



ROCK SPRINGS
BAPTIST CHURCH

Bible
Fellowship
Ministry
Guide

"A Place For You"

Walt Sweet, Minister of Education

The Importance of Bible Fellowship Work

"The Sunday School is the church in its working clothes." – R. G. Lee

"In replying to the question, 'How do you build a great church?', said, 'Build a great Sunday School and the devil himself will not be able to keep you from building a great church.'"

– M.E. Dodd

"Our Sunday School is absolutely and literally the church of our Lord Jesus Christ in action. What we preach from the pulpit, what we pray on our knees, we implement and bring to fruition through the Sunday School."

– W.A. Criswell

The Aspects of Bible Fellowship Work

Bible Fellowship is the reaching arm of the church.

Bible Fellowship is the teaching arm of the church.

Bible Fellowship is the winning arm of the church.

Bible Fellowship is the ministering arm of the church.



Steps for Developing Class Leaders

Step One: Before you enlist leaders.

Pray, seeking God's vision for the class. The vision of the class will determine the leaders needed. A healthy class will pursue a vision that enables it to function as an open group. Begin by developing basic leaders for the class and then develop leader organizations. Challenge the group to discover why God has strategically placed them in the class. Provide a response card for members to indicate the areas of service they believe God desires them to pursue.

Step Two: Enlist leaders.

Prayerfully select and enlist leaders based on the class members' response cards. Personally enlist every leader and explain each job. Spend time enlisting leaders, allowing potential leaders time to pray about the positions being considered.

Step Three: Train leaders.

Provide immediate training for all class leaders. Review all aspects of the class's work and help leaders set goals. Meet regularly with leaders to communicate evangelism opportunities, update prospect and membership rolls, evaluate the work of the class, and train leaders. Encourage members to participate in church, associational, state, and national training events.

Step Four: Develop relationships.

Spend time with leaders developing personal relationships. Get to know them, praying, eating, guiding, correcting, laughing, celebrating, and empowering them.

Step Five: Send them out.

Ultimately, the goal of developing class leaders is to send them out to serve elsewhere. Once leaders leave to serve elsewhere, make sure the class maintains an ongoing relationship with them. The adult class organization will always be changing as it expands and as leaders move into other areas of ministry. If all class leaders remain in the same position for more than two years, the class may become stagnant, turning inward. Maintenance is not the goal – multiplication is!

Conditioning a Class to Birth a New Class

- Prayerfully enlist an apprentice and begin training him or her to teach the existing class or the new class.
- Set a growth limit for the class.
- Remember: a class is full when attendance reaches 80 percent capacity. If a classroom is 80 percent full, it is time to start a new unit. Conditioning the class to start a new class should already be taking place. The apprentice should already be teaching regularly in order to prepare him or her for beginning a new class.
- Regularly ask members to pray about starting a new class. Even if the class is small and the possibility seems remote, don't limit the growth potential. God may be waiting for the group to pray.
- In every class leadership meeting, remind leaders of the need to birth a new class.
- Pray for new classes that have already begun.
- Teach the class that birthing a new class is another measure of success for a healthy Bible Fellowship class.



Ultimately, the goal of every adult class is to birth new classes at least every two years. A class needs to be conditioned for starting new classes.

Commit to creating a new class.



Adult Bible Fellowship Organization Guide

An Open Group Bible Fellowship Class:

Is Foundational – the fundamental beginning place for involving adults in doing the work of the Great Commission. It is an entry point for unbelievers and new believers and is foundational for believers to mature as they study God's word and learn to serve.

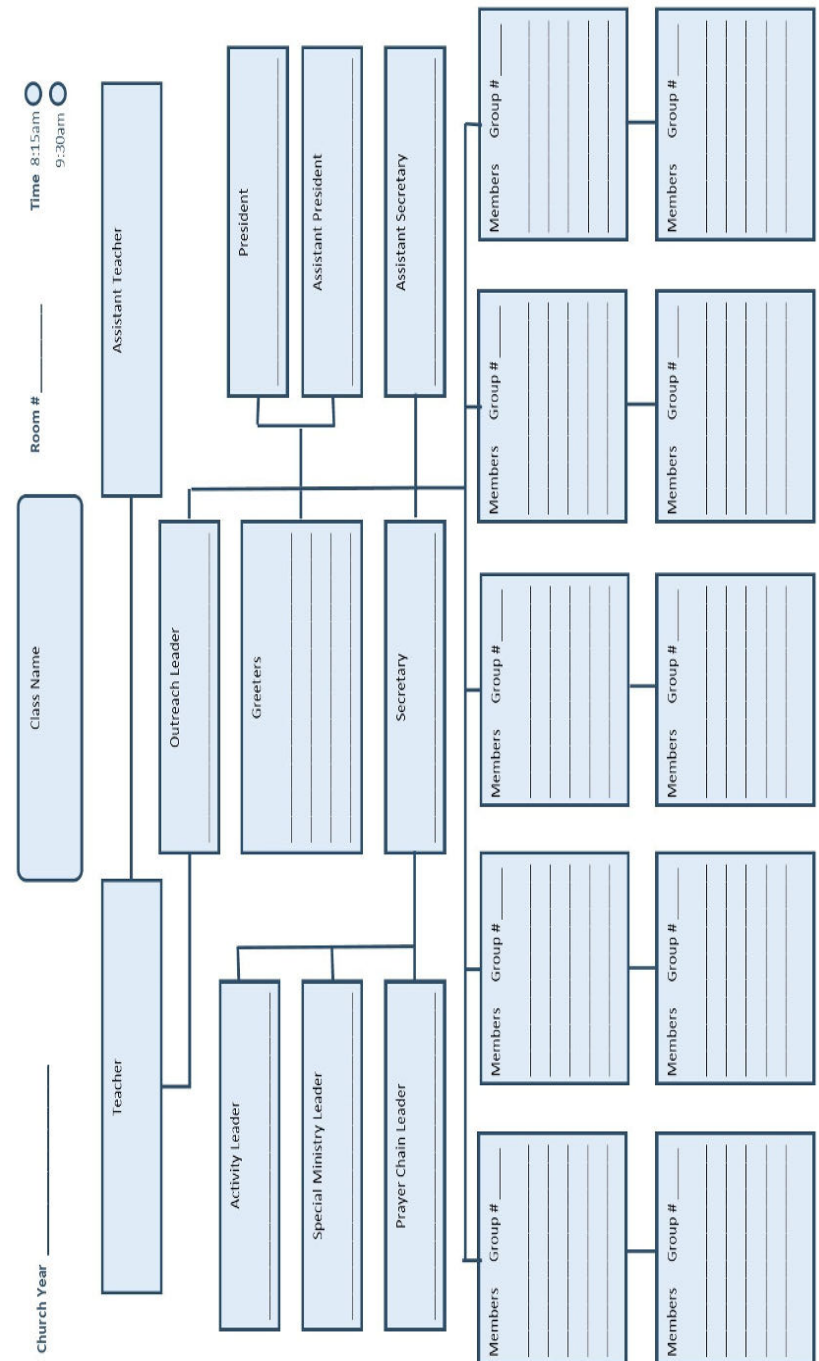
Is Ongoing – meets regularly for Bible study and builds ongoing relationships with class members and prospects. There is a plan for ongoing ministry, outreach, and fellowship.

Is Evangelistic – has as its primary objective to win the lost. There is a climate that encourages believers to invite, engage, and share Christ with the lost.

Focuses on Bible Study – the study of God's Word. This is accomplished through ongoing small-group study as well as personal Bible study with the purpose of guiding adults toward conversion, maturity, and ministry.

Multiplies – Open groups challenge class members to discover their place of service as class leaders. As members mature they are constantly encouraged to serve elsewhere as youth, children, preschool, or adult leaders. The overarching goal is to start another unit or class. Open groups prepare to start a new unit or class every two years.

Is Intentional – planning and evaluation takes place to ensure that the class functions as an open group.



Teacher Approval Process

Developing new teachers is essential to a growing Bible Fellowship ministry. As a teacher you are the primary source of identifying potential teachers as you see people grow spiritually and take active participation in your class.

Keep in mind that we do not have an open-door policy for teaching. Any person teaching in a class must first be approved by the Minister of Education. This means the approval must come prior to the potential new teacher being approached and prior to them teaching.

If you believe someone has potential as a teacher, or a class member expresses an interest in teaching:

- Speak to the Minister of Education about that person.
- The Minister of Education will meet with the potential teacher.
- During this meeting, the potential teacher will share his or her personal testimony of salvation. The Minister of Education will discuss expectations, responsibilities, and review the Teacher Standards with the potential teacher.
- If approved the Minister of Education will let the class teacher know they may use the potential teacher.

Classes are not to have guest speakers without the approval of the Minister of Education or Pastor.

Teacher Responsibilities

Be the **spiritual** leader of the class.

- Teach the Bible in love and with a deep desire for each class member to grow closer to God.
- Develop a personal relationship with God through daily Bible study and prayer.
- Understand and promote the role of the class in the overall work of the church. The class is one part of the whole.
- Use training opportunities to improve teaching and leadership skills.
- Challenge the class in their spiritual growth, emphasizing Bible study, prayer life, giving, and witnessing.

Organize the class for **effective** ministry.

- Pray, then select your outreach leader. Train and follow up with them on their responsibilities.
- Help outreach leader select secretary, care leaders, greeters, and activity leader.
- Start class promptly at 8:15 or 9:30.
- Get to class 15 minutes early to greet members and visitors as they arrive.
- Have monthly meeting for class leaders.
- Verify class leaders are doing their jobs.

Minister to the needs of the class members and prospects.

- Do not assume that each class member is saved.
- Always present the Gospel through the lessons.
- Be sure that ministry to members with illness or bereavement is coordinated.
- Ensure that class visitors are followed up with during the week they visited.
- Follow up with outreach leader and care leader to verify everyone is doing their responsibilities. Provide to staff the name of any regular member who has become inactive.
- Lead the class in reaching the lost and unchurched.

Always present the Gospel.

Do not assume members or guests are saved.

Care Group Leader Responsibilities



Seek to meet all the ministry needs of your group members and others as they arrive.

Active members:

Active members in your group should be called regularly to develop a friendship and a ministry to them. Call during the week and:

Ask for any prayer concerns and...

Tell them you look forward to seeing them in Bible Fellowship.

Always call to tell about class fellowships.

Email and Facebook are helpful to ministry but are not a substitute for personal contact.

When a member is sick or in the hospital, coordinate ministry. Visit or send a card. Send cards on special occasions.

New members assigned to your group:

When a new member is assigned to your group, contact them the following week they join the class and are assigned to your group.

Class Secretary Responsibilities

Absentees in your group:

Contact them the following week.

Inform outreach leader & staff of any special need or problem. Inform if attendance pattern changes.

If you are going to be absent, call the secretary the following week to get the names of those absent in your group.

Inactive members in your group:

Record all contacts.

Rotate monthly with cards and telephone calls.

Always invite to every class fellowship and special events.

Pray for them in monthly class meetings and seek to minister to them.

Absentees not in your group and prospects:

Two people need to visit any member absent over 2 Sundays. Two people should also visit any prospect.

Obtain accurate record of those attending class.

Members present

List any visitor by name on the roll.

Obtain visitor contact information. Write contact information on the roll, including address and telephone number.



Maintain class records

Maintain record of information about the member.

Provide visitor information to the teacher or outreach leader for follow up.

Maintain accurate class roll

Add new members on roll by listing name and address and stating "add to class roll".

Delete members by listing at bottom of roll and stating "delete from class roll".

Class members should only be deleted from the roll at the approval of the class teacher. Keep in mind that the roll is not just an attendance list, but a ministry list.

Special Ministries Leader

Position

- Appointed by Bible Fellowship teacher and/or outreach leader.
- Responsible to the Bible Fellowship teacher and outreach leader.

Responsibilities

- Coordinate the contacts and ministry to the class's adopted shut-in.
- Coordinate ministry to people in special situation of need outside of our church body.
- Coordinate ministry to people in special situations of need within our church but not necessarily in your class.
- Coordinate ministry to class members who have special needs.
- Share with class needs in the church's food closet.

Guidelines

- The ministry is to be done by the class members not just the special ministries leader.
- The adopted shut-in needs to be visited every week. Class members should rotate and all should be urged to help.
- Special things need to be done for the adopted shut-in, especially on their birthday and holidays.
- Always check on adopted shut-in in bad weather.
- If a special need arises to a needy person, share this with the class and plan appropriate action.
- Make sure class brings item(s) needed to replenish church food closet. A slip of requirements will be placed in class by the church office.

Prayer Chain Leader



Position

- Appointed by Bible Fellowship teacher and/or outreach leader.
- Responsible to the Bible Fellowship teacher.

Responsibilities

- To be the contact person representing your class when the church-wide prayer chain needs to be used to contact the church family about a special prayer need.
- To be the contact person for your class when the church family needs to be told of a special situation.
- To initiate contact to class when information needs to be shared with just your class.

Guidelines

- For the church-wide prayer chain, when the prayer chain leader cannot be reached, the teacher will be contacted.
- When the class needs to be contacted concerning class matters then the teacher, assistant teacher, or class outreach leader will call the prayer chain leader.

Class Greeter

Position

- Appointed by Bible Fellowship teacher and/or outreach leader
- Responsible to the Bible Fellowship teacher and outreach leader



Responsibilities

- Be friendly and speak to everyone.
- Arrive no later than 15 minutes prior to class.
- Before class, greeters should:

Position themselves at the doorway to:

Greet all members as they arrive
Greet visitors as they come into the class
Notice anyone in the hallway that might need assistance in finding a class.

Occasionally turn towards those already in the class to Verify:

Active members
Any inactive members present
And visitors are being spoken to and being made to feel welcome.

After class, greeter should:

- * Thank visitors for their visit
- * Invite visitors back to the evening service
- * Encourage inactive members present to come back and be a regular part of the class

The greeter may also:

- * Sit with visitor if they came alone and would like for someone to sit with them.
- * Ask visitor if they need assistance in finding the rest of their family.

Class Activities Leader

Position

- Appointed by class outreach leader and/or teacher.
- Responsible to outreach leader and teacher.

Responsibilities

- Work directly with class outreach leader.
- Plan and/or coordinate class social events that will minister to class and prospects.
- Plan social events regularly throughout the year.
- Communicate with class concerning church-wide and general Bible Fellowship social events and encourage the class's participation.



Class Treasurer

- Receives money that is collected from the class members.
- Maintains a record of the money received and the money spent. This may be a very simple statement that is kept current each week.
- Gives a financial report at designated meetings or when requested.
- Spends money only as approved and directed by the class.
- Never mixes personal and class funds in the same account.



Class Prospects

[illegible]

Care Group Members

[illegible]

Absentee Contacts

[illegible]