

People don't care how much
you know until they know
how much you care.



*Let nothing be done through strife or vainglory; but in lowliness of
mind let each esteem other better than themselves.*

Philippians 2:3

Ministry and Vision

Ministry

Church encourages every member to practice individual priesthood of the believer ministry every day

Worship

Church provides multiple opportunities to participate in worship both private and corporate for every member

Missions

Church involves every member in a personal involvement in the mission enterprise of God's Kingdom

Flake's Five Laws of Sunday School Growth

1. Enlarge the organization
2. Provide the space
3. Train the workers
4. Discover and provide the prospects
5. Go after the prospects

The Tasks of the Sunday School

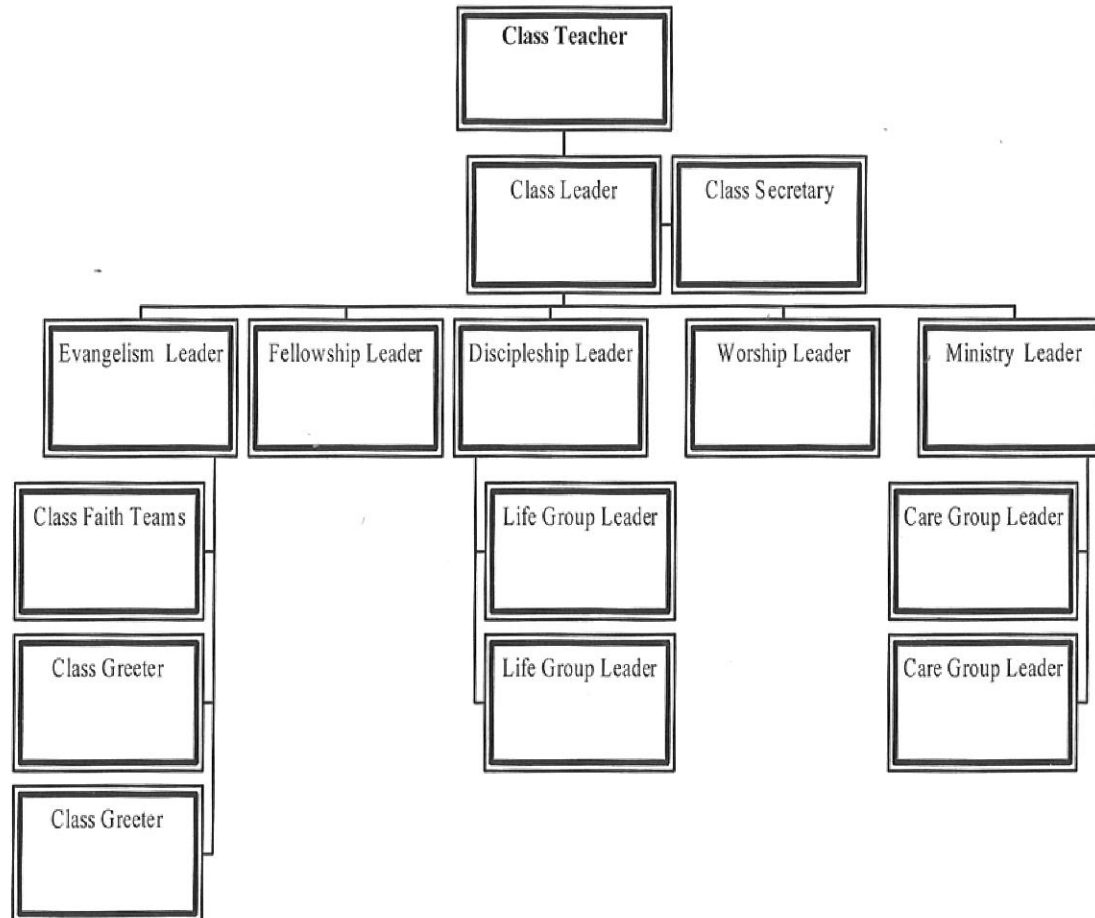
1. Reach persons for Bible study.
2. Teach people the Bible.
3. Witness to persons about Christ and lead them into church membership
4. Minister to persons in need.
5. Lead members to worship.
6. Support the work of the church and the denomination.

BARRIERS TO A DYNAMIC SUNDAY SCHOOL ORGANIZATION

- * OVERATTACHMENT TO ONE TEACHER
- * OVERATTACHMENT TO ONE CLASS
- * OVERATTACHMENT TO ONE ROOM

* SOLUTION: ANNUAL REORGANIZATION

Sunday School Organization Chart



Metroplex Bible Class

InTouch Ministry Guidelines

Objective:

- To maintain a closer connection among class members and encourage continued attendance.

Impact:

- Close personal relationships established in a Bible Fellowship can be a major determinate as to why members will continue to attend a church.

Organization:

1. The Department Director will assign specific members to be the InTouch Leaders. These leaders follow the class organizational chart which positions them to be directly responsible to the Department Director and Teacher.
2. The InTouch Leaders, with the leadership of the Class Director/Teacher will select a couple/individual who will Apprentice and support the InTouch Leaders until they are proficient. At the conclusion of that period of training/support, the Apprentice couple/individual will take the position of InTouch Leaders. The previous leaders will assist the new InTouch Leaders as needed until an Apprentice Couple/Individual is selected to train and who will assist them until the new apprentice takes over.
3. The InTouch Leaders will select the necessary couples/individuals who will be classified as Captians.
4. The Captians are the heart of the InTouch Ministry because they are the ones who will be in personal contact with their assigned class members. The number of Captians needed will vary depending upon the size of the class. Ideally, Captians should not have more than approximately 10 couples/households assigned to them.
5. Couples/persons serving either as InTouch Leaders, Apprentice or Captians will be “regular attendees” of both Bible Fellowship and the Pastor led worship services.

InTouch Leader Responsibilities

1. Recruit an Apprentice Couple/Individual who will be in training for three or six months or a period of time that allows them to be proficient. (All Apprentices should be evaluated by the InTouch Leaders, Class Director, Teacher to determine the suitability of Apprentice candidates.)
 - A. Train the Apprentice Couple in the procedures of the church's record keeping system and familiarize them with church staff which works with the Metroplex Bible Fellowship.
 - B. Familiarize the Apprentice Couple with the structure of the class, its leadership and organizational structures.
 - C. At the completion of training for the apprentice, the InTouch Leader supports as the Apprentice takes the lead as InTouch Leaders.
2. Recruit an appropriate number of InTouch Captains.
3. Obtain the names of the new members from the class officer responsible for new member data transmission to the church. Assign new class members to a Captain.
4. There will be an ongoing review of the effectiveness of the InTouch Ministry. This will be communicated with the Department Director.
5. To stay in close communication with their delegated InTouch Captains.
6. Attend the Bible Fellowship leadership meetings when possible.
7. Communicate immediately any death or serious illness to the Department Director, Dr. Terry, and to Bob Neeley's administrative Assistant.

(Continued on the next slide)

InTouch Leader Responsibilities (continued)

8. InTouch leaders are authorized to make decisions concerning expenditures for flowers (or books in lieu of) and food requirements.
 - A. Flowers (or a book in memory of the deceased to be placed in the FBCE library):
 - i. Flowers will be provided for deaths of a class member or immediate family unit member (e.g. spouse, parents, or children).
 - ii. Flowers will be provided in the case of serious illness, injury, or treatment requiring an extended period of hospitalization.
 - iii. The current cost for flowers or books “in memory of” should in most instances not exceed \$40 (plus wire charges, if necessary).
 - B. Food will be provided when requested by the class member:
 - i. Food may be provided for deaths of a class member or immediate family unit member (e.g. spouse, parents, or children). If the family member has another church home, ask about what the home church is doing before offering food.
 - ii. Food may be provided in the case of serious illness requiring an extended period of hospitalization when deemed appropriate by the Department Director and/or the Teacher who will determine how long this service will be provided.
 - iii. InTouch leaders will coordinate food provisions with the Fellowship Coordinator.

InTouch Captain Responsibilities

1. To know their assigned class members by sight, and be familiar with the general aspects of their family so that they could introduce them to someone in general terms.
2. Contact class members assigned to them:
 - A. Call class members at least once every 4-6 weeks regardless of whether or not they have missed attending class.
 - B. Specific circumstances may require more frequent contact.
3. When necessary, provide assistance to class members in accessing services available through the church – main telephone is 817-267-3313.
 - A. Pastoral Care – Rev. Bob Neely at Ext. 436. The Pastoral Care Ministry will assist members when they are facing a crises.
 - B. Intercessory Prayer ministry at the church has a direct phone line – 817-267-3001. Prayer requests can be sent electronically through use of the church website by accessing the menu item for Pastoral Care/Prayer Requests.
 - C. Questions concerning benevolence should be directed to the InTouch leaders who will communicate directly with the Department Director.
4. In the case of death of a class member or immediate family unit member (e.g. spouse, parents, or children); please contact your InTouch Leaders who will communicate directly with the Department Director and Dr. Terry.
 - A. Notify the InTouch Leaders with the following information:
 - i. Name of the deceased and the connection to the class.
 - ii. The time of the funeral service and family visitation.
 - iii. The city/state of funeral home – phone number, and address.
 - iv. Any other pertinent information.
 - B. If food is requested for the family, please contact the InTouch Leaders for direction.

InTouch Captain Responsibilities (continued)

5. In the case of hospitalization or extended/prolonged illness of a class member:
 - A. The Class will provide the flowers on an as appropriate basis. Please provide your InTouch Leader with the following information:
 - i. Name of the person who is ill.
 - ii. Patient's physical location for purpose of sending flowers.
 - iii. Whether or not the patient wishes to have visitors.
 - iv. Nature of the need.
 - v. Whether or not the patient wishes to share with the class the fact that they are ill.
 - B. If food is requested for the family, InTouch Captains should contact their Leaders.
6. Provide information for the use of church facilities and food services.
 - A. Use of church facilities – contact the church administrative offices.
 - B. Use of Food Services – contact the Food Service Director.
7. If possible, Captains should be familiar with information available on the church website should a class member need information that is readily available. The website is www.discoverfirst.org.
8. Captains may want to consider making it a point to pick up a copy of the prayer list after the Bible Fellowship hour with the specific idea in mind of looking to see if any of their assigned class members have a prayer need where they may be able to assist.
9. If a Captain needs to contact an InTouch Leader and their usual Leader is not available, they should contact the Apprentice or the former InTouch leader who is assisting the InTouch Leader:
 - A. Who will provide assistance as needed, and
 - B. Who will update the InTouch Leader when they become available.

InTouch Captain Responsibilities (continued)

10. InTouch Captains are invited to attend Bible Fellowship leadership meetings when possible.
11. InTouch Captains, in the course of contact with team members, should look for members who have a servant's heart who might be interested in serving as Team Captains and give those names to the InTouch Leaders.

InTouch Apprentice Leaders Responsibilities

The Apprentice Couple/Individual will be in training for three or six months or a period of time deemed necessary to become proficient.

1. Learn the procedures of the church's record keeping system and become familiar with the church staff which works with the Metroplex Bible Fellowship.
2. Become familiar with the structure of the class, its leadership and organizational structures.
3. At the completion of training the Apprentice will assume the role as InTouch Leaders.
4. The apprentice will support and act as alternate to cover responsibilities of the InTouch Leaders when the InTouch Leaders are unavailable or when designated to do so by the InTouch Leaders.

Care Group Leader

Care Group Leaders are a vital place in the puzzle called Bible Fellowship. They have the opportunity to make very focused and intentional investments in the lives of others through Attraction, Connection, Development.

Attracting:

- Develop strategies, plans, or events that would help identify new Prospects/Guests and invite them to join you Sunday, and for all applicable activities or events.

Connecting:

- Create a positive, pleasant, informative, ministering, and reaching attitude within the Care Group.
- Stay in contact with your Care Group, i.e., members, prospects, and associates as often as necessary.
- Contact (call, email, visit, write) every member at least once a month, checking to see how they are doing. If they have any prayer requests, or if there is a ministry need the class needs to meet. It's best to ASSUME they would want to know how to be involved. Be careful not to imply guilt or a "you are a number to us" attitude. Share prayers requests and class events/parties with them.
- Be supportive and active in attending Wednesday Night Connection a minimum of once a year.
- Plan, conduct or facilitate at least six Care Group Fellowships and/or studies a year.
- Focus on converting prospects to members of the Care Group, Class/Department and the Church. Communicate with the Department Leadership as they join at one of these levels.
- Serve as a model in meeting the needs of all Care Group members. Encouraging members to minister to one another. Keep Leadership/Staff apprized of needs and ministry opportunities.
- Serve as a model "Prayer Warrior" for your Care Group, Leadership, Church, Staff and Pastor.

Development:

- Enlist an "apprentice" Care Group Leader that can assist in the ministry needs of the group, but more importantly, that can be developed into future leadership as the Care Group grows or if new groups should be added. New Care Groups are the goal!
- Enlist other Care Group Members to participate weekly in the ministry activities and needs of the Care Group or Department.
- Attend the All appropriate Leadership meetings.

Assimilation of Members

1. Assimilation of Prospects from Worship Services

- A. Guest Information
- B. Information to Staff
- C. Information to Sunday School
- D. Early Contact that Week

2. Assimilation from General to Active

- A. Sunday School Class
- B. Week Day Bible Studies
- C. Sunday School Class Fellowship
- D. Vacation Bible School
- E. Special Programs (music/camp)

3. Assimilation Process for New Members

- A. New Member Orientation
- B. Enrolled in Sunday School
- C. Discipleship Training
- D. Choral Activities
- E. Adjunct Fellowships Groups

If at first you don't
succeed, try reading
the instructions.



*Take fast hold of instruction; let her not go:
keep her; for she is thy life.*

Proverbs 4:13