



Adult Bible Fellowship Team Handbook

PURPOSE

Adult Bible Fellowship classes help adults become fully devoted followers of Christ by providing groups of similar ages meeting for high-impact Bible study, connecting through fellowship, organizing for care, and involving in ministry.

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The Four Functions of the Adult Bible Fellowship Class

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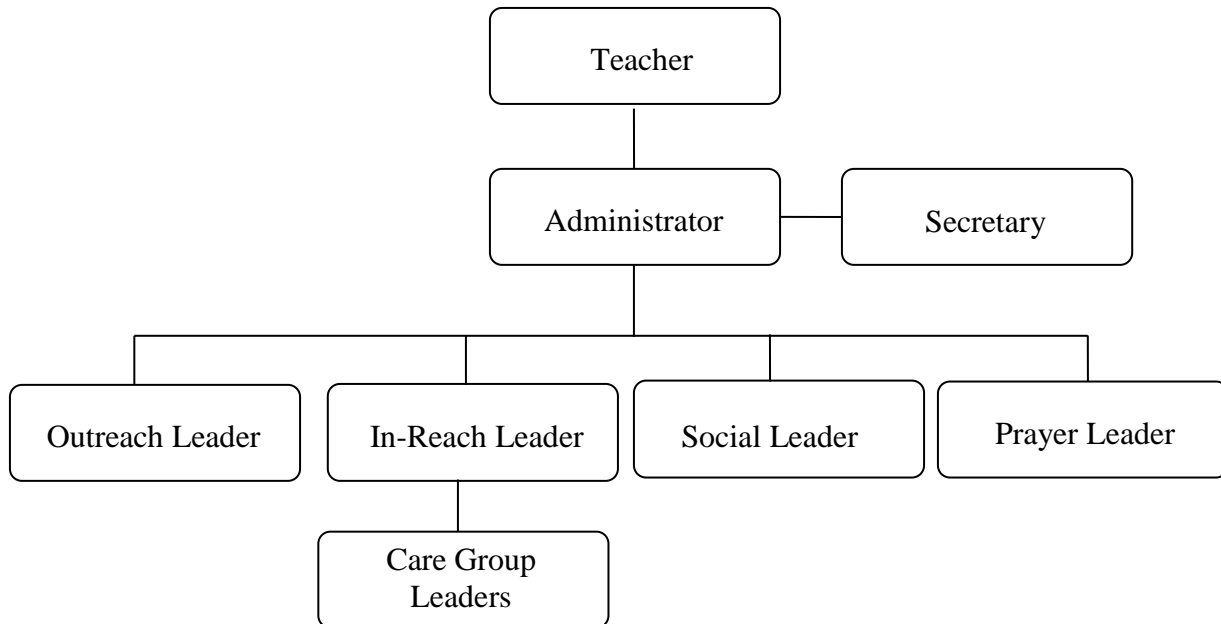
FUNCTION

1



***EXPERIENCING
HIGH-IMPACT
BIBLE STUDY***

ADULT BIBLE FELLOWSHIP CLASS FLOW CHART



ABF Teacher: The ABF Teacher is responsible for preparing and presenting high-impact Bible study sessions through applying biblical truths to everyday life. The Teacher and Administrator work as a team in making sure the ABF class is functioning completely.

ABF Administrator: The ABF Administrator directs the overall work of the class, thus relieving the teacher(s) of administrative responsibilities. The Administrator works closely with Teacher(s) and team leaders to ensure all areas are covered.

Outreach Leader: The Outreach Leader is responsible for coordinating the class efforts to contact prospects and visitors for the ABF class.

In-Reach Leader: The In-Reach Leader is responsible to the Administrator and Teacher(s) for coordinating the “Shepherding” aspect of the class. The In-Reach Leader serves as a primary link between Care Group Leaders and Teacher(s) and Administrator.

Social Leader: The Social Leader is responsible too for structuring the relationship-building efforts through planned activities and social events for the ABF class.

Prayer Leader: The Prayer Leader is responsible for directing and coordinating the prayer efforts of the class. The Prayer Leader usually leads the prayer time on Sunday mornings.

Care Group Leader: The Barnabas Group Leaders are responsible for contacting, encouraging, and praying for assigned class members. They serve as a primary link between class members and In-Reach Leader.

Secretary: The Prayer Leader is responsible for recording attendance and assisting visitors with completing visitor’s slips.

(See pages 27-32 for a complete list of ABF leadership descriptions.)

SELECT LEARNING METHODS

WHAT IS A METHOD?

A learning method is . . .

- Doing what needs to be done to make it possible for learners to move to some degree of application.
- More simply stated a method is doing what needs to be done to help the learner move to become a more fully devoted follower of Christ.

WHAT FACTORS INFLUENCE THE CHOICE OF METHODS?

The size of the group. The larger the group the more difficult to incorporate methods which require participation. For extremely large groups, the lecture method is especially suited.

The purposes. Choice of methods is influenced by whether the purpose relates to acquiring skills, knowledge, or changing of attitudes.

Ability of teacher. “The teacher’s pattern determines the response of members.” Different teachers are more efficient in using some methods than other methods.

Attitude of the teacher. A teacher whose interest centers in growth of persons will have patience and desire to use various methods when teaching.

Ability of learners. The learner’s level of participation is determined to a large extent by the requirement of the method.

The time available. Some methods, such as formal discussion, require much greater deliberation than other methods. Some methods, such as the lecture, may be tailored to fit the time available.

The facilities. If possible, incorporate visual means (whiteboard, DVD player/TV) since many attenders learn visually. Align chairs for best learning environment. Dramatic methods are difficult to use in extremely small rooms.

WHAT ARE SOME METHODS FROM WHICH TO CHOOSE?

Lecture

Definition: A lecture is a speech by one teacher before an audience.

Uses:

- When giving information
- When the learners are already motivated
- When the teacher is skilled in using word pictures
- When the group is too large for other methods to be used
- When adding to or stressing what the learner has read

Group Discussion

Definition: The group discussion is planned conversation between three or more persons on a selected topic.

Uses:

- To stimulate interest in problems
- To help members express their ideas
- To identify and explore a problem
- To create an informal atmosphere
- To get opinions from persons who hesitate to speak

Small Groups

Definition: Small study groups are the divisions of a larger group. The groups discuss assigned problems, usually for the purpose of reporting back to the larger group.

Uses:

- When the group is too large for all members to take part
- When exploring various facets of a subject
- When some group members are slow to take part
- To create a warm friendly feeling in the group

Role-Playing

Definition: Role-playing is the unrehearsed, dramatic enactment of a situation by two or more persons for the purpose of analysis by the group.

Uses:

- When group members have ability to use the method
- When helping members “identify” with a problem
- When trying to change attitudes
- When involvement of emotions aids in presenting the problem

The Case Study

Definition: A case study makes it possible for groups to analyze problems involved. The case is a “slice of life” that invites diagnosis, prescription and a possible treatment.

Uses:

- When relating a problem to life situations
- When analyzing a problem
- To help members identify with a problem
- When analyzing the bearing of facts upon a problem

The Debate

Definition: Debate is a method in which speakers for and against a proposition present their points of view.

Uses:

- When issues need “sharpening”
- To stimulate analysis
- To present differing viewpoints
- When members are willing to hear both sides of a question

Formal Discussion

Definition: Formal discussion is a systematic method of problem solving. It involves stating the problem, getting facts, considering possible solutions and selecting the best solutions.

Uses:

- To encourage logical thinking
- When a problem is clearly defined
- When a problem needs definition
- When the group is small enough for all to take part
- When the teacher has sufficient skill to use the method

INEFFECTIVE TEACHING STYLES & METHODS

- **Reading the lesson.** People can read on their own. They come to Adult Bible Fellowship to be taught. Reading the lesson does not communicate and the teacher appears to be unprepared.
- **Read verse: what do you think?** Interaction is an excellent method for teaching. However, totally neglecting preparation, biblical or historical context, sound interpretation, and clear explanation is not acceptable. A quick glance cannot always provide what is needed. Study thoroughly and be prepared to teach and interact.
- **Dry lecture.** Please note that the suggestion is not that lecture is an ineffective method. “Dry” lecture is ineffective. Howard Hendricks says, “If you’re going to bore someone, bore them with chemistry, algebra, or history. But please do not bore people with God’s Word.” If you lecture, you must develop good communication skills/dynamics.
- **Being inflexible about curriculum.** There will be times when issues emerge through the questions of class members or the events in the culture. It is best to address these in a timely manner even if you do not get through the entire lesson or if you have to move the lesson to another week. Teach to meet needs while remaining faithful to the overall curriculum plan.
- **Putting people “on the spot.”** There are people today who will not go to Adult Bible Fellowship because they are afraid they will be called on to pray or read out loud!
- **Uni-method Teaching.** This means using one method exclusively. Jesus used many methods. (parables, sermons, object lessons, asked questions, etc.) Using several methods each week enables more people to hear what is being taught. Different people learn in different ways.
- **Neglecting prayer needs or spending inordinate amount of time on prayer needs.** Should you spend time in prayer? Absolutely! Should it take 30 minutes? Absolutely not. Generally 10-15 minutes for prayer time is enough. Try various means of getting prayer requests submitted so that most of the time can be actually spent praying.

ANALYZING THE TEACHING PLAN

1. Identify the central truth

To pinpoint the one big truth of the lesson text → A one or two sentence statement of the basic principle or overall emphasis of the lesson.

2. Create a specific aim

To relate the lesson to the needs of the members → A concise statement of the teacher's purpose.

3. Use an interest stimulator

To stimulate interest in and make transition to study of the lesson text → Story, object, question, or personal experience calling for response by members and suitable to lead directly into Bible study.

4. Concentrate on Bible Study activities

To involve the members personally in purposeful Bible study → Group study, assignments, work sheets, evaluation, and comparisons to locate the central truth, discovers new insights.

5. Make the lesson personal and practical

To lead the members to make their own application of the Bible truth → Spotighting attitudes and spirit, justifying opinions or feelings, deciding on something "we ought" to do.

6. Project the lesson into life

To commit members to definite action → An activity of further study or service, something "I will do."

TEACHING TIPS FOR TEACHERS

1. Start on time! End on time!
2. Don't tell them anything they can discover themselves through study during the Bible study session.
3. The Teaching Aim is a "target" and the Learning Activities are "arrows." Hit a bulls-eye with each one!
4. Tell them what they're going to learn, lead them to learn it, and then make them prove they learned it.
5. Always create learning readiness first. Get them interested. Make them want to learn. Show them a need they have and direct them to God's Word for the answer.
6. Use a variety of activities each week. Try to add a new activity to your teaching repertoire each week then use it when appropriate. The worst method you use is the one you use all the time.
7. Don't do anything that someone else in the class could do. Involve the learners! However, don't put members on the spot. For example, ask for volunteers when involving the learners.
8. Use the lecture method only to tell the class information they can't find out for themselves during the class. Consider advance assignments as an alternative to lecturing. When you lecture, make it brief.
9. We learn through the senses. Don't wear out their ears while ignoring their other senses.
10. What happens during the week is often more important than what happens on the day of the lesson! Who you are is more important than what you say. Love, minister, visit, call, write, and encourage your members and prospects.

Remember: You are their teacher & shepherd.

CREATING A “CLIMATE” FOR DISCUSSION IN YOUR ADULT BIBLE FELLOWSHIP CLASS

**How would you rate the “learning atmosphere” or “feeling tone” of your ABF class?
Is the social climate warm?**

SEVEN STRATEGIES FOR CREATING A WARM CLIMATE

1. Caring

Teachers must show a genuine interest in members and place a premium on relationships. Learn the names of class members and call people by their names regularly. Use name tags! Write encouraging notes to class members.

2. Laughter

Humor surfaces naturally when folks enjoy being together. The absence of appropriate humor in a class may be an indication of poor bonding.

3. Intercession

Pray! Use variety in prayer time. Never call on someone to pray unless you have asked them ahead of time.

4. Methodology

The more consistently members are involved the better the discussion will be. Variety of methods is important. Does the room arrangement limit possible teaching/learning methods?

5. Assimilation

How well does your ABF class welcome guests? Ask yourself these questions:

- What percentage of guests attending our ABF class return?
- How frequently do newcomers drop out after a few weeks or months?
- What words describe the behavior of “regulars” toward visitors?
- What strategies can I employ to create a sense of belonging and improve assimilation?
- How well are our ABF class leaders welcoming guests?

6. Transparency

The teacher should be transparent in leading the Adult Bible Fellowship class. Sharing personal illustrations helps build a climate for discussion. Genuinely identify with learners, coming across as real.

7. Environment

Do cleanliness, decor, and arrangement of chairs provide a welcome mat or give participants the impression they were not expected? Use variety in room arrangement. Coordinate with the teacher to set the room the way they want it each week.

C	Caring
L	Laughter
I	Intercession
M	Methodology
A	Assimilation
T	Transparency
E	Environment

BACK TO BASICS –Teaching Preparation

As a teacher, evaluate your level of preparation:

- Have I spent an adequate amount of time in prayer? How much in an average week?
- Do I know what the passage says? How often do I try to shoot from the hip?
- Do I know what the passage means? How much time do I spend studying the background, grammar, and author of a passage?
- Do I know how the passage works? How much time do I spend preparing for relevant, authentic application of a passage?
- Have I applied the passage to my own life? Am I “teaching from the overflow” of what God is doing in my life?
- Do I have a creative teaching plan? Is my goal how can I get the message across or how can I get the student to discover truth on his own?
- Am I filled with the Holy Spirit? Do I allow Him to take control of my life and work through me?
- Am I open to constructive criticism from my ABF class members and eager to become a better teacher? Do I attend Adult Bible Fellowship teachers’ meetings and other training that is offered?
- Am I having fun making it fun for others? Is there humor in the class? Do I need to lighten up?

BACK TO BASICS –Teaching for Application

Application answers two questions: So what? What now?

If your Bible teaching doesn’t answer these two questions, you haven’t applied the Bible to the lives of your listeners. Many teachers struggle in this area. We’re taught to find the central idea of a passage, but we aren’t shown how to apply this truth to the lives of our students.

I’ve found the following three ways of applying scripture to be very helpful:

The Application Pyramid

These are nine questions you can ask of any biblical text that will help you see the application.

1. **People:** Who are the people in this passage and how are they like us today?
2. **Place:** What is the setting and what are the similarities to our world?
3. **Plot:** What is happening? Is there any conflict or tension? How would I have acted in that situation?
4. **Point:** What was the intended message for the first people to hear this passage? What did God want them to learn or feel or do?
5. **Principles:** What are the timeless truths?
6. **Present:** How is this relevant in our world today?
7. **Parallels:** Where does this truth apply to my life? At home, at work, at school, in church, in the neighborhood.
8. **Personal:** What attitude, action, value or belief needs to change in me?
9. **Plan:** What would be my first step of action?

The Application Window

2 Timothy 3:16 describes the application window, showing you four kinds of application. In this passage, the apostle Paul says, “*All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness*” (KJV).

Simply put, the scripture is given to change our beliefs and our behavior. When you find answers to these four questions, you’ll have an application:

- **Doctrine:** What should I believe?
- **Reproof:** How should I not behave?
- **Correction:** What should I not believe?
- **Instruction in righteousness:** How should I behave?

The Application Acrostic

A third way of looking at application is what I call my application acrostic. I ask 12 questions related to the text:

- Is there an **A**ttitude to adjust?
- Is there a **P**romise to claim?
- Is there a **P**riority to change?
- Is there a **L**esson to learn?
- Is there an **I**ssue to resolve?
- Is there a **C**ommand to obey?
- Is there an **A**ctivity to avoid or stop?
- Is there a **T**ruth to believe?
- Is there an **I**dol to tear down?
- Is there an **O**ffense to forgive?
- Is there a **N**ew direction to take?
- Is there a **S**in to confess?

Remember, for some people may never get one-on-one with the pastor, so what you teach them in an Adult Bible Fellowship class may be the very thing that helps them with a problem. That’s why it is so critical you deal with the personal application.

Your aim with application is to present the ideas as practical

Application presents the implications of biblical truth for the contemporary audience. It is a call for action, for putting the principles of Scripture to work in our lives. It deals with attitudes, behavior, speech, lifestyle, and personal identity. It appeals to conscience, to values, to conviction, to commitment to Christ. There are nine application questions you can ask whenever you come to the Word:

1. Is there an example for me to follow?
2. Is there a sin to avoid?
3. Is there a promise to claim?
4. Is there a prayer to repeat?
5. Is there a command to obey?
6. Is there a condition to meet?
7. Is there a verse to memorize?
8. Is there an error to mark?
9. Is there a challenge to face?

In addition, the SPACEPETS acrostic is also helpful in developing application from a passage.

Is there a ...

Sin to confess?

Promise to keep?

Attitude to change?

Command to obey?

Example to follow?

Pray to pray?

Error to avoid?

Truth to believe?

Something to praise or thank God for?

The most common failure of application is that it is too general, too religious, and too vague. The general applications of most teachers do not really connect with the hearer's sense of what real life is about. Avoid sweeping criticisms. Aim rather for your application to be practical. Deal with real life. Give concrete suggestions as to appropriate changes in response to the ideas of the text. Show how your hearer can express his faith and experience the grace of God.

Here are several questions to ask to state applicable principles from a passage:

1. What can you discover about the original context in which this passage was written and applied?
2. Given that original context, what does this text mean?
3. What fundamental, universal truths are presented in this passage?
4. Can you state that truth in a simple sentence or two, a statement that anyone could understand?
5. What issues in your own culture and your own situation does this truth address?
6. What are the implications of this principle when applied to your life and the world around you?
What changes does it require? What values does it reinforce? What difference does it make?

Teaching is about application.

Do you give specific application that can be applied to life each lesson? Do you teach for life-change? People are not interested in accumulating information that does not relate to their life. We are not out to make smarter sinners. We are seeking to change lives. Disciple making is about application.

The key thing is to ask for small, specific, incremental changes. Do not push for monumental changes every week, just try to get a little bit of change each week. Small steps of application begin to make a difference and pave the way for further application. Finally, all application does not have to do with doing. Sometimes the application is to feel or to believe. The application of Psalm 23 is to believe that God is my Shepherd and that I need not want. I am obedient to the truth of the passage when I rest in Him.

☞ The goal of teaching is transformation; not just information. Application (learning) takes place when the student connects the passage to his or her lifestyle!

FUNCTION

2



CONNECTING THROUGH FELLOWSHIP

HOW'S YOUR WELCOME I.Q.? Welcome them IN—not OUT!

SUGGESTIONS TO KEEP PEOPLE COMING BACK AGAIN AND AGAIN!

How would you rate the welcome skills of your Adult Bible Fellowship class?

Your skill in making guests feel welcome is important and TOP PRIORITY for our church to minister to the people in the Community. Our purpose is to put a guest at ease. Making each guest feel a part of the group should be our goal . . . so much so that the guest will make this “sense of belonging” official and join our Adult Bible Fellowship class. At our church, we are blessed with many new members. Our welcome is vital in assimilating new members.

Let's get back to the basics and welcome guests/new members into our Adult Bible Fellowship classes. Don't wait for others to be friendly . . . show them how!

GUESS WHO IS COMING THROUGH YOUR ABF DOORS?

- New members of our church who have been enrolled in your ABF class.
- Guests who have been invited by our church members. Someone has prayed and made the effort to invite these guests with a warm invitation to “come and see!”
- Relatives, friends, newcomers to the Community or local resident old-timers looking for a new church home.
- Out-of-town guests.
- Chronic absentees, faithful members.

They are here. What will it be—a warm welcome or a cool stare?

WHO'S SAYING “HELLO” WHEN THEY COME?

1. Enlist ABF Hosts and Hostesses. Put your best people, with a sincere smile and warm hand shake, at the room entrance to your class. You could use Care Group Leaders or others who qualify for this position.
2. Enlist “on-time” people. You can't greet people when you are late!
3. State expectations. Be in your classroom ten minutes before starting time. Prepare yourself and your room before the first person arrives. Make sure you have supplies needed for guest registration and/or enrollment.
4. SMILE!
5. Welcome the guest/new member.
 - First welcome – Host/Hostess outside the class entrance.
 - Second welcome – Host/Hostess inside the ABF classroom. It is good to have hosts help new members and/or guests register and get a name tag and to sit with them.

6. REGISTER the guest/new member. Make sure a guest registration form (see p. 41) has been completed entirely. Make sure the white sheet is turned in with records and the yellow sheet is handed to the Teacher or Administrator. Ask the guest if he/she would like to join your ABF class. This will make them feel even more wanted and welcome.
7. INTRODUCE the guest/new member . . . Introduce the guest/new member to other ABF members—especially the Teacher and ABF Administrator. Introduce your guest/new member to the entire ABF class in a friendly and comfortable way.
8. Never do anything to embarrass a guest/new member. Be sensitive to their needs.
9. The real test of a friendly class is how much they speak and care for each other after class is completed.
10. Take the guest/new member to the worship service. If they have children, help them locate their children's Welcome rooms and assist them to the worship center. Invite guest/new member to sit with you.
11. If they have preschool children, at the conclusion of the service—help them locate the room where their child(ren) are located.
12. Make sure someone from your class calls or visits the guest/new member during the week and encourages them to come back next weekend.

HOW TO HELP YOUR CLASS GET TO KNOW ONE ANOTHER

1. Interview a person/couple on Sunday morning. Take 5 minutes to ask questions like: How they met, what was their first impression of each other, how long they have been married, things most admired, how long they have been members, jobs, hobbies, family, etc.
2. Divide the class into small groups of 4-6 people per group. Have each person take 1 minute to talk about themselves. Give them a topic – most embarrassing moment, dumbest thing I've ever done . . . my favorite thing to do is . . . Don't spend more than 10 minutes on any activity of this nature.
3. Plan a progressive dinner so that different groups of people are together at different houses. This takes careful planning but is well worth the time.
4. Plan small group socials. Sometimes have two groups get together.
5. At socials, play at least one game that will help your class in getting to know one another.
6. Have someone share a testimony at the beginning of class or as part of a devotional at a party. Stress that this should be no more than 2-3 minutes in length.

KEEPING PEOPLE AFTER WE REACH THEM

Acts 2:41-42, "Then those who gladly received his word were baptized and that day about 3000 souls were added to them. And they **continued steadfastly** in the apostles' doctrine and fellowship, in the breaking of bread, and in prayers."

5 Ways to Move People from Just Attending to Serving

1. Get them enrolled in an appropriate Adult Bible Fellowship class and assign them to a Care Group
2. Teach them in practical and applicable Bible studies.
3. Help them find a place they can contribute based on their gifts/talents.

4. Develop fellowship events to include prospects/members.
5. Get class members involved in mission and ministry projects.

Assimilation Is Common Sense

- People need to feel that they are wanted, that they belong, and that they are needed.
- What does your class do to help those enrolled in your class to experience these three areas:
 - Class members are wanted
 - Class members sense they belong
 - Class members are needed

CLASS MEMBERS ARE WANTED

- Assign each member to a group leader for contact
- Use name tags EACH Sunday
- Contact members when they are absent
- Recognize members at special times
- Provide ministry to those members who are in need

CLASS MEMBERS SENSE THEY BELONG

- Class members are encouraged to participate in discussions
- Class members are identified with name tags
- Class members are assigned a task or role to help contribute to the class
- Class members are asked to be involved in class projects

CLASS MEMBERS ARE NEEDED

- Everyone is invited and encouraged to participate in ministry
- Put a strategy in place to train and equip members to develop spiritually
- Help members discover their spiritual gift(s)

Functions We Must Assign to Keep People:

- Contacting absentees: Care Group Leaders
- Ministering to those in need: Teacher, Care Group Leaders
- Reaching prospective members: Outreach Leader
- Praying for needs: Prayer Leader
- Involving the class in missions projects: Teacher(s) & Class Administrator
- Keeping the class organized: Class Administrator

Other Practical Ways to Keep the Class Involved:

- Begin on time and end on time
- Teach lessons that can be understood that morning and applied that week
- Do not be boring!!
- Do some ice breakers occasionally just for fun
- Plan class parties (invite all prospects and all members every time)
- Set goals for growth like enrollment, attendance, member involvement, and members in service

TOP TEN WAYS TO PROVIDE QUALITY FELLOWSHIP

1. Involve as many people as possible in the planning and implementing phases. The greater the involvement the better the participation will be.
2. Realize that all fellowships will not appeal to all people. Plan a good variety of activities and you will involve more people.
3. If the fellowship will cost money, make sure that anyone can attend even if they do not have the funds.
4. Make sure that child care needs are provided.
5. Practice the Scripture, Romans 14:21, when planning fellowships. What is right for some may not be right for others.
6. Plan a class event at least once a quarter and a Care Group fellowship at least monthly. Help Care Group Coordinators plan Care Group events like supper clubs, home groups, etc.
7. Do not over schedule fellowships so that people become burned out. Make them special, and keep them wanting more.
8. Make sure the entire ABF class membership is invited to participate. Be sure to include your associate members, and especially work at getting new members to attend.
9. Keep Christ in the center of your fellowships. This may include a devotional, a testimony, or be as simple as a prayer before a meal.
10. Encourage members to invite unchurched friends to fellowships. They may come to a fellowship activity long before they will come on Sunday.

HOW DO I DO A FELLOWSHIP AND NOT STRESS EVERYONE OUT?

SEVEN KEYS:

1. **ASK** – Ask two people to work together (team). People enjoy working together and benefit more when they have interaction. **DON'T DO IT ALL YOURSELF!**
2. **MOTIVATE** – When asking someone to be part of a team (like the refreshment or recreation team), make sure they know the importance of why that team is needed. In other words, help them see why what they are going to be helping with is really a ministry to the group.
3. **GIVE RESPONSIBILITY** – As the leader of the fellowship event, remember how important it is to give people responsibility with parameters. Make sure they know exactly what it is you desire for them to do.
4. **GIVE EXPECTATIONS** – After you have asked your teams (2 or more people in each team) to help, get a time-line with due dates. This helps them by knowing what is expected.
5. **FOLLOW THROUGH** - It's important to give responsibility away but still maintain some involvement. Call that week to make sure they're OK with things and see if you can answer any questions they might have.
6. **THE FELLOWSHIP EVENT** – Evaluate the fellowship event. Did the event go as planned? What worked? What didn't work?
7. **THANK THEM** - Say thanks to team members.

FELLOWSHIP IDEAS

QUARTERLY FELLOWSHIP IDEAS

Swim Parties

50's Party - Hula hoop contest, twist contest, best-dressed contest, and tattoo contest.

Autumn Fest/Fall Fling - Outdoor barbecue with music.

Hawaiian Luau - Around a pool or lake house, decorate to give a Hawaiian setting. Have Hawaiian food and drinks. Have a Limbo contest or a coconut breaking contest. Provide boating and other appropriate recreation.

Barnyard Aerobics - A square dance. Square dance is taught to those who do not know how. An "all-you-can-eat" barbecue dinner is served.

Dinner for Eight / Dessert for All - Groups of eight meet at a member's home or restaurant of their choice. The group consists of members and prospects. All of the groups end up together for recreation and dessert is served to top off the evening.

Recreation Night - One Friday night a month, the local health club is rented for a time of fun and recreation. Volleyball, basketball, racquetball, etc., are played.

Music Variety Night - Adults share musical talents and abilities. Maybe use a Karaoke machine.

Monster Cookie Bash - Favorite cookies are made. Basic cookie dough is provided along with drinks. Adults bring favorite cookie components.

Baby Boomers Big Bash - Everyone brings baby pictures. Adults try to guess "who's who?" Prizes are awarded for most unusual baby picture, cutest, hardest to figure out, etc.

Family Picnic - Bring the kids and the food, and head to a local park.

The Bonfire - Roast marshmallows and hot dogs, and savor some s'mores. Provide entertainment such as a hay ride.

Progressive Dinner - Mystery trip where you must follow clues to find the location of the next course to eat.

Mexican Fiesta - Wear Mexican clothing and decorate with sombreros and piñatas. Have Mexican music playing or have someone play guitar. Serve chips and salsa, fajitas, enchiladas or any other favorite Mexican dish.

Ice Cream Fellowship - Adults bring freezers, mix, and make ice cream. Several can go together for one freezer; then enjoy eating it. Award prizes for the most unusual mix, or tastiest.

Birthday Party - Everyone comes dressed emphasizing the month they were born. A giant cake is provided and refreshments. Traditional birthday games can be played. This is an easy way to celebrate everyone's birthday once a year.

Praise/Worship Night - Plan a Friday/Saturday night to sing worship songs and pray for each other's specific needs.

1. Ask members to bring some snacks for the beginning and a dessert (or two) for after
2. Get a guitar player and make as many copies of song sheets as you will need
3. Get someone to write up a sheet on a Psalm (23, 42, 119) where it tells you what to pray for each other

Top Five Movie Scene Night - This is simple, but so fun. Get everyone in your Care Group or ABF class (depending on its size) to bring the top five scenes from any movie they have watched. (most memorable, funniest, stupidest, etc...) This might be one of the most fun fellowships you'll ever do!

1. Get someone to screen the movies suggested for inappropriate content
2. Ask someone to be the movie changer as this happens fast
3. Keep the scene limited to five minutes
4. Have everyone bring popcorn and a two-liter

The Great Bake-off (desserts usually) - Establish your entry categories. The following is an example of several categories you may want to consider:

1. Beginners (those who have been cooking for a year or less).
2. Most exotic dish
3. Fanciest dish
4. Best low-calorie dish
5. Best high-calorie dish

Group Date Night - Group dating is a wonderful way to get to know others and to nurture relationships in a non-threatening, relaxed environment. Here's one approach to encouraging group dating especially for singles classes. Choose a night when people can meet. Make it either once a month, weekly, biweekly or whatever works out best for your group. Begin with a catered dinner at six o'clock followed by a program at seven. The program can feature guest speakers on topics ranging from aerobic dancing to spiritual life to sexuality. Then for those who want to continue the evening the group dating possibilities begin at eight.

HOLIDAY FELLOWSHIP IDEAS

Holiday Progressive Dinner - Plan three different stops. The first stop would be for appetizers and be decorated in a Thanksgiving theme. The second stop would be for soup/salad and decorated in a Christmas theme, and the third stop would be the main course and dessert and be decorated in a New Year's theme. For a real adventure, rent a school bus.

Hayride & Cookout - Organize this event for couples or families. If you have an indoor room, you could show short video clips of favorite holiday events or a favorite holiday movie to conclude the evening.

Road Rally - Create clues for carloads to solve to find location. Send them to different locations around Fort Mill ending up at a restaurant for dinner. Make a contest to see who can arrive first. Have a phone number that groups can call for more clues if they are stuck.

Video Scavenger Hunt - Each group will need a video camera. Have groups follow instructions to video assigned tasks. You could make them all apply to Christmas.

Christmas Caroling - Go to a nursing home or shut-in and sing carols. Afterwards conclude at a home or restaurant for a meal and dessert. Share favorite holiday stories.

Party for the Needy - Adopt a needy family and host a party for them to give them gifts. Have your families attend and let all of the children open a gift.

FUNCTION

3



ORGANIZING FOR CARE

BILL OF RIGHTS FOR ABF MEMBERS

THAT MEMBERS ARE:

1. **Known by name**
 2. **Ministered to by need**
 3. **Missed when absent**
 4. **Nurtured in love**
- Experience the Word through life-changing Bible study**

CARE GROUP MINISTRY

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” I Peter 4:10

Pray for your group each day.

Greet your members on Sunday so they know who you are.

Be aware of your members’ attendance and contact those who were absent during the next week. This is not meant to check on absences, but to see if there is a need.

Contact each member a minimum of twice a month. (A phone call each week is helpful and takes very little time.) If you are unable to reach a member, try calling at a different time of day.

If you reach an answering machine, leave your name, number and a request to call you back. Keep trying. Use e-mail also.

Make sure and ask if you can share the member’s prayer request or need with the class for additional support.

Pass on scheduled activities, prayer requests, needs, news, etc., to the member.

Relay prayer requests and needs to your Adult Bible Fellowship In-Reach Leader.

Please inform the church office of any change in address, phone number, etc.

KEEPING UP WITH A CARE GROUP

NEW MEMBERS

Most Important Contact

They should be called within 48 hours after they join your group. Keep up with them to help assimilate into the group.

ACTIVE AND LESS ACTIVE MEMBERS

Contact a minimum of twice a month to encourage and inquire about special needs.

INACTIVE MEMBERS

Contact once per quarter to encourage, invite, and stay in touch.

REMEMBER: The priority of the Care Group is to provide regular opportunities (a minimum of twice a month) for encouragement, prayer, fellowship, and accountability.

CARE GROUP CARING CONTACTS

CALLS — Build calls around something other than inviting the person to ABF.

Use a call:

- Just to get acquainted
- To find ways to pray for them (jot it down!)
- To follow up on their prayer requests
- For special events (birthday, anniversary, new job, promotions, etc.)

CARDS — Make the cards personal.

Use the card:

- To relate that you're praying for specific situations
- For special occasions (birthday, anniversary, Christmas, etc.)
- As invitations to Adult Bible Fellowship functions

VISITS — Use visits for getting to know them better and developing common interests.

Kinds of visits:

- Lunch
- Recreation (tennis, golf, walking, etc.)
- Dinner with the group
- Class functions
- To help with some of their household projects

PRAYER

Prayer is the most vital part of Care groups

HOW TO MAKE ASSOCIATE MEMBERS FEEL WANTED

Who is an Associate Member?

Someone serving in another ministry in the church who would attend your ABF class. People serving in the Preschool, Children or Student ministries.

Why worry about Associate Members?

Because they are heroes! They're the ones ministering to your children and teaching them biblical truths.

What can your ABF do?

- Assign them to a growth group so they are invited personally to every event.
- Host a fellowship in their honor to make them feel appreciated.
- Give them a day off. Arrange to take their place one weekend so they can attend your ABF class. This would have to be coordinated with the appropriate age groups staff member.
- Send them notes of appreciation regularly.
- Tell them how much you appreciate their ministry when you pick up your children.
- Have a "Members in Action" (MIAs) display in your room. Go to the rooms of your Associate Members and take pictures of them to display in your room. This will help them stay in the forefront in your ABF class.
- Other ideas . . . be creative!

CARING FOR MEMBERS

A part of the role of a good shepherd is being a care giver. Being a shepherd is an awesome responsibility. If one person tries to care for too many, he/she will eventually burn out. This is why the In-Reach Leader is critical--to create caring units within the Adult Bible Fellowship class.

THREE LEVELS OF CARE:

1. Care Group Level

Primary care is the normal attention that a Care Group Leader provides for group members. Such care includes prayer support, phone calls, encouragement, visiting the sick, and finding resources that will meet group members care needs.

2. Adult Bible Fellowship Level

If members are not in a Care Group or the situation is too much for a Care Group Leader to handle, then the entire ABF class should step in to meet members' needs. This kind of care includes taking meals to families with new babies, hospital visits, prayer, and assistance with other needs.

3. Church-Wide Level

You may call the church office and ask to have the Benevolence Ministry participate in providing care. Pastoral staff can also be of assistance in determining a plan of ministry.

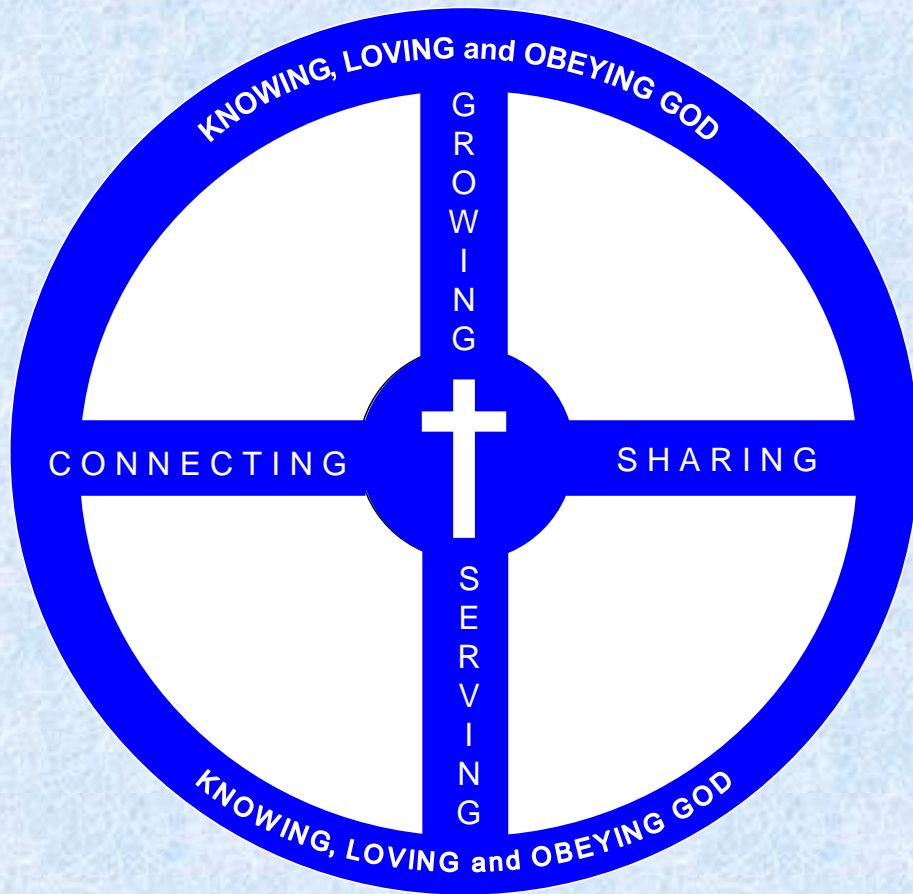
10 WAYS TO BECOME A BETTER LISTENER

Listening is a crucial skill for care givers to master. Here are ten practical tips for improving our listening habits.

- 1. *Be quiet*** This should be obvious, but it often is the biggest obstruction to listening. Care givers should be part of a discussion without monopolizing it.
- 2. *Try to understand*** The goal of listening is to understand what the person is really saying.
- 3. *Eliminate distractions*** People feel comfortable sharing when they are not interrupted. Turn the ringer off on the phone. Make sure you have child care arranged. Don't look at your watch or look over the shoulder of the one who is sharing.
- 4. *Empathize*** Interject short statements to show you understand and accept what the person is saying. "That sounds exciting!" or "That must have been a hard decision to make" are good examples of how to show empathy.
- 5. *Don't judge*** Especially when someone is already hurting, a judgmental attitude can do more harm than good. Don't condone sin, of course, but recognize the difference between acceptance and approval.
- 6. *Avoid advising*** Unless they ask for it, people usually do not want or need you to try to solve their problem. They just need someone to listen.
- 7. *Verify & clarify*** If you don't understand what someone is saying, ask. "Here is what I hear you saying. Am I right?" is one good clarifier.
- 8. *Listen for what is not said*** Try to hear the *meaning* behind the words. Watch body language and listen to tone of voice. Sometimes what a person is saying is lost behind a clutter of words.
- 9. *Pray with them*** If the location and atmosphere allows it, offer to pray with them. Prayer brings comfort and hope.
- 10. *Affirm*** "Thanks for sharing that. I'm sure it isn't easy to talk about right now." This builds acceptance for talking about difficult things and makes it easier for someone else to share.

FUNCTION

4



INVOLVING IN
MINISTRY

Adult Bible Fellowship Leadership Descriptions & Tips:

Adult Bible Fellowship Teacher (Responsibilities)

A biblical teacher is one who studies, models, and communicates God's Word in order to inspire and enable others to understand God's Word, successfully walk with their Lord and Savior, and move onto ministry themselves.

A teacher at First Baptist Fort Mill leads, teaches the gospel, heads the ministry, and presents a picture of the Christian life. Teaching is not a position to hold for fun or popularity or because we like being up front. It is to be held in a holy fear and understanding that we have been called of God, by grace, to this position. It is these truths that are to guide our actions and motivations throughout the year.

Below is a list of what we should expect of one who is a teacher and more importantly, the personal commitments necessary for that person to effectively teach/lead.

1. *A teacher is a shepherd to the class.*

The three responsibilities of a pastor, implied in Acts 20:28-30 relate to an Adult Bible Fellowship teacher.

- Lead the flock
- Feed the flock
- Care for the flock

2. *God will hold teachers accountable to a higher standard.*

“Let not many of you become teachers, my brethren, knowing that as such we will incur a stricter judgment.” (James 3:1)

3. *Personal Example*

- Establish and maintain a consistent time of prayer and Bible study with the Lord.
- Be conscious of personal desires and habits, as how they affect the ministry (i.e. entertainment, vocational practices).
- Seek to be involved in discipleship classes and/or lead an evangelism team.

4. *Class Involvement: Ministry Through Presence*

- Maintain 85% Adult Bible Study attendance. Presence is vital to leading. Without it, we have to consider if one can accomplish their role.
- Be a regular part of class activities.

5. *Teaching*

- Become a student of the Scripture and regularly seek to expand understanding and ability (i.e. read one book every six months concerning the Bible.)
- Adequately prepare to teach the lesson (minimum of 5-7 hours). Make personal application a high priority.
- Encourage, help, and pray for the lesson and co-teacher.
- Purpose to be a better teacher every time you teach.

6. *Prayer*

- Pray for the class and its growth, numerically and spiritually, at least once a week.

- Pray for the individual class needs of which you are aware.
- Know and pray for co-teacher's needs.

7. *Role Model*

- Seek to show the class what the Christian life looks like.
 - Seek to be a witness.
 - Reach out to the members and visitors in the class.
 - Be available to serve and minister the members and visitors in my class.
 - Publicly promote and support the ministry of the church. Do not speak negatively of the church or class.
-

Class Administrator (Responsibilities)

- Direct the overall work of the class, relieving the Teacher of administrative responsibilities.
- Oversee the class time on Sunday mornings.
- Work with the Teachers to coordinate all activities within the class.
- Work closely with the Teacher and other leaders to ensure that all key areas of work are addressed appropriately and that the class is properly organized and mobilized for its mission of leading people to faith in the Lord Jesus Christ and building fully devoted followers of Christ motivated by a love for God and others.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your class members.
- Attend training seminars which will strengthen my work as an administrator.

☛ **Class Administrator (Tips)**

When leading the class on Sunday mornings...

- Either you do the following or make sure someone does the following:
 - Make class announcements.
 - Announce and promote class activities.
 - Introduce visitors and new members.
 - When leading class meetings...
 - Establish an agenda before the meeting.
 - Allow time for different leaders to report on their areas.
 - Make sure visits/contacts are made to prospects and absentees.
-

Secretary (Responsibilities)

An adult class secretary provides vital support related to record keeping, reports and other communications; and coordinating the distribution of resources. The primary responsibilities are to:

- Oversee class rolls.
- Record weekly class attendance.
- Assist visitors with signing in and completing Visitor Form.
- Coordinate distributing Bible study curriculum materials, supplies, and other resources.
- Ensure that rolls and other materials are placed in plastic folder outside class door.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your class members.

☛ **Secretary (Tips)**

When marking attendance...

- Verify that members are actually present and mark them present. If member is helping in preschool or children (i.e. PRO), mark he or she present on class roll.
- As visitors arrive, have them fill out the Visitor Form **completely**. (It is good to go ahead and put your class name on several Visitor Forms.
- Anyone not on the roll should complete a Visitor Form.
- Give the Outreach Leader and Administrator bottom copies of Visitor Form. Top copy is attached to class roll.

When counting people...

- Count all regular members and write that number on the last page of the roll.
- Count all new members and visitors and write those numbers on the appropriate line on the last page.

When enough time has passed for people to arrive...

- Anything to be turned in should be clipped to the outside of the folder.
 - Place completed class roll and visitor rolls in plastic file folders outside class door.
-

Outreach Leader (Responsibilities)

- Coordinate all evangelism and outreach activities of the class.
- Coordinate the class efforts to contact prospects in your Bible Fellowship class or assigned to your Bible Fellowship class.
- Pray regularly for those people on class prospects list.
- Coordinate the class efforts to contact and enroll prospects.
- Update class leaders about the contacts made to prospects and the contacts that need to be made.
- Prioritize your prospects so that the ones who most need a visit get one.
- Recruit visitation teams from the class to contact and/or visit prospects.
- Commit to learning how to share your faith.
- Oversee planning for Outreach events in my class.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your class members.
- Attend training seminars and appropriate courses which are designed to strengthen your work as Outreach Leader.

☛ **Outreach Leader (Tips)**

Maintain a record of every visitor to the class.

- Keep a notebook, file, or spreadsheet with your class prospects listed in it.
- Keep up with the prospect's attendance record at Worship or Adult Bible Fellowship.
- Keep a record of the contacts made with each prospect.
- Be sure to obtain and include family information on your prospects.
- Make sure 1st-time visitors are contacted the week of class visit.
- Keep your records up to date.
- Organize your class' visitation.
- Lead by your example of faithful visitation.
- Prioritize your prospects so that the ones who most need a visit get one.

- Put directions to the homes of the prospects that will be visited. The church will provide directions to all first time visitors (pink sheets).
 - Recruit visitation teams from the class to visit regularly. Try to involve as many new people as possible.
-

In-reach Leader (Responsibilities)

- Coordinate class efforts to minister to members in the event of death in the family, hospitalization or illness, new baby or a job situation through visits, meals, and prayer.
- Keep the church office informed as to how the class ministered in each situation.
- Pray regularly about the needs of the people in your class.
- Provide a day telephone number where the church office can contact you.
- Work to invite and develop qualified people to serve as Care Group Leaders.
- Visit members who are sick or bereaved.
- Serve as primary link between Teachers and Care Group Leaders.
- Work to hold Care Group Leaders accountable for their responsibilities.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your class members.
- Attend training seminars to strengthen your ministry as In-reach Leader

☛ In-reach Leader (Tips)

As the In-reach Leader, you have the responsibility of ministering to the needs of your classmates. This is achieved, primarily, through the Care Group Leader ministry. We suggest that the In-reach Leader's time and energy be spent helping these people with their ministry. The key thing to remember is "attention to detail."

In the event of a death:

- If the death is in the immediate family of a class member, organize a meal from the class and send flowers. Coordinate this with Group Leader.
- If the death is not in the immediate family but the family is receiving family and friends at the members home, a meal should be prepared.
- If a death in the family, but not immediate, the class may use discretion, send a card, visit, etc. but minister in some way to the class member.
- Please inform the church office how your class ministered to this family.

In the event of a new baby:

- Organize a meal after the baby comes home. Coordinate this with Care Group Leader.
- Schedule a visit to the family in the hospital if possible.

In the event of hospitalization:

- Send a card or flowers, or prepare a meal if appropriate.
-

Care Group Leader (Responsibilities)

The first and foremost action you can take is to care **weekly** for your people. **C**–Call them: A 10-minute phone call will go a long way; **A**–Associate with them: Spend time with your group outside of the church; **R**–Recognize them: Speak to them at church and other places; **E**–Encourage them in their walk with the Lord and service to the church.

*** The recommended size of a Care Group is 8 including the Care Group Leaders.

Tasks of an Effective Group Leader:

- Call them and pray with and for them.
- Encourage them. (Cards, letters, etc.)
- Involve them with ministry and activities.
- Thank them for what they **are** doing.
- Know their family and important dates (birthdays and anniversaries).
- Have group socials.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your class.

☛ Care Group Leader (Tips)

As a Group Leader you have the opportunity to make investments in the lives of men and women of our church. It is important that we treat each member of our Care Group with importance.

7 Cs of a Good Care Group Leader

1. **Courtesy**

People desire friendly greetings and pleasant people. Three positive encounters will change a relationship

→ *Smile*

2. **Concern**

Take interest in others. Ask questions and be attentive

→ *Listen*

3. **Consideration**

Treat people's feelings with importance. Encouragement energizes; Discouragement paralyzes

→ *Respect*

4. **Compassion**

People need sympathy and emotional support. Let them know you are on their side

→ *Availability*

5. **Consistency**

Treat everyone equally. Call your people frequently

→ *Follow-up*

6. **Control**

Watch what you say to others (no flirting). Watch what you say about others (no gossiping)

→ *Discipline*

7. **Caring**

Caring about people is a 24/7 responsibility. Everyone wants attention

→ *Time*

Social Leader (Responsibilities)

- Plan all activities and social events for class

- Communicate social events to the class.
- Plan for one class-wide event every quarter (minimum).
- Develop the fellowship time each Sunday preceding the lesson or following it.
- Submit calendar requests at least 2 weeks in advance. (This includes all events that take place at the church. This prevents scheduling overlap with church-wide events.)
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your class members.

☛ **Social Leader (Tips)**

Why Plan Fellowship Activities

Christian fellowship is important. Fellowship helps people feel needed, wanted, loved and part of a family. Getting together with class members helps assimilate new members and provides opportunities for prospects to get to know members outside the Sunday morning classroom. Fellowship provides teachers with opportunities to get to know members better, enabling them to make application of the Bible study in a more relevant way to their needs.

When to Schedule Fellowship Activities

Scheduling is important. Ask members to help choose the dates and times. Whenever you can get the most people together, that is the best time. If the traditional Friday or Saturday night works for your class, wonderful! If not, don't let that stop you.

How to Coordinate Fellowship Activities

The Social Leader needs to be aware of preferences and plan accordingly. The Social Leader also will enlist members as needed for publicity, decorations, games or entertainment, food preparation, cleanup and enlisting child or elder care. Class socials must be submitted on a church calendar request for approval. This requires planning. Planning the event requires organization because so many people have busy work and family schedules. Good planning and responsible organization are tools the Holy Spirit can use to create excitement, involvement, and fun for adults.

Prayer Leader (Responsibilities)

- Coordinate and lead special prayer time during Sunday morning class.
- Organize requests and praises and distribute to class each week.
- Be a prayer warrior and encourager for the class.
- Attend training seminars and appropriate discipleship courses that will strengthen your work as Prayer Leader.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your class members.

☛ **Prayer Leader (Tips)**

Be sure to monitor the time spent accepting prayer requests. Also, recognize that the key to people accepting Christ is prayer. Encourage class members to identify friends and others that they would like for the class to pray for their salvation.

To encourage personal prayer among your class, consider the following:

- Pass out slips of paper and let people write their names and prayer requests. Collect the slips and pass out to let people pray for that request for the week.
- Create a weekly prayer. Keep sheet up-to-date and email each week to class.

EMPOWERING ABF MEMBERS FOR MINISTRY

“I would rather put a thousand men to work than to do the work of a thousand men.”
D.L. Moody

Steps to Proper Delegation

Step 1 — Enlist

- Provide a written job description
- Discuss the job description and allow them to ask questions, and pray about it
- Do not use guilt when trying to recruit

Step 2 — Motivate

- Encourage the member in their new ministry
- Write a note of appreciation. Ask them regularly how things are going.
- Build them up in front of the Adult Bible Fellowship class

Step 3 — Monitor

- Help them plan the time frame and completion dates of their ministry activities
- Get a report from them for the ABF Assessment
- Observe and give feedback on their performance

Step 4 — Correct

- Communicate one-on-one if there is a problem
- Re-visit job description and help them evaluate their job performance
- Remove and/or reassign the person after correction

A Simple Training Process:

I do it, while the person observes

I do it, and the person assists

They do it, and I assist

They do it, and we both look for someone else to train

Adult Bible Fellowship Class Ministry / Mission Projects

One of the ways that we grow into Fully Developing Followers of Christ is to serve in the church and other related ministries. We grow by helping others grow (Eph.4). To help facilitate this growth, we suggest several different ways your class and/or Care groups can serve.

ADOPT-A-PRESCHOOL CLASS

Contact: Joy Canupp

Purpose: Provide additional volunteer help for preschool Sunday School classes during the any of the 3 worship services.

HOST TEAM

Contact: Matthew Cavin

Purpose: Greeters are essential as we strive to make guests feel welcome, especially with the opening of our new building. We need greeters before and after each service and Bible Study hour.

Description: Welcome guests and members alike by providing direction to those seeking to find an Adult Bible Fellowship class and direct parents of preschool/children to appropriate check-in stations and parents of students to Fellowship Hall.

VACATION BIBLE SCHOOL

Contact: Joy Canupp

Purpose: To teach children about Christ, and impress upon them the importance of salvation through Jesus Christ.

Description: Biblical teaching, recreation, crafts, music, snacks and fellowship.

Needs: Enthusiastic volunteers.

NEW MINISTRY WORK SHEET

“The Mission of the people of our Church is to share the love of God with the unchurched people of our Community and the world in such a way that they have the greatest opportunity to become fully developing followers of Jesus Christ.”

1. What is the purpose statement for this new ministry endeavor?
2. How does the ministry’s purpose relate to the mission of the church?
3. Who are you “targeting” with the proposed ministry?
4. Why do you believe there is a need for this type of ministry?
5. Who else have you found that would be willing to serve in this ministry?
6. What are the positions that need to be filled to form an effective ministry team?
7. How do you plan to initiate this ministry?
8. What are the estimated costs related to starting this ministry?
9. What kind of help do you need from the church to get this ministry started?
10. Describe how you envision this ministry a year from now.
11. What steps will take it from its beginning stages to where you see the ministry going in a year?
12. What kind of ongoing support might you need from the church?

REPRODUCING LEADERSHIP

Why do I need to mentor someone?

For a church to be effective, growing, and visionary, new leadership must constantly be enlisted and trained. The best training is on-the-job training. Each leadership position needs a twin. This enables more people to develop their leadership qualities, helps full-time workers when they are absent, and prepares new leadership for stepping into their own full-time ministry roles.

How do I spot a person to mentor? — Look for group members who take responsibilities seriously.

- Look for people with gifts that fit specific ministries.
- Pray regularly for new apprentices. Ask God to direct you to potential workers.
- Look for people who embrace the purpose of our church—“to reach the unchurched people of our Community. . .” They will be more open to growth by multiplication.
- Take notice of those people who may question your leadership because sometimes these may be potential leaders who are frustrated.
- Look for people who are maturing spiritually, socially and emotionally.

How do I confirm that I have the right person?

- Make sure they meet other ABF leadership.
- Make sure you check with others who ministered with this person or who know this person.
- Confirm that they have a teachable spirit.
- Help them understand the expectations of an apprentice, and determine if they are willing to meet these expectations.

What information do they need?

- Give them a job description for the position in which they are an apprentice. (Let them know that they do not have to fulfill the job requirements to the same degree as the full-time worker.)
- Let them know how long they may be an apprentice. Most apprentices will commit to nine months to a year before assuming a full-time position. (This may vary depending on the needs of a given ministry and the maturity of the apprentice.)
- Explain to them that there are training opportunities. Share with them dates of major training opportunities.
- Make sure they understand the vision and values of our church and Adult Bible Fellowship.

SECTION 5



**MISCELLANEOUS
INFORMATION**

SYSTEMS AND PROCEDURES

In any large organization, there is a need for a systems manual so that the team can determine the proper procedures to use during certain situations. This section of your notebook is designed to answer many of the questions that have come up in the past. Use it whenever you face a dilemma. If the answer is not here, please consult the Minister of Education.

Q: What if we want to teach our own material?

A: *The class has the freedom to choose any Adult Bible Fellowship curriculum within LifeWay's Sunday school materials. We strongly suggest classes use LifeWay's "Explore the Bible." On rare occasions, there may be a reason to deviate from the material; but this would need to be cleared with the Minister of Adults.*

Q: What if I have to be absent and I am the ABF Teacher?

A: *If you have an Apprentice Teacher, that person should be the first one you ask to teach. If you cannot enlist him/her, call the Minister of Adults for help.*

Q: When should a guest be enrolled in our Adult Bible Fellowship class?

A: *Each guest should be encouraged to join the first day they attend. It makes folks feel wanted to be invited to join. If they are ready to join, they should complete the Visitors Form. If they are not ready to join, they should still be encouraged complete the Visitors Form and be asked to join each week they attend.*

Q: When should a member who never attends be dropped from the roll?

A: *There are only four reasons to remove someone from the roll:*

- 1. They join another church*
- 2. They join another class*
- 3. They decide to serve in another ministry*
- 4. They pass away*

Q: What if they have not attended in over a year?

A: *We do have a secondary roll for these members. This does not mean that they are to be forgotten. They should still be contacted quarterly.*

Q: What if a member decides to join another ABF class?

A: *Write that information on the bottom of the class roll with a detailed explanation.*

Q: What if they move but they still attend our church?

A: *Help them complete a new Visitor Form and submit with records*

Q: What if I need to reserve a room, change room setup, put a date on the calendar, etc.?

A: *You should complete a on-line Calendar Request form and submit for staff approval.*

Q: Will our ABF class leadership team ever meet for planning?

A: *Each Adult Bible Fellowship class leadership team is encouraged to meet quarterly. All leadership*

team members should meet for these quarterly meetings. An on-line Calendar Request Form listing date, location and childcare needs should be submitted two weeks prior to the request date for staff approval. Individual classes can schedule more planning meetings as needed and meet off-site.

Q: What is the appropriate time to arrive at my Adult Bible Fellowship classroom?

A: *Leaders should arrive at least 10 minutes before scheduled starting time. Class sessions should begin on time regardless of how many are present. This will help members be punctual. The Adult Bible Fellowship class is on a 75 minute schedule; at least 45 minutes should be utilized for Bible study and discussion.*

Q: What about members who have left to work in another age group?

A: *These folks are to be seen as HEROES! They are providing training for our children and youth which enable us to attend adult classes. They should be assigned to a Care Group and invited to all class activities.*

Q: How do we determine if a person is in the right age group?

A: *With newcomers, we begin by enrolling them in their age group—according to the age of the younger spouse—but they may visit other classes if they prefer. The main goal is that they feel comfortable.*

Q: When should a new member be placed in a Care Group?

A: *A S A P—The sooner the better! We want them to be connected and have a sense of belonging. They should be contacted by their Care Group Leader the week after they join.*

Q: As an ABF worker, how am I held accountable for the job I have committed to do?

A: *The class Administrator completes a report form that assesses each function of the class' ministry. This report is turned in to your Minister of Adults.*

Enlistment Procedure

To Enlist a Teacher

1. The Minister of Adults meets with a candidate, gives them a job description and a Potential Teacher Profile, and asks them to complete it and return it within seven days. They are also given an Adult Bible Fellowship Handbook to learn the basics.
2. They are given the opportunity to substitute with the Minister of Adults observing.
3. The candidate is then contacted to schedule an interview and training sessions with the Minister of Education.
4. After all pre-requisites have been completed they are placed with a class to teach, co-teach or substitute.

To Enlist a Class Administrator

1. Teacher(s) identify possible candidates for the open position.
2. When a suitable candidate is found, they are contacted, given an Adult Bible Fellowship handbook and asked to pray about the position.
3. Once they understand their responsibilities and feel led to serve, they begin serving.

To Enlist Other Class Leadership Positions

1. The Class Administrator consults with the ABF Teacher(s) to identify potential candidates.
2. The candidate is contacted by the Class Administrator, given a job description, and asked to pray about the ministry position. The Class Administrator follows up with the candidate in five days to determine their enthusiasm for the ministry. If everything is a “go,” then they are given an Adult Bible Fellowship handbook and introduced to the proper people.
3. The Class Administrator should contact (email) the Minister of Adults to inform them of any new leaders.

FORM 1

ADULT BIBLE FELLOWSHIP REGISTRATION FORM



Welcome to First Baptist Fort Mill Bible Study



Date: _____ Class _____ First Time Guest: Yes ___ No ___

First Baptist Fort Mill Member: Yes ___ No ___ Please enroll me in this class: Yes ___ No ___

Name: _____

Address: _____

City/State/Zip: _____

E-Mail: _____

Home Phone: _____ Work Phone: _____

Age: _____ Date of Birth: _____ If in School, list grade: _____

If under 18, parents' name: _____

Are you actively involved in church? Yes ___ No ___ Church Name: _____

Are you interested in joining First Baptist Fort Mill? Yes ___ No ___ Maybe ___

Prayer Requests: _____

Additional Information: _____

Instructions:

It is imperative that every guest completes this form. Guests should be encouraged to join your Adult Bible Fellowship the first week they attend. This will make them feel welcome and wanted! This form must be filled in completely.

NOTE: The WHITE copy is returned in the attendance folder, the YELLOW copy is for the Teacher and/or the Administrator. This form will enable you to follow up with guests or new members immediately. This form is also for transferring, changing addresses and dropping members from Adult

Bible Fellowship. In order for accurate records to be kept for your class and our entire Adult Bible Fellowship ministry, here are the steps to follow in registering visitors:

Step 1 – Give Visitors Form to Guest(s)

Hand each guest a form one asking them to complete all information.

Ask guest to return it to class secretary upon completion.

Step 2 - Review the Visitor Form

Once the guest has completed the form and hands it back to the class secretary or other designee, review the form and ensure it is dated properly.

Ask them if they desire to be enrolled in the class. Let them know it does not mean that they are joining the church, but only that they wish to join your Bible study class. If so, check yes on the “Please enroll me in this class” line.

Step 3 - The Copies

The form is a duplicate.

Turn the white copy in with your Adult Bible Fellowship class attendance folder.

Give the yellow copy to the Class Administrator (or Teacher) for follow-up assignments for that week. You immediately have a copy for immediate follow-up (best to follow up with guests within 48 hours of their visit).

Our Group Is:

3 = Doing well; pleased with results

2 = Going in the right direction; see areas for improvement

1 = Struggling; needs help

EXPERIENCING HIGH-IMPACT BIBLE STUDY _____

GROWING RELATIONALLY _____

ORGANIZING FOR CARE _____

INVOLVING IN MINISTRY _____

_____ Class members are actively building relationships with each other --- both inside and outside the church setting. They feel a sense of accountability due to close relationships.

Comments:

_____ Group members are helped by close communication with class leadership. Care Group Leaders are aware of spiritual struggles, dropouts, life hurts, and crisis care. Guests and new members feel welcome, a sense of belonging.

Comments:

_____ Class members are serving in and through the Adult Bible Fellowship, ministering in Fort Mill, nationally, and internationally.

Comments:

_____ Class members are meeting on a regular basis for the purpose of holding each other accountable in their spiritual walk with the Lord.

Comments:

_____ The class embraces the value of needing to start new units (classes) and is actively training an Apprentice Teacher, Apprentice Class Coordinator, new Care Group Coordinator, etc.

Comments:

FORM 4

ADULT BIBLE FELLOWSHIP CLASS PLANNING SHEET

Describe a picture of what you want your ABF class to look like in the next twelve months. Jot down action steps and target dates for completing these steps.

We want our ABF class to be . . .

Goal: _____

Action Steps

Target Date

Goal: _____

Action Steps

Target Date

Goal: _____

Action Steps

Target Date

Goal: _____

Action Steps

Target Date

FORM 5

CLASS PROSPECT VISITATION AND CONTACT REPORT

Start Date

Class Name:

Name:

Address:

Phone:

Family Information:

Name	Family Relationship
1.	
2.	
3.	
4.	
5.	

Please Check Result of Visit or Contact and Indicate the Date(s)

<ul style="list-style-type: none">• Shared the Gospel—Accepted Christ• Shared the Gospel—No Decision• Enrolled in Adult Bible Fellowship Class• Not at Home—Left Church Information• Could Not Locate• Not a Prospect• Contact by Telephone• Contact by Letter or Email	
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Comments:

