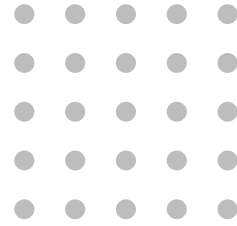


EBS TEACHER

Manual



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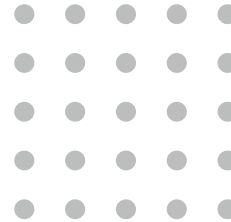
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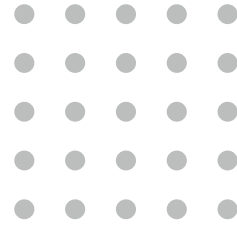
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PURPOSE AND MISSION

We make disciples who learn, love and live out the truth

- **LEARN** the Truth through daily Bible study
- **LEARN** that the Truth is a Person worth following
- **LOVE** Jesus and love His Word
- **LIVE** the Truth by applying the Word to daily life
- **LIVE** a changed life shaped by the Word

EBS exists to bring people close to God through in-depth Bible study.



*It's simple...
we make
disciples
anywhere.*

(see Matthew 28:19-20)



Our classes provide in-depth Bible study through a four part method:



Study the Bible

Daily **personal interaction** with God's Word through study questions.



Equip to Contribute

Small group collaboration discussing what you learned.



Apply to Daily Life

A teaching time delivering **inspirational application**.



Impact for Christ

Impactful education through study notes.



GOALS FOR MEMBERS



GOALS:

1. To know, love and follow Jesus Christ
2. To establish a practice of daily Bible study
3. To apply the Bible to daily life
4. To serve the Church
5. To impact others for good

HISTORY OF EBS

EBS HISTORY:

Explorer's Bible Study was founded by Mrs. Nellie Constance in 1972. God revealed to her the need for in-depth Bible study in smaller towns and communities while teaching a Bible Study Fellowship class in Utah.

Mrs. Constance along with her husband Tom, answered that call by writing and printing the original curriculum. Within five years, EBS spread throughout the United States and Puerto Rico.

EBS HEADQUARTERS

HEADQUARTERS

The EBS Headquarters team supports and encourages the classes through:

- Spiritual and strategic leadership
- Writing and editing curriculum
- Training
- Communications
- Financial and operational oversight

Contact info:

customersupport@ebshome.org

Phone: 615 – 446 – 7316

Website: www.ebshome.org

Facebook: <https://www.facebook.com/ExplorersBibleStudy/>

Mailing Address:

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

Street Address:

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

FINANCES

- Explorer's Bible Study is a non-profit Christian ministry supported by donations from members and others who desire that in-depth Bible study be widely available.
- The workbooks purchased by members do not cover all costs to operate EBS.
- Periodically encourage members to prayerfully consider donating to EBS.
- Classes are encouraged to take a special offering once or twice per year for EBS.

HOW TO BUILD A LEADERSHIP TEAM

Building the leadership team of an EBS class is a great privilege and ongoing priority for an EBS teacher. The spiritual and personal development of your leadership team is a significant Kingdom contribution.

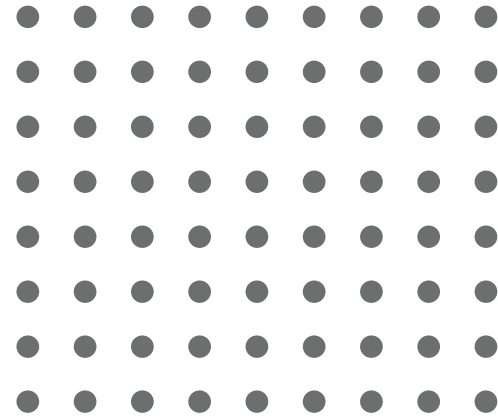
LEADERSHIP TEAM ROLES

- **The Leadership team of an EBS class includes**
 - Teacher
 - Assistant Teacher
 - Administrator
 - Discussion Leaders (one DL for every 12-15 members)
 - Children's Coordinator (for classes with a Children's Program)
 - Children's Leaders (two CLs for every classroom)

LEADERSHIP TEAM RESPONSIBILITIES

- **All Leaders**
 - Complete the weekly study.
 - Attend weekly leaders' meeting.
 - Lead at class accordingly.
 - Receive a Leadership Manual.
 - Submit your personal prayer requests so the team can pray for you.
 - *(See pages 9-10 for a description of responsibilities for each role)*

LEADERSHIP POSITIONS



TEACHER

- Shepherds leaders
- Leads the class with the assistance of the assistant teacher and administrator
- Invites individuals into leadership
- Trains discussion leaders on a regular basis
- Prepares and presents the 30 minute teaching for the passage each week
- Leads the weekly leaders meeting
- Attends EBS leadership conferences
- Participates in ongoing training and coaching provided by headquarters

ASSISTANT TEACHER

- Assists teacher in shepherding leaders
- Assists the teacher in leading the class
- Leads opening and gives devotional during class meeting if applicable
- Prepares and presents the 30 minute teaching at class when delegated by the teacher
- Leads the leaders meeting as delegated by the teacher
- Attends EBS leadership conferences
- Participates in ongoing training and coaching provided by headquarters

GROUP LEADER

- Facilitates group discussion
- Builds relationships in order to shepherd group members
- Prays for group members regularly
- Participates in ongoing training provided by headquarters



LEADERSHIP POSITIONS

ADMINISTRATOR

- Follows host church procedures and protocol
- Communicates with host church
- Completes and submits administration forms (e.g. batch form)
- Assists new members with online registration
- Collects funds for materials and submit to headquarters
- Places orders for materials with headquarters
- Coordinates special offerings (*host church, EBS*) and delivers/submits funds
- Participates in ongoing training by headquarters

CHILDREN'S COORDINATOR

- Oversees Children's Program and/or childcare during class
- Oversees childcare during leaders meeting as necessary
- Ensures implementation of 2-adult policy
- Prays for children and leaders regularly
- Trains Children's Leaders

CHILDREN'S LEADER

- Leads, teaches and cares for children during class according to training
- Ensures safety of children
- Prays for children regularly
- Follows 2-adult policy at all times



IDENTIFY POTENTIAL LEADERS



HOW TO IDENTIFY LEADERS

- Ask God to help you identify the potential leaders in your group.
- Remember God uses people before they seem or think they are ready!
- Train leaders to recommend potential leaders for you to observe.

LOOK FOR THESE CHARACTERISTICS

- A believer in Jesus Christ who is teachable and willing to serve.
- Growing in their faith in Christ as evidenced by applying His Word to daily life.
- Demonstrates a love and concern for other members in the group.
- Listens well to others who share in the group.
- Enthusiastic about and faithful to studying the Bible in community.
- Involved in a local church.

CHECK YOUR ASSUMPTIONS

The internal picture of a “good leader” can prevent you from approaching someone God sees as a “good potential leader” (*1 Samuel 16:7, Acts 4:13*). Do not overlook those who:

- are on the right path but have not yet “arrived.”
- are eager to learn from Scripture but do not know Scripture deeply.
- are willing to learn how to serve but have not served extensively.
- are familiar with overcoming failure in life but do not have a squeaky-clean past.
- are from different backgrounds or see life differently than you. (e.g. from a different generation, denomination, ethnicity, family background, education, etc.)

INTERVIEW POTENTIAL LEADERS

After prayerfully identifying and observing a potential leader, invite the person to a conversation to explore the possibility of serving as a leader.

Include the following in your interview Conversation:

1. Set the expectation

Together you will explore...

- if God might be leading this person to join the leadership team.
- if EBS leadership is a good fit for their service in God's Kingdom.

2. Build a relationship

Get to know them by asking about their faith journey, family/work/education/church background, etc.

3. Share your experience

Tell them briefly about your background and how serving as a leader has had a positive impact.

4. Review the Statement of Faith

Ask if they have any questions and be sure they agree with it.

5. Explain the leadership role

Leaders' Meeting

- Review the expectations for attendance and the positive benefits of experiencing community and receiving training.

Basic job description

- Review the basic components for the role and answer their questions.

6. Encourage

Everyone needs encouragement especially when facing a new calling. Examples are...

- *"You will experience opposition and you'll want to quit... this is normal!"*
- *"I'll be praying for you, I'm available to you, I'm for you and my goal is to see you grow to your full potential as a child of the King and a leader in His Kingdom."*

7. Explain next step

- Extend a leadership invitation if appropriate.
- Most people desire to pray for a few days before joining leadership.
- If you feel hesitant to invite the person to join the leadership team, thank the person for their time and inform them you need further direction from God about progressing further in the process. Reconnect with the person in a few days to communicate your decision.

8. Close in prayer

"SUCCESSION PLANNING"

God calls leaders to serve for a season. Building your leadership team includes setting them up for success after you retire. Regularly pray for and invest into leaders who can step into the role of teacher in the future.

HOW TO LEAD A LEADERS' MEETING

The teacher and/or assistant teacher leads the weekly leaders' meeting.

OPTION 1:

- Announcements (5 minutes)
- Prayer (15 minutes)
- Lesson discussion (40 minutes)

OPTION 2:

- Announcements (5 minutes)
- Prayer (15 minutes)
- Lesson discussion (40 minutes)
- Training (15 minutes)

*NOTE: The preferred option is a **one hour Leaders' Meeting** held on the same day and prior to the start of the class meeting. Leaders' Meetings may be held for 1 ¼ hours earlier in the week than the class day.*

LEADER'S TRAINING AND FELLOWSHIPS: [2-3 times per year]

- Training (30 minutes) - [resources provided by EBS HQ]
- Fellowship (30 minutes) - may include food as preferred

ANNOUNCEMENTS

- Keep announcements brief and relevant to the class and leadership.
- A few prayer requests can be included.

PRAYER

All leaders participate in the prayer time. Prayer can include praise, thanksgiving and requests. Train the leaders to regularly include:

- EBS ministry concerns and needs
- Host church relationship
- Leadership needs of the class
- Spiritual growth of leaders/members
- Participation in all four parts of study
- Practical and relevant teaching
- Healthy relationships in groups
- Individual requests

HOW TO LEAD A LEADERS' MEETING

LESSON DISCUSSION

All leaders participate in the discussion of the questions for the current lesson. Refer to the *DL Manual* for how to facilitate the discussion.

TRAINING

Provide training on the practical skills leaders need on a periodic basis.

Some topics to cover include:

- Facilitation skills
- Shepherding skills
- Communication skills
- Prayer methods and tips
- Challenging situations

5-D TRAINING METHOD: Use the “5 D’s” when providing skill training.

1. **DECLARE:** Provide brief information about the skill
2. **DEMONSTRATE:** Show leaders how to do the skill
3. **DELIVER:** Provide a tool or tip to equip them
4. **DO IT:** Ask the leaders to practice the skill
5. **DEVELOP:** Provide coaching feedback to strengthen what they did well

LEADERS FELLOWSHIP

Schedule a time of fellowship a few times during the class year. Consider offering some simple snacks or potluck or “bring your own”. Provide time for leaders to interact informally and build relationships. Encourage leaders to share how God is at work in their lives.

LEADERS' MEETING **BEST PRACTICES**

Prayerfully strive to make the leaders' meeting experience a weekly highlight for the leaders. Encourage the formation of a genuine and safe community among the leaders. Add value to their spiritual growth and leadership development.

SOME TIPS AND BEST PRACTICES INCLUDE:

- Create a group text or utilize social media to connect the leaders during the week.
- Use smaller groups of 3-4 from time to time for prayer.
- Share an encouraging observation from a group you visited the previous week.
- Provide a "leadership tip" of the week to sharpen their skills.
(e.g. "choose one question this week for your members to share with a partner so everyone participates")
- Point out various ways God is at work in the class.
- Give the "why" for a guideline each week.
- Use a pair-share or small group huddle on one or two questions during the discussion of the lesson.

ANNUAL TRAINING/ 1ST LEADERS' MEETING

ANNUAL LEADER'S TRAINING BEFORE NEW CLASS YEAR:

- Prayer (15 minutes)
- Class information/Announcements/introductions (10 minutes)
- Training (35 minutes) [resources provided by EBS HQ]
- *[OPTION: Additional time for fellowship if desired]*

Launch each new class year with an annual leaders training. This provides a great opportunity to train new leaders and refresh the training of seasoned leaders. EBS HQ provides a resource to equip you to lead the training. This meeting can be combined with the First Leaders' Meeting if desired.

1ST LEADER'S MEETING OF NEW CLASS YEAR:

- Announcements (5 minutes)
- Prayer (15 minutes)
- Devotional (10 minutes)
- Practice 1st Discussion [no lesson] (30 minutes)

The first leaders' meeting of the new class year follows the typical format if the class members previously received their workbooks and will discuss lesson one at the initial class.

If workbooks are distributed during the first-class meeting, then prepare leaders to focus on relationship building and a review of Welcome to EBS during the discussion group time.

HOW TO LEAD A CLASS MEETING

The goals of spiritual growth, practical support and encouragement of the leaders and members set the tone for the teacher and assistant teacher as they serve during the class meeting. Typically, there are 30 class meetings for each class year.

SUGGESTED CLASS SCHEDULE

- **Opening** (10 minutes)
 - Song/Hymn (5 minutes)
 - Inspiring Devotional (3-5 minutes)
 - Prayer
 - Move to Discussion Groups (3-5 minutes)
- **Discussion Groups** (40 minutes)
- **Song/Announcements** (optional 5 minutes)
- **Teaching and Closing Prayer** (30 minutes)

Note: Timing and order may be adjusted according to the class context. For example, noon classes include only discussion groups and teaching.

OPENING

The opening can set a relaxed, encouraging tone for the class meeting. Timing can be reduced but is not to exceed 10 minutes. Specific components of the opening may be omitted. Online classes always omit the singing.

- Choose a song that is familiar and upbeat.
- A musician or recording may be used.
- The devotional can, but is not required to, address the current passage.
- The prayer focuses on the discussion groups and children's program.
- Acknowledge and ask for God's comfort and help when local events or crises are impacting class members.

HOW TO LEAD A CLASS MEETING

DISCUSSION GROUPS

- Discussion leaders lead the discussion groups. Refer to the *Discussion Leader Manual* for how to lead and facilitate the discussion of questions.

TEACHING

The teacher or assistant teacher provides the teaching for the passage in that week's lesson.

- Timing is 25-30 minutes
- Include practical applications to help members live out the truth they learned
- Classes may show the video provided by EBS in lieu of live teaching

VISITORS

- Welcome visitors and newcomers each week.
- The administrator assists newcomers with registration, payment and receipt of the workbook.
- Assign newcomers to a discussion group.
- A one-time visitor may join the discussion group of their friend or family member.
- A visitor who is undecided about joining the class is provided a copy of the current and next week's lessons and joins a discussion group for that week.

OFFERING:

Classes that meet in a host church are encouraged to collect a "free will" offering each year for the church. This offering provides a tangible way to show gratitude for the use of their facility each week.

CLASS FELLOWSHIPS:

A fellowship time for groups and/or the entire class can be held 2-4 times per class year. A meal or snack and informal time to build relationships builds and strengthens community in the class.

HOW TO LEAD A CLASS MEETING

PREPARATION FOR THE NEW CLASS YEAR

The teacher, assistant teacher and administrator work together to complete the following tasks prior to the initial class meeting of the year.

REGISTRATION

Registration can take place at the end of a class year, during the summer break or as members attend their first class of the new class year.

- Online registration is the ideal and simple way to enable new class members to enroll and pay for their workbooks. Members may access the online registration portal from the ebshome website (Find a Class) or the administrator can assist using their own device at the class meeting. Email confirmation is provided to the member and the teacher or administrator. *(See the EBS Online Registration resource)*
- Members may also complete the “Enrollment” form and provide payment to the administrator. The administrator collects and submits all Enrollment forms, the completed Batch Form and payments to EBS HQ.
- Partial or full scholarships are available to any who request them.

CREATE DISCUSSION GROUPS

The teacher, assistant teacher and administrator assign members into the specific groups.

- Each member is assigned to a group for the class year.
- Honor requests for friends to remain together whenever possible.
- Assign 12-15 people per group.
 - *This number allows for a good discussion even when some members are absent and is a reasonable number for the DL to shepherd.*
- Inform group leaders of their members and provide contact information so they may contact them in advance of the first class.

HOW TO LEAD A CLASS MEETING

DISTRIBUTE WORKBOOKS

Workbooks may be distributed to members at the first-class meeting or at an informal fellowship or pick-up time prior to the official start of class.

FIRST CLASS MEETING OF A NEW CLASS YEAR

- Complete registration, payment and discussion group assignments for newcomers.
- Distribute workbooks if not already completed.
- Create an efficient way of informing members which discussion leader they are assigned to in case prior contact was not possible.
- Create an efficient way of directing members to the place where their discussion group meets.
- The first discussion group focuses on getting to know one another and a review of *Welcome to EBS* unless prior workbook distribution enables members to prepare to discuss the lesson 1 questions.
- The teaching time focuses on an encouraging introduction to the study if the workbooks are distributed at the first class.

HOW TO LEAD WISELY

Leading people wisely requires relying on the Spirit. Only the Holy Spirit can guide leaders to balance:

- the biblical practices of speaking the truth in love
- extending compassion and mercy while maintaining healthy boundaries
- protecting the group while simultaneously upholding the dignity of an individual

SHEPHERDING

The goal of shepherding is to relationally come alongside each leader to enhance their spiritual growth. Jesus, the Good Shepherd, perfectly shepherds His people and provides an ideal model.

- Teachers and assistant teachers intentionally shepherd the leaders and provide support to the leaders as they shepherd the members.
- Intentional shepherding builds strong relationships and is a key component in creating authentic community among the leaders.
- Regularly pray for and with each leader.
- Occasionally a teacher/assistant teacher may need to shepherd a member as well.

Since following Christ looks different for each person shepherding also differs for each leader. Supporting leaders in distress and hardship requires prayer and wisdom.

- Ask the Spirit how you can best come alongside to care for the leader.
- Encourage leaders to speak with their church leaders for counseling and/or financial needs.

HOW TO LEAD WISELY

DIVORCE

Divorce is painful for the couple as well as their friends and family. This is one reason God hates divorce (Malachi 2:6). Regardless of the circumstances of the divorce, time and care are necessary for healing and moving forward in a healthy, fruitful way. Christian community can play a significant role in providing the caring, loving support for someone recovering from divorce.

Divorce does not disqualify someone from leadership. However, wise observation and conversation are a part of discerning if the individual has sufficiently healed to shepherd and care for others. Consider these questions as part of your discernment process:

- How recent is the divorce?
- How effectively has the person dealt with and recovered from their emotional wounds?
- What ongoing complications or stresses are there (e.g. child custody issues)?
- How faithfully are they following Jesus in the context of a new marriage or as a single?

COUNSELING

Good, effective counseling requires formal training. EBS teachers are therefore expected to avoid engaging in counseling a leader or member regarding mental health issues or personal issues such as marital difficulties or relational problems. The need for professional help is not a character flaw or weakness.

Identify in advance professional counselors to whom referrals can be made as appropriate. Encourage the person to talk with their pastor or other church leader to receive the support of their church community. Do offer to pray with and for the person and acknowledge their pain with empathy. Point the person to helpful Scripture passages when the person requests it.

HOW TO LEAD WISELY

TRAIN AND TRUST

Train Leaders on:

- **The goals for their service.**
 - Understanding what they are to achieve is more effective than mandating how they achieve it.
- **The skills to effectively serve.**
 - These skills include interpersonal, facilitation and shepherding skills in addition to Bible knowledge since we lead people as they engage in Bible study.
- **The biblical principles for leadership and service.**
 - Principles provide freedom for everyone to lead in the context of their God-given personality, wiring and gifting.
- **The thinking and discernment skills to choose the appropriate options.**
 - The Holy Spirit is a more reliable Guide in a challenging situation than a formula that cannot account for every factor.

Trust leaders to carry out their service.

Remember your goal is to develop the leaders as they follow Christ rather than control their behavior in the pursuit of perfect outcomes.

Provide coaching feedback that builds on their strengths and offers tips for improved effectiveness as opposed to correcting every flaw or misstep.

HOW TO LEAD WISELY

PLANNING AND ANTICIPATING

A wise leader is fully engaged in the present while keeping an eye on the future. Anticipate and plan toward the class and leadership needs in the coming months.

Some areas to plan for include:

- adding new leaders to replace those who step down
- determining how many members will participate in the next semester
- educating and helping members register for the next class
- setting and communicating calendar dates for the class year
- choosing the next study and communicating that to HQ
- determining and communicating a plan for workbook distribution
- host church communications and permissions
- communicating helpful information to leaders and members

RESIGNING

Serving as a teacher/assistant teacher is a season not a lifetime commitment. Wise leaders continually look for the person God is raising up to replace them. Plan for the future health of the class by identifying in advance a few who can replace you. Mentor them if possible.

A successful transition is achieved when the class continues and flourishes under new leadership. Communicate with the Director of Training regarding resignation plans as soon as possible.

HOW TO LEAD WISELY

CHILDREN'S POLICIES

EBS classes may include a children's program led by the children's coordinator and children's leaders. Classes may also opt to provide childcare staffed by paid workers. Adhere to the following policies in either scenario.

- **Funds for childcare workers**
 - Payment for childcare workers is covered through voluntary donations from members, a special offering collected by the class or a "patron" who underwrites the cost.
 - Paid childcare workers are not EBS employees.
- **Parents provide diapers and other supplies to care for their children.**
- **Follow the host church, state and local guidelines regarding childcare for:**
 - Teacher/children ratios
 - Background checks
 - Classroom size/location
 - First aid and other medical procedures
 - Suspected child abuse
- **The presence of two adults at all times is required in every classroom/group of children.**
- **Class members may volunteer in the children's program after attending the class for a minimum of six months.**
- **Children who have been ill during the 24 hours before class may not attend.**
- **Medication may be administered only by the parent/registering adult.**
- **Physical punishment is prohibited.**
- **Notify the parent/ registering adult if a child is involved in an accident or injured during class.**

HOW TO TEACH

TEACHING GOD'S WORD

Teaching God's Word is a great joy and privilege. Teaching God's Word is also a great responsibility (2 Timothy 2:15, James 3:1).

- Teach who God is since the Bible is His story.
- Teach for transformation and not to merely communicate information.
- Teach our ongoing need for Jesus and His grace, redemption, and restoration.
- Teach our ongoing need for the Holy Spirit's power to apply God's Word.
- Teach to make disciples who follow Jesus instead of Pharisees who follow rules and formulas.
- Teach with greater passion for Jesus Christ than favorite doctrines or issues.
- Teach with generosity on various viewpoints on doctrines, social and cultural issues, Church traditions and practices.
- Teach hard truths with compassion and a tear in your eye.
- Teach truth boldly even though it may not be popular.
- Teach to keep the main thing the main thing: the good news of Jesus Christ (*1 Cor. 15:3-4, 57*).

HOW TO TEACH

WEEKLY PREPARATION

Good teaching requires the Spirit's inspiration and help and the sweat of personal effort to prepare well. The time to prepare varies by individual and generally decreases during the first few years of teaching.

Tips for weekly preparation include:

- Read or listen to the passage multiple times.
- Read or listen to the passage in various versions.
- Complete the lesson questions without help before checking answers.
- Read the lesson notes.
- Listen to or watch the sample lecture provided by EBS if desired.
- Read 1-2 commentaries for background information and to clarify difficult passages.
- Use the worksheets provided by EBS as a tool to create a teaching outline.
- Incorporate other preparation or study tools previously acquired as desired.

TEACHER TRAINING

EBS provides live training to equip teachers with the needed skills to effectively teach the Word of God.

- All new EBS teachers and assistant teachers participate in the teacher training via Zoom by the Director of Training.
- First year teachers receive one-on-one coaching to grow and improve their skills.
- Seasoned teachers are encouraged to participate in the training as a refresher and can request personal coaching as desired.

RESOURCES

QUICK LAUNCH PROCESS FOR ESTABLISHING A NEW CLASS

The Director of Training and Class Development is responsible for and works with individuals or groups to establish a new EBS class. **Please refer those who express interest in starting a new class in their community to the Director of Training and Class Development.** Realistic expectations and a healthy foundation are necessary components built into the quick launch process.

QUICK LAUNCH PROCESS

- Initial inquiry
- Initial dialogue
- Context investigation
- Exploration of Options
- Quick Start team formation and training
- Teacher identification and application
- Quick Start class guide
- Quick start strategy planning and implementation
- Teacher Training on Zoom
- New DL Training on Zoom
- Ongoing local promotion and registration events
- First Class

EBS 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 (*II Peter 1:21; II 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 (*Matt. 28:19; Acts 2:31-33; 2 Cor. 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 (*I 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; I 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. (*I Corinthians 15:1-4; I 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 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*).



EBS DISTINCTIVES



Interdenominational

- We welcome anyone to study the Bible. All members are encouraged to attend and be involved in the church of their choice. Keep conversations focused on the Bible rather than churches. Remind members to speak respectfully of all churches if the topic arises.

Leadership Characteristics

- The teacher invites people into leadership. Leaders receive training at the weekly Leaders' Meeting. EBS leaders are expected to model humble, servant leadership that seeks to honor Jesus Christ and avoids causing another to stumble.

Counseling Members

- Occasionally a member's personal situation requires a greater level of care than shepherding provides. Ask the teacher for guidance if you think a member needs professional help.

Children and Infants

- Some EBS classes provide a children's program or childcare. Infants may accompany mothers to discussion group and lecture at the teacher's discretion.

Host Church Relationship

- EBS classes are guests of the host church. Make it a practice to restore the set-up of rooms and other items. Follow the church policies regarding clean up, food and drinks, audio-visual equipment, etc.

Audio and/or Video Recording

- Each class provides a link to the lecture recording to all on-line members. Individuals may record the live lecture for their personal use only at the teacher's discretion.

Personal Contact Information

- We protect the personal information of our members. Use the blind copy feature for group emails. Ask for permission from a member before sharing contact info with other group members. Allow members to "opt out" of a group text if they prefer not to share their contact info.

Other Events and Materials

- Keep the focus on the common ground of Bible study by avoiding distribution of other materials or invitations to other events during class.

Copyright

- EBS materials are protected by copyright. We ask each member to obtain their own copy of the workbook.



ANNUAL CHECKLIST FOR EBS CLASS

SPRING

- Choose course for next study.
- Complete *Course Selection* form online.
- Confirm host church arrangements for next class year.
- Collect any special offerings (e.g. host church, EBS, scholarship fund).
- Confirm leadership commitments for next class year.
- Interview potential leaders to replace those retiring.
- Set class calendar for next class year.
- Determine number of members planning to return in the fall.
- Encourage and promote online registration for next study.
- Conclude class end of April/early May.
- Return unused books to EBS HQ.
- Submit any additional funds collected.
- Inform EBS HQ of planned day/time of Zoom discussion groups if participating in EBS Online.

SUMMER

- Inspect shipment of *Teacher Study Guide* and other resource materials for accuracy.
- Recruit leadership as needed.
- Promote and encourage online registration for the fall.
- Receive study workbooks and other materials (*administrator or "ship to" person*).
- Begin review of passage and/or course materials as desired.
- Review updated manuals and training videos and resources.
- Participate in training sessions as desired.
- Communicate with leaders regarding start up dates.



ANNUAL CHECKLIST FOR EBS CLASS

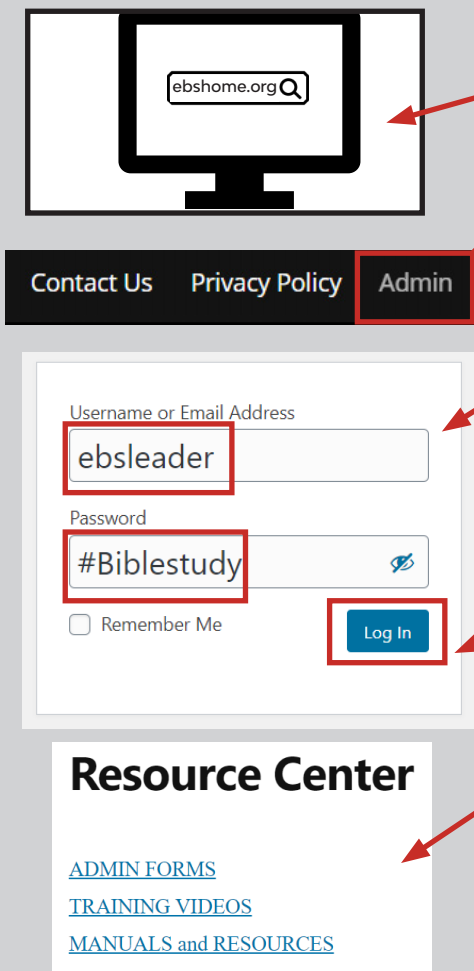
FALL

- Assign members to discussion groups.
- Review start up plans and procedures with administrator.
- Lead the Annual Training Meeting.
- Begin Class (August/September).
- Administrator submits *registrations, batch forms* and *checks* for in-person registrations.
- Receive Study workbook #2 (shipped October/November).

WINTER

- Submit *registrations, batch forms* and *checks* for second semester to HQ.
- Collect and submit special offerings (*e.g. for host church, EBS*).
- Send a thank you note to host church.
- Break for Christmas.
- Resume Class for second semester (January).

TRAINING RESOURCES



1. Go to <https://ebshome.org>

2. Click on "Admin" (*bottom of page*)

3. Enter:

- USER: ebsleader
- PASSWORD: #Biblestudy

4. Click "log in"

5. Navigate to the appropriate tab in the *Resource Center* or click on the resource link (title) below.

ADMIN FORMS:

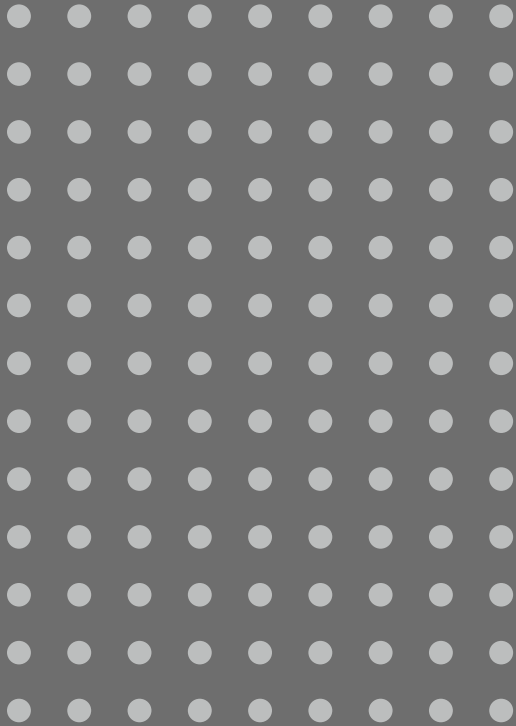
- Name tag form
- Class schedule form
- Memorial/Honorarium form
- Enrollment form

TEACHING WORKSHEETS: *(not on website)*

- [Observe the Text](#)
- [Connect the Text](#)
- [Teaching Outline](#)

MANUALS AND RESOURCES:

- DL Manual
- Zoom Instructions for Members
- Zoom Instructions for DLs
- Zoom Instructions for Teachers/Administrators
- 7 Options for EBS
- Welcome to EBS



Contact: melinda@ebshome.org
Website: ebshome.org