



Explorer's Bible Study
Leadership Manual

Explorer's Service Center

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Introduction

The Leadership Manual is a collection of best practices based on the combined experience of leaders across the years and in a great diversity of classes. It is designed to serve you as you seek to create a winning class environment. All EBS leadership should be familiar with all sections in the manual.

There are reasons for each of these guidelines. They may not be apparent to you at first, but they come from situations in the past which called us to ask, "How can we make this better?" An example is the procedure for selecting new leaders. We have learned the hard way that the Teacher needs to be the one asking the person into leadership after following the steps outlined. So we strongly encourage you to follow the guidelines.

This Leadership Manual is designed for traditional EBS classes with a team of leaders. If you are in a small group we have another manual for you, but it is our hope that you will set a goal of growing into a class with a leadership team as outlined here. Typically, this is a class of approximately thirty individuals and two discussion groups. Actually, establishing a team approach will help you grow the class as more people are involved in the class success.

This edition of the Leadership Manual is still in process. We welcome your input and suggestions. Please submit them in writing or as notes on copied pages of this printing.

Sincerely,
Jim Gabrielsen

Mission & Method

It is an honor and privilege to play a part in influencing and helping to develop another person. This is especially true if the influence is spiritual in nature. Leadership in Explorer's Bible Study offers you just such an opportunity. We trust that this manual will enable you to better serve in this important role and ultimately be a better servant for our Lord Jesus Christ.

Our Mission

To bring individuals closer to God through in-depth study of the Bible, understanding God through the reading of His revelation of Himself in the Bible, coming to know His Son Jesus Christ in all His fullness through the power of the Holy Spirit.

To help encourage individuals to establish a pattern of daily Bible study and to make the Bible a living and interesting book for those involved in its study.

To make Bible study relevant to daily life through the power of the Holy Spirit and to make God's promises effective in each student's personal experiences.

To equip and motivate individuals to contribute more effectively to the life and work of their individual churches, supporting them faithfully in prayer, stewardship and service.

To help individuals make a greater impact for Christ in their families and community, communicating to others what they have learned and received, being alert to opportunities to affect others for good, serving in the Kingdom of God.

Explorer's Four Step Bible Study Method

1. Questions

The first step is to read and study the Bible using the questions in the book to guide your study. A few questions are to be completed each day of the week with only your Bible and the Holy Spirit to guide you.

2. Discussion

The second step is to share your answers with your discussion group. This allows you to learn and grow with the other members of your small group as you meet each week. Bible truths become established as you share your discoveries from God's Word.

3. Lecture

The third step is a lecture given by the Teacher presenting an explanation of the passage along with life-changing application.

4. Study Notes

The written notes provide insight, understanding, and application of the Scriptures. This final step helps to solidify and strengthen the principles learned in the lesson.

Statement of Faith

We believe the Bible is God's Word, a divine revelation, in the original language verbally inspired in its entirety, and that it is the supreme infallible authority in all matters of faith and conduct (2 Peter 1:21; 2 Timothy 3:16).

We believe in the Trinity - Holy God, Three in One; God the Father, God the Son (Jesus Christ) and God the Holy Spirit, united in one Supreme and Divine Being (Matthew 28:19; Acts 2:31-33; 2 Corinthians 13:14).

We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. He concerns Himself mercifully in the affairs of men, and He saves from sin and death all who come to Him through Jesus Christ (1 Timothy 1:17).

We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, sinless in life, making atonement for the sins of the world by His vicarious substitutionary death on the cross, efficacious for all who repent and believe (Matthew 1:18-25; John 1:14-18; John 3:16-18; 1 John 4:9).

We believe in the bodily resurrection of our Lord Jesus Christ which insures the resurrection of all believers who have received God's gift of eternal life. We also believe in a "resurrection of judgment" in regard to unbelievers who reject God's provision for salvation (1 Corinthians 15:1-4; 1 Thessalonians 4:13-18).

We believe in the ascension of the Lord Jesus Christ to the right hand of God the Father and in His visible return to the world according to His promise (Acts 1:10-11; John 14:1-6).

We believe in the Holy Spirit who came forth from God to convince the world of sin, of righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ (John 14:16-18; John 16:7-15).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe that man was originally created in the image of God, and that he fell into sin through the first Adam. Sin causes him to be separated from God.

We believe that salvation from everlasting punishment and entrance into a state of fellowship with God is secured only by a personal belief that Christ "bore our sins in His own body" on the cross, and by a definite receiving of Christ into one's inner being. This is to receive eternal life through a personal commitment to Christ.

We believe the church is the Body of Christ, a spiritual organism of born-again believers functioning in the world as a witness for Christ, thus fulfilling the great commission (Acts 1:8; Matthew 28:18-20).

We believe it is vital that Christians should personally study the Bible through the power of the indwelling Holy Spirit, that they "might be filled with the knowledge of His will in all wisdom and spiritual understanding" (Colossians 1:9).

General Guidelines for Explorer's Classes

Structure of the Leadership Team

Class leadership consists of the following:

- Teacher
- Assistant Teacher
- Administrator
- Children/Youth Coordinator (if program is offered)
- Discussion Leaders

Roles and responsibilities are described in detail later in this manual. The leadership team of a class works together to create an efficient, effective tool for ministry to the class members. The Teacher takes the lead in bringing together various individuals to form a cohesive team. Classes work to fill each of these roles so that the burden on any one particular role does not become too great.

Principles Guiding Leadership

Interdenominational

We welcome anyone who wants to study the Bible. To facilitate this we strongly discourage discussion in class about our churches as much as possible. We never recommend one church above another or counsel or exert influence in the matter of leaving or staying with a church. If a class member has no church affiliation, the Teacher may recommend identifying with a Bible-believing church, but one denomination should not be preferred over another. Explorer's does not replace church membership. All members are encouraged to attend and be involved in the churches of their choice.

Copyright

Explorer's Bible Study materials are copyrighted. Everyone in class should have their own book. Written permission is required to make copies of EBS materials.

Dress

All persons on the leadership team should dress in an appropriate manner with neatness and modesty. Dress should not be a distraction from the focus of the class.

Leadership Behavior

Explorer's leadership is expected to practice servant leadership reflecting the teachings of Jesus and of Scripture. Our focus is on the success of the student and their growth in both knowledge of the Bible and growth in their walk with God. Our focus is to serve the student and develop an environment where discipleship is the goal.

Like it or not, those who teach and lead others are held to a higher standard. We are being watched by others who may still be questioning whether or not Christianity is for real. As a result, avoid even the hint of impropriety in regards to your personal life. Things that might be perceived as an offense by others should be avoided (Romans 14:1-15:6).

As a practical matter, while in leadership you may need to moderate your actions or behavior because your life is a testimony to others. Examples of areas of concern include regular church attendance, coarse

language, and the public use of alcohol. Be sensitive to the impact of your actions and, when in doubt, pray for God's wisdom.

Leaders should not travel or meet alone with members of the opposite sex unless, of course, it is their spouse or a family member (Ephesians 5:3).

All adult discussion groups should be single gender and the Discussion Leader should be the same gender as the group. The only exception is a class of married couples where the leadership team is a married couple.

Our attitude toward class members should be that of a servant—doing all we can to create an atmosphere of acceptance and encouragement where all can grow in their relationship to Christ.

Audio & Video Recording

It is up to the Teacher whether recording of the lecture is permitted. Recorded lectures can be helpful for children's program workers or to facilitate discussion groups who meet at other times in the week. For example, a day class could have an evening discussion group listen to the lecture as an interim step toward launching a full evening class.

Infants

We love children, but to provide an atmosphere for study, we ask that they not be permitted in the discussion group or lecture. Classes with a children's program have made provision for childcare during class session.

Distribution of Literature and Promotion of Events

Literature (tracts, pamphlets, announcements) are not to be passed out or given at class sessions at any time. Allowing class members to make announcements or hand out any information sets a precedent for distribution of literature that may be contrary to Explorer's purposes and principles or be offensive to the host church. Some members may become confused over detailed charts and papers that a leader or Teacher may understand well. All materials to be used are provided by Explorer's Bible Study.

Distribution of Contact Information

We do not give class lists, personal contact information, phone numbers, addresses, or e-mail addresses to anyone outside the leadership team for any purpose. When sending e-mails the distribution list must not be visible to anyone. Place the addresses in the bcc (blind carbon copy) section which will not be seen by anyone. (In Microsoft Outlook go to view then select bcc field to add this option to your e-mails. A similar option is available in G-mail and other programs. Send yourself a test copy of the e-mail to be sure that the addresses are hidden.)

Balance in Use of Time

Use wisdom in balancing your personal time. When Explorer's becomes an excuse to not be involved in your local church or when family needs go unmet "because of EBS," it is a problem. Explorer's is a friend to the local church. We want to train up leaders for the church. Guard your personal time. Be sure that it is balanced between home/family, church, and Bible study so that none of these important areas are neglected.

Relationship to the Host Church

We are guests in the host church, and it is our goal for the church to love it when we visit. Make it a principle of your class to leave the church in better shape than you found it. If you get something out—put it back; if

you make a mess—clean it up; if you turn something on—turn it off before you leave. Find out how the church wants the chairs arranged after your class and set them up that way.

Classes should follow the policies of the church concerning food and drinks. Seek permission before you plan a luncheon or fellowship in the church or bring beverages into the sanctuary or meeting rooms. If you consume food or drinks, be certain that the trash will not sit in the church during the week or just take it out.

Policy Concerning Counseling Class Members

It is the policy of Explorer's Bible Study that no Teacher or leader initiate, conduct, or participate in counseling a member of his/her class regarding marriage, relationships, personal problems, or any other matter.

Teachers are encouraged to direct class members to appropriate Scripture or relevant books that might be of help in a particular situation. If the Teacher deems that the individual is in need of professional help, the member should be referred to a pastor or other trained and qualified counselor. This policy is not a reflection on the Teacher or his/her counseling abilities but is rather a response to the liability issues involved. Identify in advance a professional counselor to use for referrals should the need arise.

When a Teacher or Assistant Teacher Resigns

It is vitally important for every class to have a Teacher and an Assistant Teacher. Applications for both positions should be approved by the Explorer's Service Center. Since the Assistant Teacher will be expected to fill the roles and responsibilities of the Teacher in his/her absence, it is necessary for this person to be approved on the same basis as a Teacher.

In the event that a Teacher/Assistant Teacher needs to terminate his/her position, the following steps should be followed:

1. Notify the EBS Service Center as soon as possible.
2. The name or names of those individuals that the Teacher feels may be qualified to fill this position should be submitted to the Service Center.
3. The potential Teacher/Assistant Teacher will be asked to complete and return a Teacher's application form to the Service Center.

The EBS Service Center is here to help you as you work through the process of finding a qualified applicant.

Organizational Information

The following is an overview of the procedural flow of an average class year for an established class. Dates may vary depending on your class location and other factors.

Focus: Teachers, Assistant Teachers, and Administrators

June

Teacher Study Guide and other resource materials are sent to all Teachers.
Read outline of study course for next fall. Begin lesson preparation, research, and reading.
Work to fill gaps in leadership, recruiting discussion group, children's, and other leaders.

July

All study books and other materials are mailed to class administrator or "ship to" person.
Continue leadership recruiting as needed.
Read through entire course—familiarize yourself with content and flow of the study.
Continue study and research for fall teaching.
Notify your leaders of the dates and times of the fall workshop.

August

Leadership training workshop takes place 1-2 weeks prior to class beginning.
Administrator should review all forms and procedures with Teacher prior to class startup.
Classes begin.

September

Classes continue to start.
Administrator mails in enrollments within first 3 weeks of class.

October

Book 2 of three-book studies are mailed to classes.
Enrollments are mailed to Service Center.

November/December

Book 2 of two-book studies and end of year materials are mailed to classes.
Enrollments are mailed to Service Center.
Church Honorarium Offering and "Thank You" notes are collected from class members.
Break for Thanksgiving and Christmas.

January

Classes resume.
Book 3 of three-book studies and end of year materials are mailed to classes.
Enrollments are mailed to Service Center.

February

Course Selection Form and Class Information Sheets are mailed (due back by April 15th).

March

Scholarship Fund offering is collected and sent to Service Center.
Confirm class meeting place invitation with host church and/or pastor.

April/May

Classes conclude. (The later in the year you end, the harder it is to hold the class together.)
Return unused books and all money collected to the Service Center.

The Teacher's Role & Responsibilities

1. Be responsible for the spiritual leadership of the class.
2. Oversee the operation of the class. The Teacher must be familiar, knowledgeable, and responsible for the class operating according to Explorer's Bible Study policies and procedures. The Teacher is the CEO and final authority in his/her individual class.
3. Study, prepare, and deliver the lecture each week.
4. Select, train, and observe all class leadership.
5. See that new members are assigned to discussion groups.
6. Coordinate the class schedule with the host church.
7. Organize the opening session.
8. Assign greeters to welcome members and visitors as they arrive at class.
9. Attend the Explorer's Leadership Training events.

General Guidelines for Teachers

1. The Teacher, when approved by Explorer's Bible Study, becomes part of an international Bible study organization. Therefore, no Teacher will terminate a class or choose another Bible study course to be used for an established Explorer's Bible Study class.
2. It is recommended that a Teacher not teach Explorer's Bible Study in the same church where he/she has membership. This encourages the class to extend beyond one church and into the community.
3. The answer sheets are provided only for clarification of questions which may not be clear. We want each class member and those in leadership to dig for treasures in the Word of God. For this reason the answers are made available for the Teacher's use only. If someone other than the Teacher leads the Leadership Meeting in the Teacher's absence, they may use the answer sheet. Please protect the answers as privileged and confidential material given exclusively to you. Discourage people asking for the "correct" answer. Instead encourage them that their answers are important.
4. Leave the host church in better shape than when you arrived. Teachers should train each member of the team to share in the responsibilities of placing the church back in order on class day (lights out, hymn books in rack, paper and litter picked up, etc.). Be aware of the kindness of the church in allowing the use of its facilities. Check with the people responsible for heating and cooling about adjusting thermostats and returning them to the proper temperature.
5. Identify why people stop coming to class. Is there a problem which can be fixed? Did they feel welcome and valued? Discuss this with your leaders and try to identify improvements or changes which need to be made.

Basic Principles of Teaching

1. Ask God to make you conscious of presenting His Word, not yourself.
2. Teach the lesson people have studied.
3. Teach so that lives are changed and not just content transferred.
4. Teach the passage in a concise and organized manner; do not wander.

Weekly Preparation for Teachers

Carefully organize your time so that your lesson preparation can be completed in 5 or 6 hours per week. Balancing of time should be a serious consideration in the interest of your family, home, and church responsibilities.

1. Start out by reading the whole passage and doing the questions.
2. Next read the notes in the lesson.
3. Listen to someone else teaching the passage; this can even be done as you drive.
4. Decide on your bottom line or main point that you want to get across. You may need to ponder this during the week so that your thoughts gel around the lesson.
5. Divide the passage into logical sections, and use this to develop an outline. This is especially helpful in long OT passages with a lot going on. Boil it down—synthesize the passage into the main lesson for the day.
6. Look for stories to illustrate your points either in Scripture or in life. People remember stories and stories about kids can bring a drifting audience back to life.
7. Focus on application. Answer the questions, “So what? What do we do about this? What can we take away from this?”
8. EBS lessons are based on the NKJV Bible. Let your class know if you are using another version in your lecture.
9. When lecturing, it is not necessary to read the Scripture text other than to call attention to a passage. Proceed on the positive expectation that students have full knowledge of the passage.
10. Work toward not reading your lectures. If you do read, look up frequently. Plan to tell a story or an illustration rather than read it.
11. You don’t have to know everything, and you don’t have to be perfect. Be yourself, be transparent, and make the Scripture apply to real life. The Holy Spirit will cause life change in your students when you least expect it.

Guidelines for Preparing a Yearly Calendar

1. A class schedule should be handed out at the first class session in the fall. You may create and print the calendar yourself, or you may complete a Class Schedule Form and return to the Explorer’s Service Center for formatting and duplication. Please allow 2-3 weeks for return to your class.
2. Many communities’ have multiple school systems with various vacation and break schedules. Plan your schedule so that, as much as practical, class sessions are not held during school vacations.
3. Clear the class schedule with your host church so that conflicts and interruptions are avoided.
4. Monday classes may need to consider the impact of holidays occurring on Mondays, and Monday evening classes may need to factor in mega events like the NCAA championship football games.

Guidelines for Selecting Leaders

Qualities Essential to Leadership

The following principles are drawn from J. Oswald Sander's book *Spiritual Leadership*:

1. **The Call of God** - Without the call of God and the leading of the Holy Spirit, the entire foregoing list of leadership qualities would be empty. No work for God can be accomplished apart from God's indwelling Spirit. Leaders are called and equipped by God. We do not volunteer for leadership. We are led by the Great Shepherd into an under-shepherding position. Spiritual leadership is a response to God's great love for you and is accomplished by His power at work in you. No room for boasting. No excuses of inadequacy. Just "Yes, Lord!"
2. **Discipline** - You cannot lead others farther than you yourself have gone. No matter how great a leader's spiritual gifts, he/she will never reach potential unless disciplined.
3. **Vision** - Eyes that look are common. Eyes that see are rare. The leader needs insight to see the things of God. We need to see others through God's eyes. When the Pharisees looked at Peter they saw an unlettered, insignificant fisherman. Jesus saw Peter the prophet, preacher, and leader of a band of men who would turn the world upside down.
4. **Wisdom** - Wisdom is more than knowledge; it is the right application of knowledge. Wisdom imparts balance to the leader and delivers from extremes; it is humble that it knows no more.
5. **Decision** - Once a leader is sure of the direction of God, he/she will go into immediate action regardless of the consequences. Procrastination is fatal to leadership. A sincere faulty decision is better than no decision.
6. **Courage** - Courage is that quality of mind that enables men/women to encounter danger and difficulty with firmness and without fear or depression. A leader may be fearful yet refuse to give into fear, choosing instead to rely on the indwelling presence of the Holy Spirit for courage.
7. **Humility** - The spiritual leader will choose the hidden path of sacrificial service with approval of the Lord rather than the flamboyant assignment with applause from the unspiritual crowd. The leader's concern is to be used of God. The axe cannot boast of the trees it has cut down. It could do nothing but for the woodsman who made it, sharpened it, and used it. The moment the axe is out of the woodsman's hands, it is only old iron.
8. **Integrity and Sincerity** - Integrity is honest dealings with others. Sincerity is transparency of character. God looks on the heart, not on outward appearance.
9. **Humor** - Clean wholesome humor will relax tension and relieve a difficult situation more than anything else. Humor is the ability to stand outside oneself and one's circumstances, to see things in perspective, and laugh.
10. **Anger** - This may seem a strange qualification for a leader. The godly anger referred to here is a righteous anger against injustices and abuses that dishonor God and enslave men. "Be angry and do not sin" (Ephesians 4:26). Anger that centers on self is wrong. Holy anger is free from selfishness.
11. **Patience** - Patience is not passive endurance but the triumphant ability to bear things that would otherwise break a person. It is in personal relationships that patience meets the test. A leader leads by persuasion rather than command and this takes patience.

12. **Friendship** - You can tell a leader by the number and quality of his/her friends. A spiritual leader will be a lover of all people and will have a large capacity for friendship. A friend can draw out the best in people.
13. **Tact and Diplomacy** - Tact is skill in dealing with people in sensitive situations. Diplomacy is skill in managing affairs. A leader can reconcile opposing viewpoints without giving offense and without compromising principle.
14. **Inspirational Power** - The power of inspiring others to service and sacrifice will mark God's leader. Zeal and drive in a leader are infectious.
15. **Executive Ability** - God is a God of order. He is Almighty, All-merciful and All-methodical. It is for us to emulate the orderliness and method of God in our work for Him. If a leader lacks executive ability no matter how clearly he sees spiritual matters, he/she will be unable to translate the vision into action.
16. **Listening** - The art of listening must be mastered by the leader. Be slow to speak, quick to listen. People desire someone to listen to them. They need someone with whom to share their problems. To be able to listen to others in a sympathetic and understanding manner is the most effective mechanism in the world for getting along with people.

Choosing Your Leadership Team

To meet the long-term goal of having strong, qualified class leadership:

1. Pray specifically for God's direction in selecting leaders.
2. Select each one carefully and prayerfully using the list of leadership qualities as a guide. Choose leaders who are...
 - a. **called**— Ideally we are looking for women/men who sense a calling from God to this position. This affirmation may come from prayer and from recognizing their gifts in leadership and teaching.
 - b. **competent**— Seek leaders who have demonstrated the necessary skills for the position either by direct observation or from their past experience.
 - c. **committed** – Candidates should have a demonstrated commitment to the Lord and to advancing the Kingdom of God.
3. Train the team thoroughly and continuously.
4. Genuinely appreciate the team for their service.

Every member of the leadership team is asked to submit an application to the Teacher who will approve the applicant. If the Teacher has questions about an applicant, he/she may consult the Service Center. We strive to maintain a high standard of Christian leadership for all who serve in a leadership capacity.

Discussion Leaders are encouraged to recommend individuals for leadership by notifying the Teacher when they observe leadership qualities. This person is then carefully observed by the Teacher. After observing for a few weeks (visiting the discussion group, etc.), should the Teacher feel this person has leadership qualifications, the Teacher approaches the Discussion Leader who recommended him/her. The leader is asked to get permission from the recommended person to submit his/her name to the Teacher for leadership.

If the individual is willing, the Discussion Leader will inform the Teacher. The Teacher will then give the leadership prospect an application. After receiving back a completed application, the Teacher will carefully consider the application and interview the leadership prospect. If a positive decision is made concerning

inviting them into leadership, the Teacher will contact the individual to make the offer and inform him/her about the responsibilities and expectations of the position.

Should the response be negative when the leader approaches the suggested person, the matter is dropped.

If you follow the recommended procedure, you will discover the process is best not only for the Teacher but also for both the Discussion Leader and the individual approached. Remember, a Discussion Leader may recommend someone for leadership, but the invitation is only extended by the Teacher.

Divorce

The question is often asked, “Does EBS allow a leader or Teacher to be divorced?” Before answering that question, let us affirm the Biblical position.

1. God hates divorce (Malachi 2:16).
2. God allowed divorce because of the hardness of man’s heart (Matthew 19:8).
3. God hates the sin and loves the sinner. God forgives those who repent, and we believe that God can and does use those who have been wounded by divorce. Only He can restore and bring forgiveness and wholeness to those who have been torn apart by this personal tragedy.

Divorce does not automatically exclude someone from leadership. When considering whether or not to accept a leader who has been divorced, we need to carefully examine the circumstances. Some considerations include:

1. Is the divorce recent or in the distant past?
2. Are there still emotional wounds that have not been dealt with?
3. Are there child custody issues involved?
4. Is there a pattern of faithfulness to the new husband or wife—or has the person chosen to remain single?

These are all things to be carefully considered and prayerfully weighed before a person is asked to serve as a leader. Emphasize to the leader who is divorced that their divorce is an issue to be left in the past and not discussed in the context of EBS class meetings.

Take your time; talk to more people than you might otherwise; call their pastor and ask a simple question, “Confidentially, would you recommend this individual for this position of leadership in a Bible study group.” Look for fruit in their personal life, and pray earnestly for God’s wisdom in this selection.

Church Affiliation

All EBS Leaders should be actively involved in a local church. EBS is not a substitute for the local church. We are better leaders if we are being fed, encouraged, and strengthened through the Body of Christ.

Each of us brings our own beliefs and understanding of Biblical principles to our position as leaders in Explorer’s Bible Study. In class, our focus is on what the Bible says and not on what others say the Bible says or on denominational positions or interpretations. Every leader must have a desire to lead others to a closer knowledge of God and His Word.

Our common ground is the acceptance of God’s Word as final and infallible in matters of doctrine and practice. Being dogmatic on issues that are divisive, where Bible believing people have legitimate differences of opinion, is not acceptable. These are things that can destroy a class and its impact within a community.

Spiritual Maturity

No one should be asked to serve as a leader if they have not had time to become tested and grounded in their faith. New Christians often have great zeal and a desire to lead, but they must first be given time to mature in their faith, to be taught by others who have run the race, and gain the knowledge needed to lead and share with others.

Leaders in Training

It is a great idea to have one or more Leaders in Training. They can take the role of substitute Discussion Leader or backup for other leadership positions. They can assist the class Administrator or be asked to do the lecture once or twice a year. The Teacher can assign a Leader in Training to visit different discussion groups each week to observe how other Discussion Leaders lead their groups.

Preparing for Your Class Year

Leadership Training

Training the Leadership Team

The goal of training is to prepare the leadership team in order to have as successful a class as possible. **A well trained leadership team will result in a smoother running class.** A large leadership team may do this in a one day training workshop or in a retreat setting. Training for smaller groups can be more informal—perhaps meeting during the regular hours of the class for one or two weeks before the start of class.

It is important that all Discussion Leaders, Children’s Leaders, and the Administrator understand that this training is a requirement and that they should plan to be present for the entire time.

Elements to Cover in Any Training

1. Begin with a time of sharing, team building, and prayer for the coming class.
2. Review each leader’s job description so everyone understands his/her role and responsibilities.
3. Review the administrative procedures, registration forms, and reporting requirements.
4. Train all leaders to lead a discussion group so they can serve as substitutes if needed. The discussion group is a critical area for the success of a class.
5. For experienced leadership teams it may be helpful to include discussion of practical concerns such as planning for special needs individuals, selection of meeting rooms, ideas shared about lessons learned in previous years, and/or situations which need to be considered.
6. Make sure the leadership is familiar with the church building and the location of rooms for discussion groups. It’s a good idea to be certain the church staff knows when you are starting and that the rooms need to be available and unlocked.

Assigning Members to Discussion Groups

Prior to the first class meeting the Teacher, Assistant Teacher, and Administrator should meet to assign those who have preregistered to a discussion group. Discussion groups should be no larger than 15-18 including the Discussion Leader. Include your Children’s Leaders by assigning them to a discussion group.

Plan each group with a diversity of ages, interests, spiritual maturity levels, and personalities in mind, but there can be exceptions, so use common sense. The entire group will grow more closely together over time if you mix things up, and you will avoid the tendency for cliques to form within the class.

When you make assignments, have on hand the previous year's Enrollment Forms and/or Pre-Registration Forms. Using these forms, redistribute each member to a new group. Example: If you have four groups, you could sort the forms into four different stacks. Then put each new class member into one of four piles so there are experienced class members in each group. Be accommodating of special requests but not to the degree that the whole class is governed by special requests.

Take each new group of cards and go through them carefully to assure the desired balance of age, personalities, denominational affiliation, and Bible knowledge. You might also move some people between groups in order to have a potential leader in training or individuals in a group to substitute for the discussion leader if needed. Experienced Discussion Leaders are your best asset on this step.

Newly formed classes will not have experience on which to base the placement decision, therefore, leadership will simply need to use their best judgment. The goal is to establish groups which foster discussion and spiritual growth.

After the process has been completed the Teacher and or Administrator will provide each Discussion Leader with contact information for the members in his/her group. If the Discussion Leader notices a combination of individuals who should not be placed in the same group, then the leader should notify the Teacher.

Discussion Leaders will then contact each member of their new groups at least one week before class begins introducing themselves and welcoming the member to their group.

Weekly Leadership Meeting

General Guidelines

Attendance at the Leadership Meeting is expected of all leaders. If a Discussion Leader cannot attend the Leadership Meeting, a substitute who did attend should take his/her discussion group. If someone other than the Teacher is teaching the lesson, they will also lead the Leadership Meeting.

Suggested Schedule for Leadership Meeting not on Class Day

Opening by Teacher (5 - 7 min)

The opening may be given by the Teacher, or he/she may ask other leaders to share. If a leader has been asked to do the devotional or mini-lecture you could have them give it as the opening to check timing and give them feedback and encouragement.

Prayer Time (15 - 20 min)

Ideally, prayer requests for leadership meeting should be given in advance to the Teacher. Prayer should focus on the needs of the class, leaders, and individual discussion groups.

Discussion Time for Lesson (40 - 50 min)

The discussion is led by the Teacher. He/she may assign this responsibility to one or more leaders. The Teacher will observe and give helpful encouragement to each leader. The Teacher should lead the meeting most of the time, but use the above method once or twice each quarter.

Training Time (10 - 15 min)

The Teacher may initiate training focused on observed needs of the group. This may incorporate outside resources.

Closing by the Teacher (5 min)

The Teacher closes the meeting with prayer. Any announcements can follow the closing prayer.

Suggested Schedule for Leadership Meeting Held on Class Day

Leadership meeting should begin 1 hour and 15 minutes prior to class opening and last for approximately 1 hour. This will leave time for those in leadership to prepare for the class session.

Opening by Teacher	5 min
Prayer Time	15 min
Discussion Time for Lesson	40 min

If leadership meeting is held on class day, it is difficult to include time for training. Training can involve a quarterly meeting or an extended leadership meeting. A Teacher can also make training an ongoing, informal part of leading the class. This involves encouraging people for doing the right thing and correcting or nudging people toward improvement.

First Class of the Year

1. Be sure you can get in the church and that rooms will be unlocked.
2. Prepare the rooms, nametags, registration table, and meet with the leadership team to go through the steps for the first class.
3. Warmly greet everyone as they arrive.
4. When you assemble, the Teacher gives a warm welcome, a brief explanation of Explorer's Bible Study, and what to expect in the coming weeks.
5. Introduce the leadership team.
6. Call the Discussion Leaders one at a time and have them call the individuals in their discussion group to follow them to their room.
7. Members not previously registered or who don't know which group they have been assigned to should remain to be assigned by the Administrator to a group. Be sure everyone understands this is just part of getting organized on the first day.
8. Have blank name tags so everyone will have one.

The Assistant Teacher's Role & Responsibilities

1. Take responsibility for the class in the absence of the Teacher.
2. Be responsible, in cooperation with the Teacher and Administrator, to see that the class operates according to policy and procedures.
3. Be a loyal supporter and give encouragement to the Teacher. Call the class to order, handle announcements, do the devotional, if asked, and the orientation of new members.
4. Leading the pre-class leaders' prayer session (5 to 10 minutes) on class day.
5. Assist the Teacher by visiting discussion groups and observing leadership and helping the Teacher in assigning new members to discussion groups.
6. As requested by the Teacher, give the lecture at least twice, but up to six times during the year's session.
7. Attend each week's leadership meeting.
8. Make every effort to attend the Explorer's Leadership Training Conference events as often as possible.

Information for Teachers and Assistant Teachers

Opening the First Day of Class

General Guidelines

1. Prepare for class with prayer.
2. Begin the class on time.
3. End class on time.

Guidelines for Order of Class Session

Open the class with a warm welcome followed by the singing of a hymn or contemporary song. For success, try to stick to songs most of the group will know. An inspirational devotion drawing on the theme from the week's lesson should be given by the Teacher, Assistant Teacher, or other class leader. Dismiss members to their discussion groups, on time, with prayer.

For worship time, have the best musician available. Music and singing is a very important part of the class for an inspirational atmosphere. The pianist or musician can begin to play five to ten minutes before class and also should play as people return from discussion group.

Suggested Class Schedule—90 minute class

Welcome & Music	10 min
Devotional & Prayer	3-5 min
Dismiss to Go to Discussion Group	5 min
Discussion Period	40 min
Transition from Group back to Sanctuary	5 min
Lecture by Teacher	25 min
Closing prayer	

Day classes are typically approximately 90 minutes in length. Set a schedule and adhere to it as much as possible. Always begin and end on time.

The First Lecture

1. Encourage! Encourage! Encourage! There are always people at the first class who are just checking things out. Focus on the new people and "sell" them on why they should join the class. You might even arrange to have a testimony about the value of the class from a veteran.
2. Take time to recognize the class leadership team: Assistant Teacher, Administrator, Discussion Leaders, and musicians. (People will have come late, so let them see your team.)
3. If your class offers a children/youth program, introduce the Children's Coordinator and tell about the Children's program with information about crib and toddler, preschool program (ages 2-5), and homeschool program. Introduce or give the names of teachers and helpers. (This may be a great time to tell about signing up to volunteer in the Children's Department.)
4. If possible, introduce the pastor of the host church.
5. Give an introduction to the course to be studied. Emphasize the significance of the material to be studied and how it will impact lives. Make everyone feel welcome and appreciated. Encourage a commitment with the promise of drawing closer to God and finding strength for every day.

6. Challenge all members to make it a goal to not miss class, to do their lessons (the more you put in—the more you get out), and to give the class at least a three-week period to feel comfortable and get into the routine.
7. Reinforce the guidelines that help to make a class successful.
 - a. We focus on what the Bible says, so just use a Bible, not commentaries to answer the questions.
 - b. We are interdenominational, so we discourage talking about individual churches in class including our own.
 - c. Explain how and why class would be cancelled. For example, if school is cancelled for weather, class is cancelled.
 - d. Invite others to join you in this study.

Visitors and New Members

1. Guests are welcome to attend class anytime. To encourage inviting visitors, you may choose to have special “Guest Days” or even “Spouse Days” throughout the year.
2. Give a brief orientation to visitors before escorting them to a discussion group. This orientation should include:
 - a. Give a warm welcome and personal introduction.
 - b. Provide a brief description of EBS, how the study works, the cost, and the basic guidelines.
 - c. First time visitors may be immediately placed in a group as soon as they receive the initial material (including welcome letter, introductory brochure, and a lesson).
 - d. Have someone show them to their group, instructing them that the group is in session and ask them to be quietly seated.
 - e. At the end of the discussion period the leader will introduce them to the group. If you have a large number of new members, we suggest that you have an introductory class.

Information for Discussion Leaders

Discussion Leader's Role & Responsibilities

1. Attend the leadership meeting each week. If a leader is absent, a substitute leader should lead his/her discussion group that week. Absence is discouraged for any reason other than sickness or an emergency.
2. Prayer undergirds everything in EBS! Pray daily for at least two members of your discussion group. When you pray for the members of the group, you will have no problem remembering names.
3. Complete your lesson each week before the leadership meeting.
4. Be on time for leaders' meeting and for class.
5. The goal is to dismiss the discussion group promptly at the set time of the class schedule, having completed every question. The group is relying on you to keep them on task and on time.
6. Communicate with each member of your group every week. Call, e-mail, text, or otherwise communicate regularly. Include any Children's Leaders assigned to your group. Communicate the way individuals prefer to be contacted. You may need to sign up for e-mail, get a Facebook account, or learn to tweet. We have choices today we never had before. Take advantage of them. A quick text, "I missed you at class," is potentially as powerful as a fifteen minute call. Use a text or e-mail on class day: "I hope to see you today," or "Don't forget we are having lunch after class." Veteran Discussion Leaders recommend keeping notes on your contacts: Include names, address, spouses name, children, conversations, prayer requests, and answers.
7. Appoint a group administrator to keep attendance records.
8. If you choose to have a luncheon or fellowship, it is your responsibility to coordinate and attend.
9. Do not be satisfied that members of your group just come to class; ASK GOD TO LET YOU SEE THEIR GROWTH!
10. Get Excited! Remember, enthusiasm is contagious!

General Guidelines Concerning Discussion Groups

1. Instruct new members on how to do their lessons. Encourage them to do the lesson daily as they will experience greater value from their study. Create the expectation that the Bible is exciting and personally relevant.
2. A leader's responsibility is to guide the discussion—not to teach. A leader must be tolerant of different points of view.
3. Encourage all members to share their answers. Written answers are required to participate in group discussion.
4. Keep discussion on the lesson and off tangents. Your group will appreciate your efforts to stay on the tracks.
5. Answer Sheets: We want each class member and those in leadership to dig for treasures in the Word of God. For this reason the answers are made available for the Teacher's use only. Don't allow members to ask you for the "correct" answer. You need to train them that their answers are important.
6. Discourage use of commentaries, references to an individual's church, other ministers, books, or broadcast ministries, etc.
7. Direct the class discussion so that it is not dominated by one or two members.
8. Encourage members to wear name tags each week.

9. The group administrator will quietly check off the attendance roll. Do not take time to call the roll in your group.
10. The discussion leader should try to sit facing the door so a late arrival or new person can be easily welcomed to the group. If the leader can sit in a different spot in the room from week to week, new members or visitors don't feel that they have moved someone out of their "reserved seat"; when the leader moves, the members have to shift a little as well.
11. Prayer undergirds all we do in Explorer's. In the discussion group the Discussion Leader begins the meeting with prayer. This should not take more than five minutes. The Discussion Leader controls this step and is the one who prays for the group. Ask for prayer requests and praises. Ask the group to limit the prayer requests to personal needs which are very close to the people in the room. Prayer requests should be personal and specific when possible. For example, "Pray for my son to find a job" is fine. "Pray my boss' wife's cousin" or "pray for the missionaries" is not. Before asking for the group to take on a burden, it should be a burden to the person making the request.

Be sensitive, occasionally things will come up in a prayer request which may appropriately redirect the group for a time. If for example, someone says, "I just found out I have cancer" or "I lost my mother this week," have the appropriate response. You will know what to do as the Holy Spirit directs. It may be a time of focused prayer is the best response or you may need to refer the person to a trained professional counselor. If in doubt, consult other leaders in the class.

How to Lead a Discussion Group

The Leader's Objectives for Each Member

1. To help each individual know Jesus Christ.
2. To encourage each individual to establish daily study habits.
3. To make the Bible alive and interesting to each individual, relating it to daily life.
4. Through Bible study, to experience the power of the Holy Spirit to effect changes in individual lives.

Encourage Fellowship

1. Each person should feel accepted, loved, and appreciated.
2. This feeling will emanate from the leader to the whole group.
3. Keep things non-threatening—we all remember being called when we didn't know the answer.

Keep the Discussion Moving

1. Start promptly.
2. Beware of time lags in:
 - a. reading questions.
 - b. hesitation. (Go to next question.)
 - c. allowing too much time for volunteering. (Go to next question.)
3. Don't read headings or notes on question sheets.
4. There is no need to reread Scripture text; groups are expected to be familiar with the readings. Always conduct the discussion group on the positive assumption that the class has studied the lesson. Your consideration should be for those who have prepared.
5. The Discussion Leader is responsible that the group returns to the class on time for the lecture.
6. The Discussion Leader should **not** call on an individual for an answer or go in order around the room expecting each member to answer a question. The leader should **not** press an individual for an answer

or for sharing.

Clarifying Confused Answers

1. Know how to clarify a confused answer without embarrassing the one giving the answer.
2. Avoid summing up after every answer. (This is done only if necessary for clarification.)

Handling Extra Questions Asked by Members

Extra questions posed by group members or the Discussion Leader can be confusing to a group. Concentrate on the questions in the lesson. Do not answer extra questions in class because:

1. It takes up lesson time.
2. To answer just encourages more questions.
3. Questions will come up that the leader can't answer—do not quench questions, but answer them after class or during sharing time at luncheons.

Questions Not Answered by the Group

The leader should not give the answer. Leave the question until the end. Then, if there is time, work on it together as a group.

The only answers we directly correct are errors in understanding salvation. Salvation is by grace, through personal faith in the atoning sacrifice of Christ on the cross. All roads do not lead to God, and being a good person doesn't get you to heaven.

Problems and Solutions

Problem: One person does all the talking.

Solution: Talk privately with the talkative person, appreciate them for being prepared and for their contribution, but enlist their help including others by not answering so often.

Problem: Getting off the subject and how to get back on the subject.

Solution: 1. Verbally recognize the situation: "This is interesting, but we have left our topic."
2. Suggest discussing the matter later.
3. Read the next question.

Problem: Wrong answers

Solution: Never contradict—direct the question to others: "What do others think? Has anyone else thought about this?"

Arrangement of Chairs and Table

1. Arrange chairs around a table, if one is available, so people will be comfortable and have a place for their study materials.
2. Be sure everyone can be seen by the leader and other class members (no one hidden or sitting behind another person).
3. The leader always sits facing the door.
4. Leave the room better than you found it, and set up the room as the church desires.

New or Visiting Members

If group has started the lesson, do not interrupt for introduction until end of session. Introduce the new member or visitor by giving his/her name and saying it was nice to have them in the discussion group and you will look forward to their return next week.

Discussion Group Fellowship

Discussion groups may choose to have monthly or periodic fellowships. The Discussion Leader should include any Children's Leaders that have been assigned to their group. A member of the group will act as host/hostess for the fellowship and provide beverage, paper plates, cups, etc. as well as dessert. The fellowship may be held at the host/hostess home or can be held at the church where the class meets. (Prior arrangements should be made with the church office.) This can be an extension of your discussion group as a time of fellowship and sharing. Childcare for this time is a responsibility of each group.

Here Is Your Answer Pamphlet

Each leader should have two or three copies of **Here Is Your Answer** placed on a table in their room for class members to pick up voluntarily. Use **Here Is Your Answer** carefully and prayerfully. The Holy Spirit gives fruit from the study of the Word. This is what every leader desires for every member in the class. When one is ready to come to Christ, you will know. Let God be God in their lives, and let the Holy Spirit do His work. Birth into the spiritual life comes this way; you can't force it.

Communication Guidelines

Contacting Group Members

Contacting group members weekly is the key to a successful group. Today people can choose how they want to be contacted—home telephone, cellphone, e-mail, text messaging, even Facebook or Twitter. Ask individuals how they prefer to be contacted and get the best number or address to use.

Personal phone calls should always be a part of your communication strategy. You can pick up clues from a person's voice, get immediate feedback, be more private and pray with the person.

Phone Calls

1. Pray before phoning, asking for wisdom and guidance in your conversation.
2. First few times to develop friendship:
 - a. Make person feel welcome.
 - b. If person is willing to talk,
 - ask how he/she likes the class.
 - ask how the lesson is going.
 - ask friendly questions. (Keep notes so you can remember details about his/her family, etc. A notebook is good for this.) Speak about your own experiences in class when first in Bible Study, but don't monopolize conversation.
 - be brief. (Five minutes should be your limit.)
 - In subsequent weeks, ask what he/she likes about the lecture or discussion.
 - If absent, let them know they were missed.
3. Don't burden your group with your personal problems; they will hesitate to share theirs with you. Discussion Leaders' problems are cared for at the leaders' meetings.
4. Give members direction on how to contact you.
5. If a group member asks you not to call, honor their request. Make a special effort to speak to that individual on class day or e-mail.

6. Always keep absolutely confidential any personal problems shared.

Emails

It is easy to set up a distribution list on e-mail so that you can send general messages to your whole group or personal e-mails to an individual member. If you use e-mail for a group of people it is best to put the addresses in the bcc or blind carbon copy line so that the recipients cannot see the addresses and will not be able to use them for other purposes without the permission of the individual. It is also possible to set up a “group” so that you select the group and send the message. Group e-mail is especially helpful to quickly disseminate news. If class is cancelled or plans are changed, a quick e-mail to the group is a great tool. Many people today will prefer e-mail as they can control when they choose to read it.

Facebook

If your group is willing, you can try forming a group on Facebook just for your EBS class or discussion group. (If you don’t know how—ask any teenager.) As the administrator of the group you can control who is invited and also monitor the postings on the site. When someone in the group posts a message, everyone in the group will see it. It’s also a great way to set up a fellowship time and send out invitations.

Text Messages

This format is effective and quick for a brief message like a day of class reminder and encouragement to come or a quick note about cancellation of class or changes in plans. It is more likely to be read as soon as sent.

A Suggested Order for the First Day’s Discussion Group

1. Introduce yourself to your group. Tell them the best way to contact you during the week.
2. Hand out the books. Each book has an Enrollment Form, welcome letter, general guidelines, and calendar included.
3. Go over the Enrollment Form. Each person needs to fill out an Enrollment Form even if they pre-registered in the spring. (It makes multiple copies so use a ball point and press hard.) Ask members to turn it in as soon as possible with payment for the first book or \$60 for the whole year. Full or partial scholarships are available by checking “scholarship” on the registration form.
4. Write the group leader’s name or number in the upper right corner. These forms can be collected by the Discussion Leader and turned in to the Administrator at the end of the class.
5. Pass out name tags if they don’t already have them. Ask members to please wear them every week to help new people learn names easily.
6. Explain how to handle the introduction time. During this time, ask for members’ names, how they heard about Explorer’s, where they went to high school, what was their first car, or something special they would like to share about family, hobbies, grandchildren, or special interests. Discourage discussion about when they were saved or church affiliation. Keep discussion non-threatening.
7. Go over the welcome letter and any guidelines that may need clarification. Below are some of the more important guidelines that concern discussion group time.
 - a. Explorer’s is a nondenominational study, so we do not talk about our church affiliation.
 - b. Members will not be called on to answer. Answers are voluntary.
 - c. Discussion Leaders will not “teach” or give their own answers to questions.
 - d. Discourage the use of commentaries and quotes from preachers, etc. Instead, let God speak to your heart through His Word.

- e. Written answers are required before you can give verbal answers in class.
 - f. Silence is OK. Don't try to answer every question in class; holding back some may draw others out.

 - g. Avoid asking "extra" questions. We have plenty to study and want to allow time for the questions we have.
7. Cover points about doing their questions at home.
- a. Pray before starting study. Ask the Lord to help you as you seek to understand His Word.
 - b. Study daily; use only the references given.
 - c. Write chapter and verse where your answer was found.
 - d. Questions may be difficult at first; don't be discouraged—answer as many as you can. Go back and try again later. Questions are just a tool to help us understand God's Word for ourselves.
 - e. Feel free to write other's answers during group time.
 - f. Read notes when you get home, not before class.
8. Review the calendar—explain luncheons and breaks for holidays.
9. Encourage students to commit to doing their questions and attending EBS regularly.

Information for Administrators

The Administrator's Role & Responsibilities

The Administrator is as important to the strength and growth of the class as the Teacher. This person should not have an additional staff roll in the class.

1. Be responsible for the smooth functioning of the class on a week to week basis, freeing the Teacher for teaching and leadership training. He/she is a loyal supporter of the Teacher.
2. Be responsible for setup and ongoing maintenance of the class enrollment and lesson book distribution. This involves:
 - a. Making sure each member is properly registered.
 - b. Record keeping and file maintenance are completed.
 - c. All checks and Enrollment Forms are properly accounted for and returned to the Service Center.
 - d. Being sure everyone has a name tag.
3. See that the lecture area is prepared (microphone, lights, heating/air conditioning, etc.). Work with other leaders to leave the host church in better shape than it was found.
4. Train and assist discussion group secretaries, treasurers, and others that will help in administrative tasks.
5. Receive and account for all lesson books and other Explorer's printed materials.
6. Help to coordinate class luncheon details.
7. See that all reports and correspondence are sent to the Service Center in a timely manner. Communicate to Service Center any news of growth or items of special interest regarding the class.
8. At Teacher's discretion, the Administrator may prepare and give the announcements. This includes only class interests—no announcements are given of individual church activities. Keep this brief!

General Guidelines & Procedures

Receiving Materials

As soon as a shipment is received, the Administrator or other "ship to" person should:

1. Check to make sure that the correct course was shipped.
2. See that the proper quantity was shipped.
3. Notify the Service Center immediately if shipment is incorrect.

Lesson Book Distribution

Lesson books are to be distributed at the beginning of each period. New members or those visiting class will be given a single lesson for the current week and one for the following week if they have not made a firm decision about joining the class. Members joining the class mid-year will be given a lesson book at the time they complete their Enrollment Form.

Enrollment Form

Payments will be collected upon enrollment at the beginning of each period. Members may choose to pay for the entire year if they prefer. Full or partial scholarships are available for anyone wishing to attend Explorer's Bible Study. No one is to be turned away.

The Enrollment Form is a multi-part carbonless form:

White: Return with first period payment.

Yellow: Return with second period payment.

Pink: Return with third period payment (three-book courses only).

Goldenrod: Keep for class records.

Enrollment Procedure

1. At the registration table the Administrator (along with any additional leaders assigned to this task) will ask each member to complete the Enrollment Form. You may choose to have these distributed and filled out during discussion group time on the first class day. The member may choose the method of payment that is most convenient for him/her (cash, check, or bankcard). Checks and bankcard slips can be placed directly in front of the Enrollment Form. Please do **not** staple check to the form. If the member gives cash, a note of this is made on the form. All cash received can be sent to the Service Center in the form of a personal check or money order purchased at the post office or a bank. Please do not send cash to the Service Center.
2. The Administrator will return to the Service Center the appropriate copy of the Enrollment Form with the member's check or bankcard form directly in front of form. A Class Enrollment Batch Form must accompany each group of registrations mailed to the Service Center. The Enrollment Forms are mailed weekly during the first three weeks of each period and as needed thereafter. Please do not hold the forms for more than three weeks. Envelopes will be provided for you to use for mailing your Enrollment Forms to the Service Center.
3. The majority of enrollments will take place during the first three weeks. Visitors may attend for two weeks without enrolling and paying for the lessons but will be expected to enroll as a class member the third week.
4. Teachers are not required to pay for the lessons. All class members, including each leader and Teacher, should submit an Enrollment Form. Any money received from a Teacher is considered a contribution to EBS.

Scholarships

Scholarships will be made available to anyone unable to contribute for the lessons upon enrollment. The member may request a full or partial scholarship by filling out the appropriate portion of the Enrollment Form. To receive a partial scholarship the member will fill out the form showing the amount he/she is paying. The balance will be the scholarship amount for that period.

Please allow students who are college age 18-25 to join the adult class for half price. We want to encourage these young adults to do Explorer's.

If a member of leadership is aware of someone who is unable to contribute but might feel uncomfortable asking for a scholarship, he/she should ask the Administrator or Teacher to contact the person and let them know that their enrollment has been paid from the Scholarship Fund. This will remove the need to request a scholarship and can be a great blessing to someone in need.

A special offering will be taken during the year for the Scholarship Fund. Classes will be provided giving envelopes and report forms and notified as to when to receive this offering. If a class member would like to donate to the Scholarship Fund at other times during the year, please forward the gift to the Service Center with a note for proper accounting. An end of year receipt will be sent to individuals who contribute to this fund.

Attendance Record Keeping and Reporting

Each Discussion Leader will select a group secretary who will be responsible to keep attendance records. At the beginning of the discussion period the group secretary will quietly check off the names of the members present on the Discussion Group Attendance Roll Sheet. (There is no need to call the roll.) The Administrator will tally the weekly attendance on the Class Attendance Report Form. At the end of the year this form will be mailed to Service Center.

Forms

Most of the EBS Forms can be downloaded from our website at www.explorerbiblestudy.org. Scroll to the bottom of the home page and click on Site Map (in the lower left-hand corner). Then select Forms at the bottom of the list. Leadership Applications, Class Forms, Administrator Forms, and Children's Administrator Forms are available. Please contact the Service Center if you have questions regarding any of the forms.

Address for Written Correspondence

Please mail all reports and other correspondence to:

Explorer's Bible Study
PO Box 425
Dickson, TN 37056-0425

Name Tags

Every class member needs a name tag. You can design your own name tags or use our version that is available online at www.explorerbiblestudy.org. See **Forms** for information on how to download these.

If you want the Service Center to print your name tags, send us a list. Tags will be printed and sent to classes on a weekly basis until October 1st. Requests for name tags must be submitted in writing via mail, or better by e-mail (dmurtha@explorerbiblestudy.org). Please, no phone requests due to the time required and the potential for spelling errors.

Class Luncheons

We suggest that day classes have two luncheons each year with all class members invited. Before Christmas and the end of the class year are two good times to hold these luncheons. This is a time for class members to share in a very special time together. No special speakers or music should be planned for your luncheon. The Administrator will assign each Discussion Group a portion of the food and beverage.

An offering should be taken to pay for luncheon child care. Since Children's Teachers will be attending the luncheon, the Children's Coordinator will be responsible to hire child care workers for this time. Luncheons should last no longer than 1 ½ hours.

Night classes can plan dinner together or meet for dinner before class at a restaurant.

End of Year

1. Registration for the fall should be announced the last three weeks of class. The more people you pre-register the easier it is to assign groups in advance.
2. We have Certificates of Achievement for all courses. These may be requested from the Service Center. These are given at the end of the year to those who have attended 80% of class sessions. Certificates should be given to the student by the Discussion Leader or by the Teacher the last class day.

Returns

At the end of the class year return to the Service Center the following:

1. Lesson books: All **unused** lesson books should be returned.
2. Single lessons for visitors: Discard any single lessons that are not in new condition.
3. Teacher's commentaries
4. DVDs
5. Children's materials

Do **not** return:

1. Lesson books that are damaged or written in
2. Large print lessons
3. Teacher's Study Guides
4. CDs

The preferred and cheapest shipping method is USPS Media Mail. You can also use United Parcel Service (UPS).

Please ship to:

Explorer's Bible Study
2652 Highway 46 S
Dickson, TN 37055-9056

Information for Children's Leaders

The Children's Coordinator's Role & Responsibilities

1. Supervises the Children's Department. Observes the work of the Children's Teachers and makes sure that the Children's Christian Preschool Program is being faithfully followed.
2. Is responsible for receiving, checking, and distributing all materials for the Children's Department to Children's Teachers and workers. Return of materials to Service Center will be coordinated with the Administrator.
3. Will secure capable nursery volunteers for the Children's Department.
4. Is responsible for maintaining all finances relating to the Children's Department. If a paid child care worker is employed, the Children's Coordinator will see that the funds collected for this purpose are properly accounted for and that the childcare worker is paid.
5. Assists the Children's Teachers in familiarizing the mothers with the program.

General Guidelines & Procedures

1. The Children's Coordinator and Children's Teachers are not paid, but volunteer their services the same as the Teacher, Assistant Teacher, Discussion Leaders, and Administrator.
2. The Children's Department should be well-staffed and organized.
3. Parents and grandparents may enroll their children or grandchildren, ages 2 to 5, in the preschool children's program while attending Explorer's.
4. Mothers should be instructed to pick up the children immediately following the lecture.
5. A class should have Children's Teachers and other volunteers secured for the department before announcing that a children's program will be offered.
6. Parents should be encouraged to donate snacks for use in the children's program. Each parent with a child in the crib/toddler department will be expected to provide diapers and any other supplies needed to care for their child.

Crib & Toddlers

We suggest that the entire Children's Department including crib and toddler workers be volunteers. If this is not possible, a class may choose to hire a paid childcare worker. Each class that chooses to pay childcare workers will need to find a method for collecting funds for this purpose. No funds for childcare will be provided from Explorer's Bible Study. The Children's Coordinator will be responsible for all funds collected and distributed for the Children's Department. We encourage use of one of the following methods:

1. Place a collection basket either at the place where most students exit following the lecture or where children are dropped off and picked up. You may want to suggest that each parent be asked to donate toward the cost of childcare. Make this a voluntary donation. Children whose parents are unable to pay for childcare should certainly be welcome!
2. Ask for a special offering as needed to a "Childcare Fund" for your class.
3. Find one or more "patrons" to underwrite the cost of the childcare worker(s) for the entire year.

Note: Paid childcare workers are not employees of Explorer's Bible Study.

Use of Volunteers

The Children's Coordinator should solicit a list of volunteer mothers to help. Each discussion group may take turns for responsibility to supply volunteers for crib/toddler department each week. This is coordinated with the Administrator. Notify the volunteer mother a week in advance as to her responsibility. This mother has the privilege of attending leaders' meeting that week for the discussion period only.

Number of Volunteers

Crib Department: It is strongly recommended that the Crib Department have no less than one paid attendant or volunteer for every five babies present. For example:

10 babies - 2 attendants

13 babies - 3 attendants (2 for the first 10 plus 1 for the fractional portion of 5)

Toddler Department: The Toddler Department should have no less than one paid attendant or volunteer for every seven children present. For example:

8 toddlers - 2 attendants (1 for the first 7 plus 1 for the fractional portion of 7)

17 toddlers - 3 attendants (2 for the first 14 plus 1 for the fractional portion of 7)