3. Contact your group members regularly
4. Take attendance of your group every Sunday, and coordinate the class role with the Secretary
5. Lead the members of your group to contact absentees on a weekly basis
6. Actively participate in the church’s outreach ministry
7. Meet regularly with the Sunday School Ministry Team
8. Attend all Sunday School Leadership meetings

#### ☞ *Title*

This title emphasizes the caring or shepherding aspect that must be extended to each and every member. The Care Group Leaders/Shepherds handle the pastoral care duties in their class

## Conclusion

Every Sunday School class will have a ministry team consisting of a Teacher/Minister, an Outreach Leader/Evangelist, Care Group Leaders/Shepherds, and a Secretary, who will be responsible for overseeing the class record keeping system. The Secretary, the Care Group Leaders/Shepherds, and the Outreach Leader/Evangelist all report to the Teacher/Minister and the Teacher/Minister would be accountable to the Minister of Education, who is accountable to the Senior Pastor.



## **New Sunday School Mentality**

Sunday School is more than an educational institution; it is a reaching, caring, ministering organization as well. Of the three tasks of Sunday School only one has to do with education. If only one third of our tasks are educationally oriented, then we need to develop a new mentality toward the work and ministry of the Sunday School. Education is definitely part of what we do and we will always continue to put the highest emphasis on the teaching of God's Word; however, I want you to realize that education is not all that we do! We have to have a mentality and a vision that moves us to reach people. The Sunday School is better equipped to reach people than any other organization in the church. Once God allows us to reach people we must also have a mentality and a vision to minister to people as well. A Sunday School class should be a person's spiritual support group. If a person can't get their needs met in Sunday School, than they probably will not get their needs met anywhere else in church. So, we must see Sunday School as something more than a one-hour a day, one-day a week happening. Sunday School is the church organized to carry out the Great Commission!



# How To Organize Care Groups

<b>Touch Group</b> Attends 0-6 Times/Year	<b>Ministry Group</b> Attends 7-23 Times/Year	<b>Core Group</b> Attends 24+ Times/Year
Joe	Jim	Jeff
Bill	Bob	Buster
Tim	Tom	Travis
Sue	Sally	Sarah
Mary	Martha	Melanie
Ann	Angie	Anita
<p><b>Touch Group</b> These people are presently not active and involved in your Sunday School Class; however, when (not if) a tragedy occurs in their life, they will be more receptive to the ministry of the class. We must, therefore, continue to reach out to them so that we “earn a hearing” when tragedy comes. But do not consume a lot of time, energy, and money here until a crisis occurs. Best means of contacting them is by phone or card.</p>	<p><b>Ministry Group</b> If you want to see immediate results in your attendance, then this is the group to expend your time, energy and money on. As you continually minister to them, you see them going from attending 15 times a year to 20 times a year. Eventually, they move over into the Core Group. Best means of contacting them is by personal visit or phone.</p>	<p><b>Core Group</b> This is the group from which you should be developing leaders to minister to the other two groups. By the time people reach this group they are committed enough to church to want to become involved. It is here you need to help them fulfill their desire for meaningful service, or you will see at best their enthusiasm dampen, or at worst, they will leave altogether.</p>

<b>Care Group #1</b>
Joe
Sue
Jim
Sally
*Jeff
*Sarah

<b>Care Group #2</b>
Bill
Mary
Bob
Martha
*Buster
*Melanie

<b>Care Group #3</b>
Tim
Ann
Tom
Angie
*Travis
*Anita

\* Potential Shepherd (Care Group Leader)

# *Sunday School Class Time Structure*

We have one hour each week for Sunday School. We want this time to be used wisely and to be used to fulfill the three purposes of Sunday School. The following usage of our class time will keep us on track to be a purpose driven Sunday School that has an intentional plan to accomplish an intentional purpose!

- 🕒 10 Minutes: Fellowship Time
- 🕒 10 Minutes: Prayer Time
- 🕒 5 Minutes: Outreach Emphasis
- 🕒 5 Minutes: Announcements
- 🕒 30 Minutes: Bible Study

## **Tips For Using Scheduled Class Time**

### **Using Outreach Time (5 Minutes)**

1. Discuss overall Sunday School strategy (Great Commission), including FAITH
2. Discuss what outreach means to you specifically and to your class
3. Pray in class to become more Great Commission oriented
4. Pray in class for God to raise an outreach leader in your class
5. Develop a list of lost friends and family members from your class
6. Pray for these lost people by name
7. Distribute prospects to class members from the class prospect book so they can contact them
8. Identify new prospects
9. Pray for the class outreach leader



# *Sunday School Teacher Covenant*

Believing that the privilege of guiding people in the Christian way of life is worthy of my best, I covenant as a worker in the Sunday School of Antioch Baptist Church, that...

...I have a personal relationship with God through His Son Jesus Christ.

...I feel called of God to serve Him through the Sunday School.

...I will order my conduct in keeping with the principles of the New Testament, and seek the help of the Holy Spirit that I may be faithful and efficient in my work (Ephesians 4:1).

...I will be regular and punctual in attendance and, in case of unavoidable absence, give notice thereof as far in advance as possible (1Corinthians 4:2).

...I will make thorough preparation for the lesson each week (2Timothy 2:15).

...I will use the Bible with my group on Sunday mornings and help them understand it, use it, and love it (Psalm 119:16).

...I will contribute my tithe (at least 10% of my income) to my church's budget (Malachi 3:10).

...I will attend the regular planning meetings (Luke 14:28-30).

...I will visit prospects frequently and make a special effort to contact absentees each week (Acts 2:46).

...I will participate in the church's training and growing opportunities (Proverbs 15:28a)

...I will cooperate wholeheartedly in the plans and activities of the church and Sunday School (1Corinthians 3:9).

...I will be loyal to the church by supporting my pastor and church staff and by attending Sunday morning & evening worship services and Wednesday evening activities (Hebrews 10:25).

...I will make witnessing a major endeavor and part of my daily life-style and I will participate in the church's outreach ministry (Proverbs 11:30).

...I will pray regularly for the church, the Sunday School, the officers and teachers, and for the pupils and the homes from which they come (1Thessalonians 5:17).

...I will completely refrain from the use of all alcoholic beverages (Proverbs 20:1, 23:29-35; Romans 14:14-23; Ephesians 5:18; 1Timothy 3:3).

...I have read and agree with the church's *Sunday School Philosophy* and will lead my class according to it.

# Truths We Hold Dear

“Not many of you should presume to be teachers, my brother, because you know that we who teach will be judged more strictly.” – James 3:1

It is our desire to have those presenting the Word of God to be in agreement with the church’s position on our essential beliefs. The following represents those beliefs. Please check the box that most accurately expresses your belief in each of the essentials listed.

- |  | Agree                    | Disagree                 |
|--|--------------------------|--------------------------|
| 1. <b>About God</b> – God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>About the Father</b> – He is all powerful, all knowing, all loving, and all wise. He reigns with providential care over the universe and flow of human history goes according to His purposes and plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>About Jesus</b> – Jesus Christ is the Son of God. He is co-equal with the Father. Jesus has eternally existed and became man at His incarnation. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He bodily arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return someday to earth to reign as King of Kings and Lord of Lords.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>About the Holy Spirit</b> – He is the third Person of the Trinity. He guides men into all truth; exalts Christ; convicts of sin, of righteousness and of judgment; cultivates Christian Character; comforts believers; bestows spiritual gifts by which they serve God; and seals the believer until the final day of redemption. His presence in the lives of believers is the assurance of God to bring us into the fullness of the stature of Christ.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>About the Scriptures</b> – The Bible is God’s Word to us. Human authors under the supernatural guidance of the Holy Spirit, wrote it. It is the supreme source of truth for Christian beliefs and living. Because God inspired it, it is the truth without any mixture of error.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>About Human Beings</b> – People are made in the image of God and are the supreme object of God’s creation. All of us are marred by an attitude of disobedience toward God called “sin”. This attitude separates people from God and causes many problems in our lives.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>About Salvation</b> – Salvation is God’s free gift to us, but we must accept it. We can never make up for our sins by self-improvement or good works. Only by trusting in Jesus Christ as God’s offer of forgiveness can anyone be saved from sin’s penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. <b>About Eternal Security</b> – Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot “lose” it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us security.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <b>About Eternity</b> – People are created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. <b>About Baptism by Immersion</b> – We believe that scriptural baptism must be: (1) by being completely immersed under the water, and (2) must be after salvation. Jesus was immersed and all baptisms in the New Testament were by immersion. These two facts set the standard for baptisms today. Baptism has no saving power but is the first act of obedience symbolizing (1) the believer’s faith in the death, burial and resurrection of Christ, (2) the believer’s death to sin and resurrection to walk anew in Christ, and (3) the Christian’s | <input type="checkbox"/> | <input type="checkbox"/> |

Agree Disagree

- belief that he will die, be buried and that Jesus will resurrect him from the dead.
11. **About the Lord's Supper** – The Lord's Supper is a symbolic act of obedience whereby believers remember the death of the Lord Jesus Christ and anticipate His second coming. The bread is symbolic of His body and the juice represents His blood.
12. **About Tithing** – At Antioch Baptist Church we believe in giving the tithe – 10% of gross income – as the biblical standard of giving. According to the Scriptures we are to give joyfully, regularly, systematically, proportionally, and liberally for the advancement of the Redeemer's cause on earth.
13. **About Evangelism** – It is the duty of every born again follower of Jesus Christ and of every church to endeavor to make disciples of all men everywhere. It is the command of Christ for every believer to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.
14. **About the Church** – A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by their common faith and fellowship with Jesus. A local church is to observe these two ordinances: (1) baptism, and (2) the Lord's Supper; exercise their God-given gifts, and extend the gospel to the ends of the earth. The church is an autonomous body serving under the Lordship of Christ. All members are equally responsible as they serve with the scriptural offices of the church, the pastors and deacons.
15. **About Church Unity** – To live in harmony with other believers is clearly the teaching of the New Testament. It is the responsibility of each believer to endeavor to live in fellowship with each member of the congregation. It is further the responsibility of each member to bring all gossiping and backbiting to an end.



# *Sunday School Teacher's Bio Sheet*

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Work Phone \_\_\_\_\_

Family Members

Spouse \_\_\_\_\_

Children \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. How long have you served in Sunday School? \_\_\_\_\_

2. What age groups have you served in? \_\_\_\_\_

3. What is your favorite thing about serving in Sunday School? \_\_\_\_\_

\_\_\_\_\_

4. What are some Bible study books/tools you would recommend to other Sunday School teachers? \_\_\_\_\_

5. What would you like to ask our church members to pray about for you? \_\_\_\_\_

\_\_\_\_\_

6. What is your:

Favorite Christian Author \_\_\_\_\_

Favorite Devotional Book \_\_\_\_\_

Favorite Bible Verse \_\_\_\_\_

# *Sunday School Teacher's Self Evaluation*

## **Checking Your Bible Teaching**

Grade yourself as a teacher by circling beside each question the number which you feel is most accurate. Add up the total of the circled numbers. A score of 85 or above would be an excellent score and 40 or below would be a score that needs improvement. In between would range from fair (41-60) to good (61-84).

### **Preparation**

I look through lesson topics in advance. Always 5 4 3 2 1 Never

I begin lesson preparation more than one week in advance. Always 5 4 3 2 1 Never

The Bible is the center of my lesson preparation. Always 5 4 3 2 1 Never

I have a systematic plan of lesson study. Always 5 4 3 2 1 Never

I keep in mind the specific needs of all my pupils for each lesson. Always 5 4 3 2 1 Never

I seek constantly to improve my teaching by general reading, by attending worker's meetings, and taking training courses. Always 5 4 3 2 1 Never

I pray regularly about my task. Always 5 4 3 2 1 Never

### **Presentation**

I am able to stimulate interest from the beginning. Always 5 4 3 2 1 Never

I seek to have Bible passages read meaningfully. Always 5 4 3 2 1 Never

All of my learners participate in the lesson discussion. Always 5 4 3 2 1 Never

I use a balanced variety of teaching methods. Always 5 4 3 2 1 Never

I am able to follow the main subject to a desirable conclusion without getting unduly diverted. Always 5 4 3 2 1 Never

I pace the presentation schedule to give proper emphasis to the central truth. Always 5 4 3 2 1 Never

My pupils and I reach helpful conclusions by the end of each lesson period. Always 5 4 3 2 1 Never

### **Evaluation**

My pupils are stimulated to more Bible study. Always 5 4 3 2 1 Never

My teaching helps change learner's moral and social standards. Always 5 4 3 2 1 Never

My teaching helps to reach unsaved. Always 5 4 3 2 1 Never

My teaching helps make pupils more faithful in their church relationships. Always 5 4 3 2 1 Never

My teaching helps make me a better Christian. Always 5 4 3 2 1 Never

# *Sunday School Teacher's Observation Form*

## **Classroom Observation** (Purpose: Teach, Reach, Minister)

Key: 1 – Not Applicable    2 – Needs Improvement    3 – Outstanding    4 – Superior

<b>Criteria</b>	<b>Evaluator's Rating</b>			
Room in order	1	2	3	4
Greeting	1	2	3	4
Prayer	1	2	3	4
Class started on time	1	2	3	4
Material/Readiness	1	2	3	4
Review	1	2	3	4
Lesson introduction	1	2	3	4
Lesson presentation	1	2	3	4
Relevant questions	1	2	3	4
Appropriate discussion	1	2	3	4
Student participation	1	2	3	4
Lesson summary	1	2	3	4
Appropriate homework	1	2	3	4
Use of boards/visuals	1	2	3	4
Student behavior/attention	1	2	3	4
Adequate preparation	1	2	3	4
Utilizes time wisely	1	2	3	4
Maintains Christian environment	1	2	3	4
Integration of biblical principles	1	2	3	4
Integrates life application	1	2	3	4
Teacher mannerisms:				
Voice	1	2	3	4
Movement	1	2	3	4
Gestures	1	2	3	4
Eye Contact	1	2	3	4

**Teacher Comments: (Continue on back if necessary)**

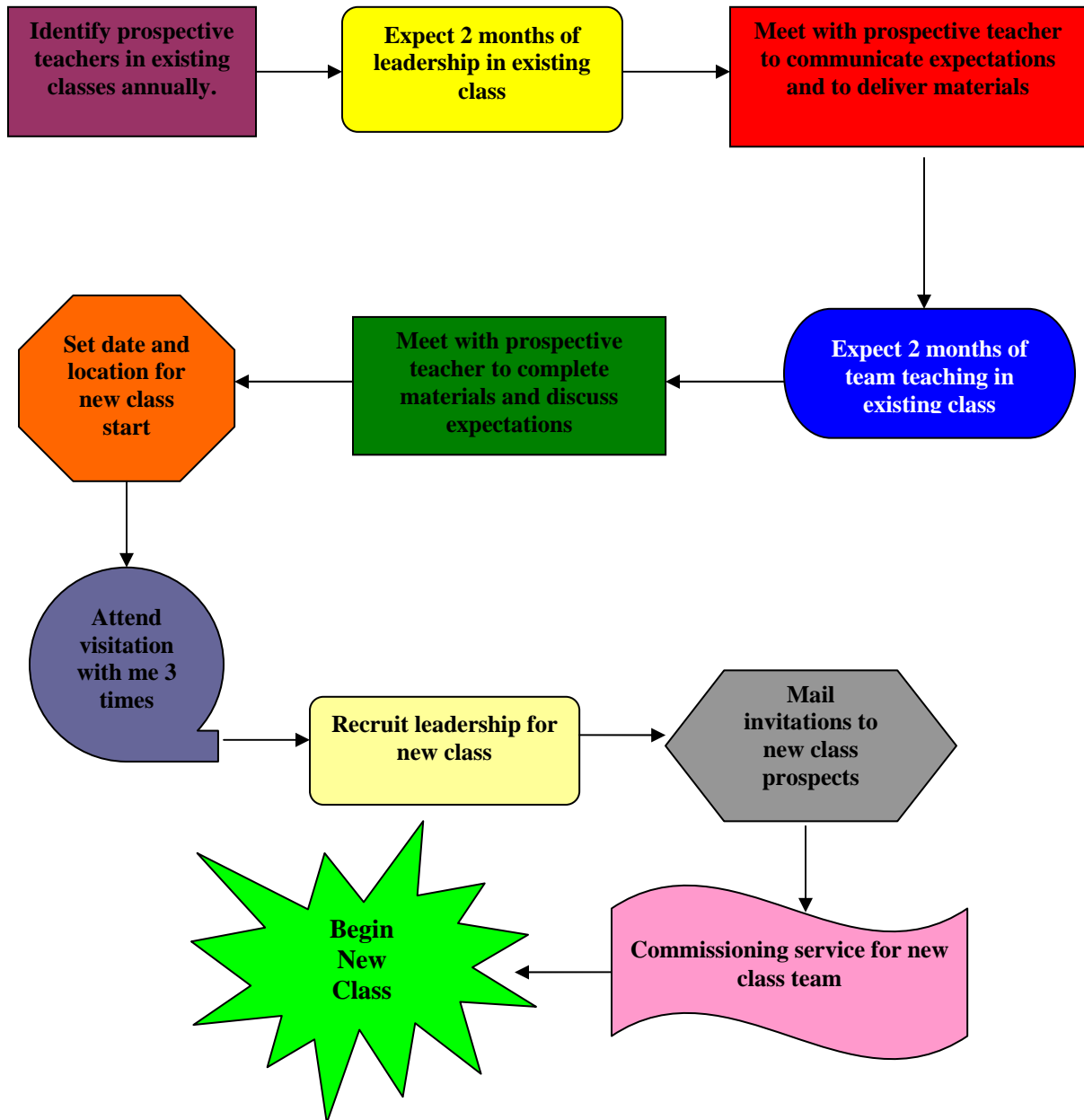
**Teacher Signature** \_\_\_\_\_ **Observer Signature** \_\_\_\_\_

**How Can I Help You Conference Date** \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Date Observed** \_\_\_\_\_

# Starting New Classes

This Flow Chart represents the desired process for birthing new adult Sunday School classes.



# *New Class Start Plan*

Starting new classes requires an understanding and acceptance of our overall Sunday School Philosophy. It is imperative that all teachers intentionally lead their classes to set specific goals and make concrete plans to start a new class every 18 to 24 months. The plan should be formulated and communicated soon after each new class start so that the class knows what it is working toward. Following is a guide to intentionally lead the class to plan its next new start.

## **Current Class**

Teacher: \_\_\_\_\_

Enrollment goal: \_\_\_\_\_

Attendance goal: \_\_\_\_\_

Leadership team goal: \_\_\_\_\_

Visitation team goal: \_\_\_\_\_

## **New Class**

New Teacher: \_\_\_\_\_

New class start date: \_\_\_\_\_

New class start location: \_\_\_\_\_

New class target age group: \_\_\_\_\_

New leader goal: \_\_\_\_\_

New class enrollment goal: \_\_\_\_\_

New class attendance goal: \_\_\_\_\_

# *Beatitudes Of Growth For Sunday School*

- ◆ Blessed is the class that realizes that reaching more souls is a divine imperative, for it shall find great satisfaction for those who know not Christ.
- ◆ Blessed is the class that keeps its activities geared to prospects visitation, for it shall grow and prosper gloriously.
- ◆ Blessed is the class whose group leaders contact their absentees weekly, for its love and concern invariably will produce growth.
- ◆ Blessed is the class that continues to visit lovingly and persistently those who show no interest in Bible study, for it shall eventually reach those persons.
- ◆ Blessed is the class that realizes that its outreach must be spiritually motivated, for it shall not be burdened with spurious devices for enlistment.
- ◆ Blessed is the class whose fellowship is based on Bible study and soul winning, for it has found the true meaning of New Testament “koinonia” (fellowship) which stimulates growth.
- ◆ Blessed is the class that refuses to be drawn into the quantity vs. quality controversy, for it shall achieve both by keeping the unreached in its heart.
- ◆ Blessed is the class that is dedicated to enlisting the lost, for it shall win souls, produce leaders and earn the “well done” of both Lord and the church.



# *Welcoming Visitors & Enrolling New Members*

Welcoming visitors is an aspect of a class' Sunday morning experience that must be planned and prepared for. It doesn't happen automatically, and the longer classes stay together, the less inviting they tend to do. Classes often times give the perception of being "cliquish" and closed to outsiders. The antidote to this is intentional planning on the part of the leadership team to welcome visitors. Ultimately, the goal of welcoming visitors is assimilating them into your class by enrolling them as members. This is usually much easier to accomplish than people think. Here are a few things to keep in mind to help your class be open and receptive to welcoming visitors and enrolling them in your Sunday School class.

## **How's Your Welcome?**

### **1. Guess whose coming through your Sunday School class door?**

- ☞ Prospects!
- ☞ Relatives, friends, new people in town, or local resident old-timers
- ☞ Out-of-town visitors on business or vacation
- ☞ Chronic absentees, faithful members

### **2. Whose saying "Hello" when they come?**

- ☞ Enlist greeters for the outside door and for inside the room. Put your best person with a sincere smile and a warm handshake at the main entrance to your classroom!
- ☞ Enlist on time people.
- ☞ Teacher, be in your class 10-15 minutes early! Prepare yourself and your classroom before the first person arrives.
- ☞ Think about what needs to be done before you arrive. Have the supplies needed for registration and/or enrollment of visitors. Look sharp. Be positive! Be happy! Be enthusiastic!
- ☞ Turn on a tape player and play some uplifting Christian music. Music sets the tone for the entire event!

### **3. Smile and register your visitors!**

- ☞ Welcome the visitors
  - ✓ First, at the door
  - ✓ Second, take the visitor where people are gathered and introduce him/her to those present or seated close by
- ☞ Register the visitors
  - ✓ Make sure a visitor's registration card has been filled out accurately.
- ☞ Tag the visitors
  - ✓ Use name tags. The sweetest sound to a person's ear is his own NAME!!
- ☞ Inform the visitors
  - ✓ Visitor packets should contain information about general church activities.

- ☞ Introduce the visitors
  - ✓ Introduce the visitor to as many people as possible before the class begins, especially the teacher, outreach leader, and care group leader. Introduce them to as many people as possible because it usually takes seven contacts before a person starts to feel comfortable.
  - ✓ During the class period the outreach leader can introduce the visitor to the class. Using different people gives variety.
  - ✓ When class is over someone should escort the visitor to the Sanctuary. This person should sit with him/her and share their Bible with the visitor (if necessary) or assist him/her in locating the Scripture Verses (if necessary).
- ☞ Enroll the visitors
  - ✓ All you have to do to enroll new members in your Sunday School class is **ASK!** The majority will say “yes”.

**4. Real test of a friendly Sunday School Class.**

- ☞ Take the visitor to the worship service or assign someone to sit with him/her.
- ☞ The teacher & outreach leader should be at the classroom door as the visitors/members leave.

**5. After Sunday School.**

- ☞ Your follow up on every visitor is important (imperative!!!!). Call on Sunday afternoon!
- ☞ Write. On Monday mail a card or letter to every visitor. Keep it brief and personal!
- ☞ Visit. Assign someone from your class to visit them during the Monday night visitation time. A follow up visit must be made before the next Sunday!

## *Visitor/New Member Registration Card*

The picture below shows our current Sunday School Registration card. Some key points will be highlighted and explained to ensure that valuable information is gathered and provided for effective follow up.

**Visitor Card**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Church Member:** \_\_\_\_\_ **Class Visited:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Children:** \_\_\_\_\_

**Interested in more information about Antioch:** \_\_\_\_\_  
\_\_\_\_\_

# *Evangelism Through The Sunday School*



In Sunday School classes, wonderful, lasting relationships are formed and nurtured. Although this is a desired benefit of Sunday School classes, one adverse side effect can emerge. Classes can become so relationship focused that they lose focus on the mission; that is the Great Commission. To counter this potentially damaging mindset from forming, we will use the FAITH Sunday School Evangelism Strategy to help keep us focused on the mission.

## **What is the FAITH Sunday School Evangelism Strategy®?**

The goal of FAITH training is to encourage people to reach out to lost souls with the message of salvation through Jesus Christ. Sunday School represents the strongest unity of lay people in a church. It is time to mobilize these people for an eternal purpose. FAITH places these people in visitation groups with others from their Sunday School classes. These teams consist of three people, a team leader, and two team learners, and asks them to make weekly visits for evangelism and ministry.

The FAITH gospel presentation is a brief presentation which uses simple terminology and concepts that allows the lost to understand how to receive heaven and eternal life. Winning souls is a wonderful thing. We are also called to minister to these people, move beyond the regular to the exceptional, join God in His mission of reaching out to lost and hurting souls with His good news of salvation in Christ, and help every person begin a lifelong journey of faith.

You will want to organize your class to participate in the FAITH strategy. The best way to do this, of course, is to lead by example. You will want to be trained as a FAITH learner, and then become a FAITH leader. Your class Outreach Leader should be given the responsibility and opportunity to motivate your class to form FAITH teams and follow your example. FAITH training classes for leaders and learners and Sunday School visitation will be held on one specific evening of each week. This is so that the class members and leaders can commit to a specific time and place to be trained and participate in evangelism.

# *Identifying Prospects*

While we enjoy the blessing of new Sunday school members who come to Antioch Baptist Church because of our wonderful choir and the preaching ministry of our pastor we must not become dependent upon their provision. A class that desire to be its best for God's glory will look for prospects in many ways. There are prospects all around us, inside and outside the walls of the church. A class that desires to grow will not only acknowledge these prospects but also reach out to them aggressively. Sunday School growth is very much about making contacts, touching people who need a spiritual family. The more contacts a class makes the more people will be enrolled and the more attendance will increase.

The following is a list of places a class can look for prospects to invite into their class for ministry and spiritual growth:

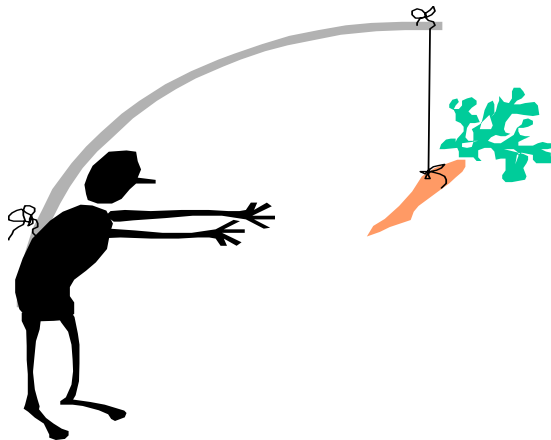
- ★ Class members can serve in the parking lot, or as greeters in order to have first contact with visitors and church members not enrolled in Sunday School.
- ★ Class members could serve as ushers or as altar counselors in order to increase their awareness to visitors, new members and members not enrolled in Sunday School.
- ★ Teachers can train their class members to be intentional in the worship service. If you see somebody you do not know, introduce yourself and invite them to come to your Sunday School class.
- ★ Often time visitors bring children to VBS or some other event but they only attend worship. Adult classes can partner with children, or preschool classes and visit the parents of the children who have come.
- ★ Teachers and Outreach Leaders may obtain a prospect list from me at any time. This list includes church members who are not enrolled in Sunday School, inactive church members enrolled in other classes, and/or other prospects who have visited the church.
- ★ FAITH Opinion Polls, conducted during the visitation time will be an outstanding source of prospects for your class. These touches will often times lead to the discovery of new people in the area or people who are looking for church that really cares enough to go looking for them.
- ★ Attending the numerous special events (VBS, Student Conference, Living Christmas Tree, etc...) conducted each year through the church is a wonderful experience, but also attending them for the purpose of meeting prospects for your class is strategic.
- ★ Your own class role is a wonderful place to start looking for prospects. Every class is bound to have people enrolled that never attend Sunday School.
- ★ The members of your class know an abundance of prospects for your class. Their family members, friends, neighbors, co-workers, etc... are excellent prospects for your class.
- ★ Our new member's class is a great place to find out some more information about prospects.
- ★ Have your Sunday School class host a block party in your neighborhood to discover the prospects that are living right around you every day.
- ★ Spontaneous encounters are the greatest opportunity for finding new prospects for your class. As you meet people try to evaluate their spiritual condition and church background. This may lead you directly to an evangelistic opportunity. If not, then consider inviting them to your class for fellowship and Bible study. **Every person you meet is a prospect for your class, but you must be intentional!!**

# *Motivating Members To Ministry*

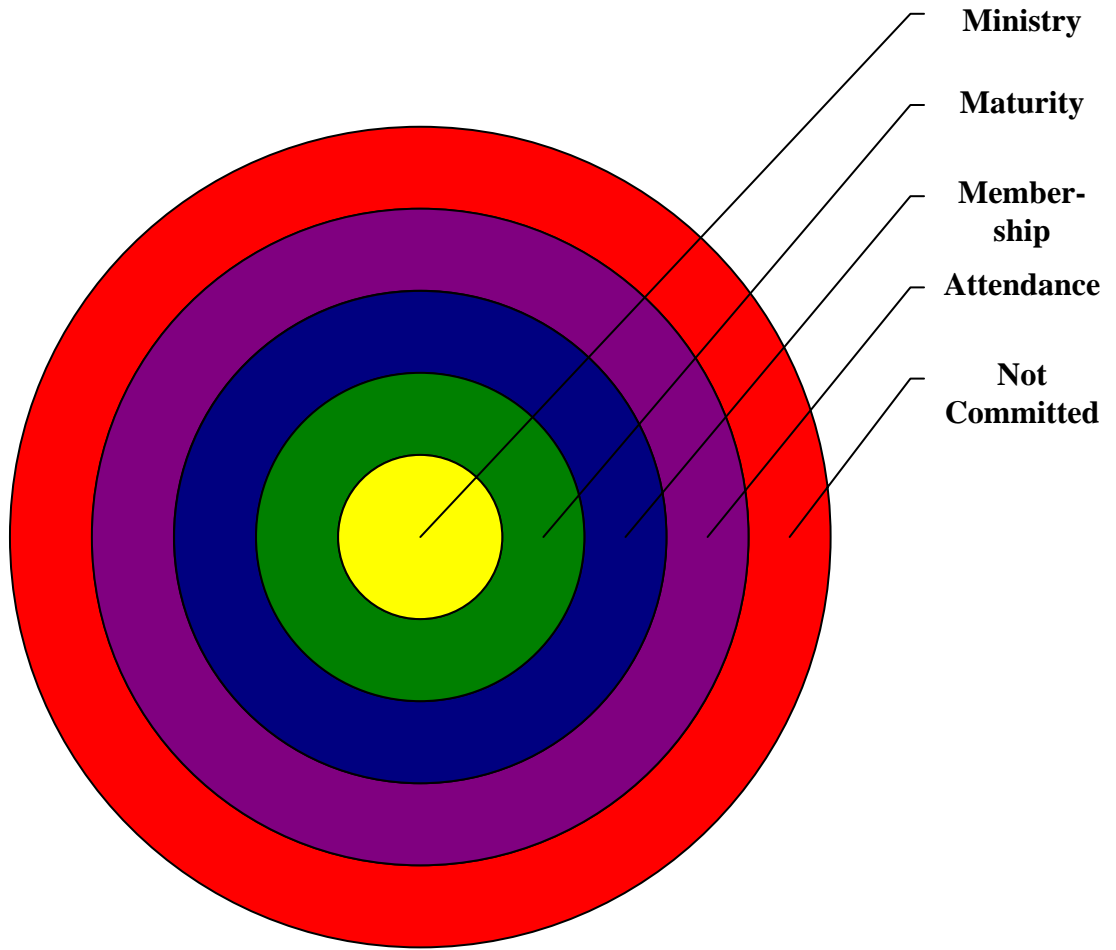
- Motivation comes from within.
- Most motivational speakers will admit that if you do not want to be motivated, you will not be motivated.
- Motivation, however, can be improved if you model motivational behavior/
- Leaders can encourage people to get excited and to volunteer for class tasks or leadership teams.
- Leaders must recognize the benefit of motivational actions they can demonstrate.

## **Here are some motivational ideas for you to consider:**

- ↻ Participate in all aspects of Sunday School work
  - ↻ Help other team members understand the challenges of Sunday School work
  - ↻ Teach the biblical basis for the tasks we face in evangelism, discipleship, ministry, fellowship, and worship
  - ↻ Encourage and affirm learners and other class leaders whenever possible.
  - ↻ Find opportunities for beginners
  - ↻ Meet the expectations others have for you. If you fall short, apologize and try again
  - ↻ Concentrate on achieving goals
  - ↻ Demonstrate self confidence and a positive attitude
  - ↻ Look carefully at issues and the real conditions of the world around you
  - ↻ Look for potential in all learners
  - ↻ Train workers and potential workers personally, and become a learning model by asking them to join you for training events
  - ↻ Look at every relational and ministry event as an opportunity to enlist and equip
- 
- God has placed you in your church all the potential you need for transforming people and leading them to spiritual maturity.
  - Don't miss these opportunities.



# *Five Circles Of Commitment*



# *Prime Time*

The following are ten points that are of critical importance on Sundays. To ensure the foundation is laid for the best possible Sunday class experience, be sure that these items are given priority in thought and practice.

- Be early. As the leader, you set the pace. Others will follow.
- Be sure to have all of your administrative items ready. Your roll is the list of people God has assigned to your ministry. Treat it as a very important document. Be familiar with all of your announcements to be made.
- Wear nametags. This may seem simple and inconvenient, but it is vital to the growth of the fellowship in your class.
- Touch as many people as you can. The personal touch is what most people are missing in today's culture. Be appropriate, but provide that touch, and you will win friends for a lifetime.
- Be time conscious. Start and end class on time.
- Recognize and welcome visitors. If you want to grow your class, treating visitors royally is the best way. Once you have them, keep them.
- Pray. At the appropriate time, pray for God's blessings on your class time and on your class members.
- Let leaders lead. The more people involved in the Sunday morning class experience, the stronger your leadership will be. Don't rob your Outreach Leaders and Care Group Leaders of class time.
- Engage the class. Don't preach! Design your lesson so that attendees are forced to handle God's Word on their own. Provide time for feedback and discussion.
- Be sure administrative items are completed and turned in. It is important to the planning and development of the entire Sunday School department that our records are completed, accurate and returned on a timely basis.

**HAVE A GREAT SUNDAY!**

# *Where Do I Go From Here?*

Well, that's it! That's all you need to know about beginning your journey toward a faithful and fruitful Sunday School ministry. Now, just get out there and do it! Right? Of course not, it could never be that easy. So, here are a few points to remember, an initial set of steps to take as you begin to digest this wealth of material over the next several months.

- ☑ Remember that God is more interested in what He does in you than in what He does through you. Stay close to Him, and you will flourish as a leader.
- ☑ Remember that prayer is your greatest tool. The more you pray, the more you will see God do the miraculous in you and through you.
- ☑ Remember that Sunday School is a strategy, not a program. Constantly revisit the definition of Sunday, and continually cast that vision before people.
- ☑ Remember that Sunday School is about people – make everything you do to be to God's glory and for the good of others.
- ☑ Remember that no man is an island. Even if you could do all this by yourself that would not be the best you could do. Enlist others invest in them, empower them, encourage them and then celebrate with them.
- ☑ Begin by forming an inner circle of friends and co-laborers. Infect them with your vision for the class, and delegate responsibility to them.
- ☑ Be intentional about the three tasks of Sunday School, especially the first one, reaching people. The more contacts you make, the more growth you will experience as an individual and as a class.
- ☑ Recognize the good in others and the blessings of God. Acknowledge them both publicly and privately and maintain an attitude of celebration in Christ.
- ☑ Avail yourself of all internal and external growth opportunities. If you don't grow, your class won't either.
- ☑ Make Sunday class time extraordinary. It should be the highlight of every class member's week. It should be the kind of place that the lost and unchurched are looking for. If you can accomplish that, then you will experience Heaven on earth.