



NEW
BELIEVER'S
CLASS

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ASSIGN TEACHERS AND HOST

6 to 8 weeks before class

- Assign out who will teach what session, and send them the teacher's workbook, which can be found [here](#).
- This can be one teacher or multiple teachers.
- Regardless of teacher, there should be one "host," who is the voice of the class.
- Host should send out communication and be present at every class.
- Host will be the point person for any questions sponsors or new believers may have.

RECRUIT SPONSORS

6 to 8 weeks before class

- Create a pool of committed sponsors. Email invite examples can be found in our communication document [here](#).
- In the email, send the New Believer's Sponsor Information and Guide, which can be found [here](#).
- Pair people with their sponsors as they sign up. Follow-up email can be found in our communication document [here](#).

PERSONAL INVITES

4 to 6 weeks before class

- Host should personally email or call new believers to invite them into the class. Be sure to include anyone who has been baptized in the last year. Personal email invite examples can be found in our communication document [here](#).
- Connect with Elders, Deacons, Team, and CG Leaders for additional people who could join the class.
- Connect with Student Director for any students who would benefit from the class, and if so, see if their Small Group leader could sponsor them.

PUBLIC INVITES

3 to 4 weeks before class

- Promote in Happenings at least 4 weeks before class. Happenings example can be found in our communication document [here](#). Graphic for Happenings can be found [here](#).



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- Announce from Stage at least 3 weeks before class. Announcement examples can be found in our communication document [here](#). Graphic for announcements can be found [here](#).
- Sign-ups on Sundays via link/QR Code. Example of QR code sign can be found [here](#). Handout with more information can be found [here](#). Graphic to print out a sign can be found [here](#).

PRINT WORKBOOKS

1 week before class

- You can print out whole workbook on Session 1, or print the notes one session at a time. The workbook notes can be found [here](#).

CLASS COMMUNICATION

Throughout class

- Every week, follow-up emails should be sent the day after the class.
- This should include the Teacher's Notes for the session just completed.
- If possible, include a recording of the class.

SPONSOR CHECK-IN

Throughout class

- There should be regular check-ins with each Sponsor throughout their 12 weeks with the New Believer.
- Generally, check-ins should happen at least every 2 weeks.

END OF CLASS CELEBRATION

Last session of class

- In addition to the teaching, the last session should include some sort of celebration.
- This should include a gift to New Believers. An ideal gift would be an ESV Bible. But other gifts could be given to mark their completion of the class.
- Might include some food or snack, and potentially a blessing.
- Possibly could include a Sunday recognition of those who completed the class.