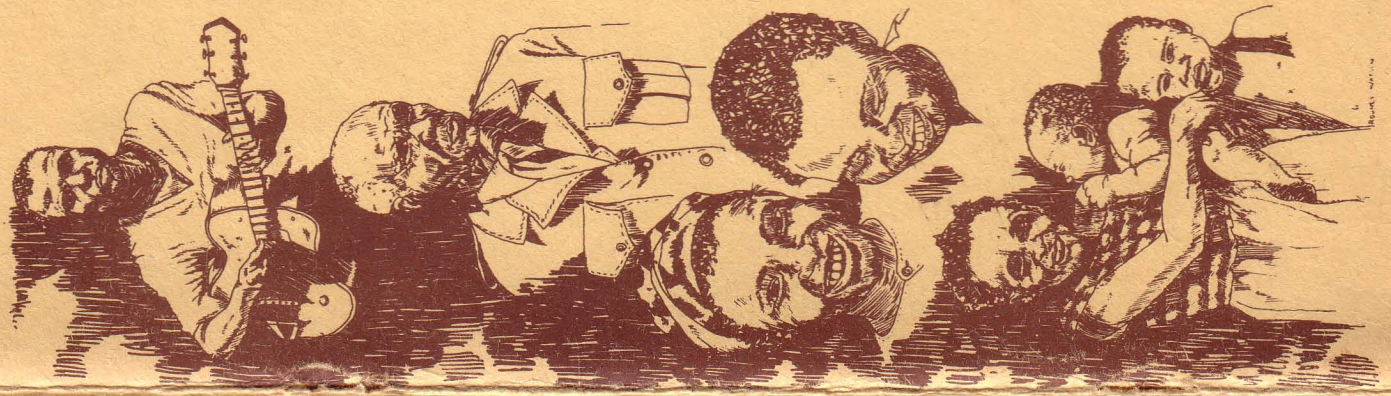


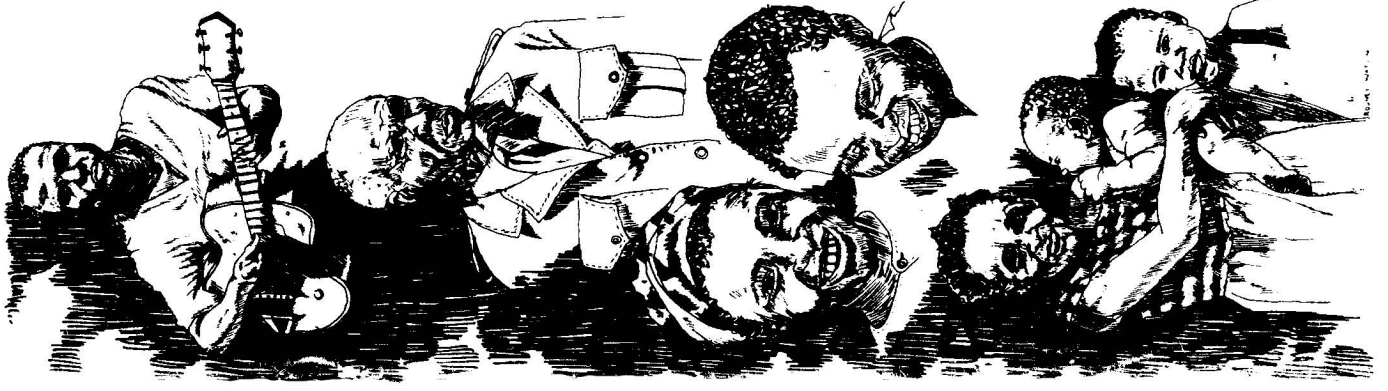
GROWING A CHURCH THROUGH SUNDAY SCHOOL

by
Boyd Pearce



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By
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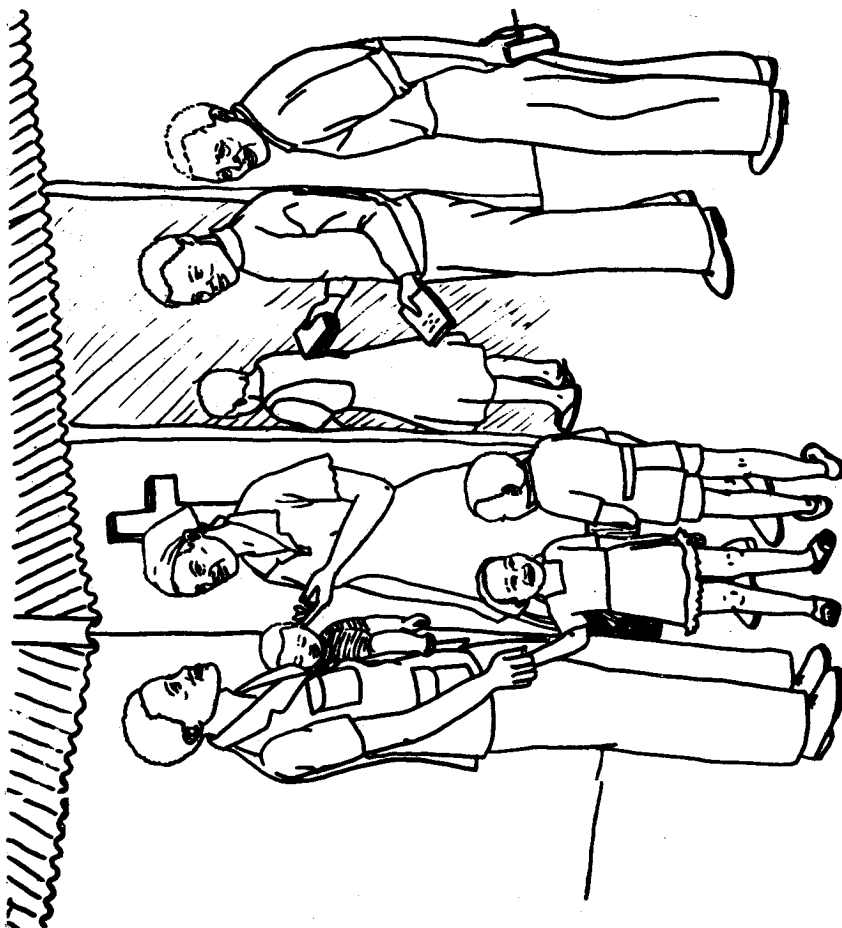
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G. Remember you have not really taught unless there is a change in the lives of the students. The test of teaching is the growth of the students.

As a Sunday School teacher you have the highest challenge and the most glorious privilege of anyone in the world: to teach the Word of God. Your work is to lead people to understand eternal truth and make life-changing decisions for Christ. Do not permit anything to keep you from doing your best in this important work.



not Christians. Paul told the Christians at Ephesus, "You must no longer live as the Gentiles (non-Christians) do" (Ephesians 4:17). This is especially true for the Sunday School teacher. His life must be an example to others in all things. The love and joy of the Lord should show in everything he does.

E. The Sunday School teacher should make a personal commitment to try to win people to Christ. This has already been listed as the work of the Sunday School teacher. It must become a personal commitment between him and the Lord. There has to come a time when he prays on his knees, "God being my helper, I will do it." By observing the four goals listed above, he should always be the type of person the Holy Spirit can use for this most important work.

4. How does a Sunday School teacher prepare himself to teach on Sunday morning? This is not a book on teaching methods, but here are some suggestions to help in preparation:

A. Do not forget, the work of the Lord must be done in the power of the Lord or it will not succeed. Before you do anything else, you must prepare yourself spiritually.

B. Start your preparation early in the week, preferably on Monday. Give yourself the whole week to learn the lesson material, to look for illustrations and to think how you can make the lesson interesting. The teacher who does not begin preparing until Saturday is not going to have much to say on Sunday morning.

C. Learn to use your teacher's books and lesson books. This will take practice and study, but these books are tools you must use if you would teach effectively.

D. Remember, you are not just filling an hour on Sunday morning. The students must be fed the Word of God. Make your teaching simple; use words your students will understand. Struggle week by week with the problem of how you might put the truth of the lesson into the minds of your class members.

E. You may refer to your lesson book occasionally, but do not read from it in class. Know what you are going to teach. Watch your students as you teach. You can tell from their faces if they are interested and understanding what you are teaching.

F. You must believe in your own heart the truth of what you are teaching.

THE PURPOSE OF THE SUNDAY SCHOOL

Pastors and church leaders want their churches to grow and develop. They want to reach out to the people of their community to bring them to Christ. They want church members to mature in their faith. Too often they do not know how to cause these things to happen. They need a plan — something that will help to develop churches.

The purpose of this book is to declare that Sunday School is the plan churches need. A working Sunday School can help even the smallest church to grow. A church can and should use its Sunday School to train its members and reach out to its community. Without a working Sunday School, a church can do none of these things effectively.

A church needs a properly organized, working Sunday School. This book will explain why this is true, how to have it and what it can do for the church.

1. First, what is the Sunday School?

A. The Sunday School is people - all people: the members of the church, people who are lost, Christians who do not attend church, all the people of the community. It is for adults and young people and children.

B. They are divided into small groups called classes. They are grouped according to age, so that there will be a class for every member of the family.

C. Small groups or classes enable the Sunday School to do two things. First, a teacher can teach a small group more effectively. Second, a small group can work better in the church and community.

2. What is the purpose of the Sunday School?

The primary purpose of the Sunday School is to reach people for Christ and for the church. It always has been. Sunday School is to "mobilize" the people of the church to evangelize their community. "Mobilize" means "to collect together for service." It means to organize

the people, inspire them, stir them up, activate them, move them, equip them - so that they will go *out* and bring people of the community *in*. The people of the church must be mobilized to evangelize their community. This is the purpose of the Sunday School.

3. What is the task or work of the Sunday School?

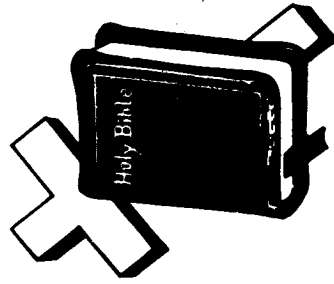
A. TO REACH the people of the community for Bible Study. The Sunday School must reach out to all people. No one is left out. No matter how well organized a Sunday School may be, if the teacher and members do not go after the people, the Sunday School will not grow. It will become selfish and will fail to fulfill its great purpose.

B. TO TEACH the people the Bible. Bible teaching is the foundation on which Sunday School is built. The Sunday School must reach the people of the community and teach them the Word of God. It is the task of the Sunday School to teach the Bible in each class, whether it is a class of small children or older adults. Even small children can learn much about the Bible.

The term "Sunday School" means a school that meets on Sunday. It is the church's school. The textbook is the Bible. The task is to teach the Bible. Everyone needs to be in Sunday School. Sometimes older adults say that Sunday School is only for children. Is this true? At what age does a person finish learning all about the Bible? If it makes it easier to get adults to attend by calling the adult classes by a name other than Sunday School, then do so. Call them "Bible Classes" or "Bible Study." The important thing is that the church have a working plan for teaching the Bible to every age group.

C. TO WIN people to Christ and lead them into church membership. To reach people and teach them is not enough. The Sunday School must complete its task. It must find lost people and lead them to Christ. This is the task of every member of the church.

D. TO DEVELOP Christians into mature servants of the Lord. This is the next important task of the Sunday School. When a person becomes a Christian the Bible says that he is a baby spiritually. He must grow and he does this in three ways.



students as they arrive. He must not wait until the Sunday School hour has started before he begins carrying benches out to his class.

E. He must attend training meetings which will help him be a better teacher. He should constantly be trying to improve his teaching.

F. He must know his students and be committed to helping them.

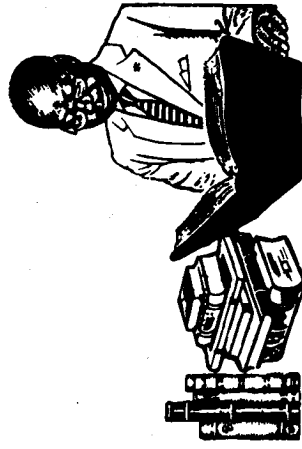
G. Last, but far from least, he must be ready and equipped to win people to Christ.

3. What personal goals should a Sunday School teacher have for himself? It is important what other people expect a Sunday School teacher to be and do. But it is just as important what a Sunday School teacher expects of himself. There must be a commitment within his own heart that would cause him to want to be all that he can be and accomplish everything he can, for the glory of God. We cannot name all of the personal goals that a teacher ought to have but here are a few:

A. Before anything else, the teacher must have personal assurance that he has been saved, and Jesus Christ is truly his Lord and Saviour. Unless he knows this he has nothing to teach.

B. The Sunday School teacher must be a student of the Bible. He must read it, hide it in his heart and live his life in obedience to what it teaches.

C. The Sunday School teacher must be a praying Christian. He must set aside a time everyday to be alone and pray. It is through prayer that he "abides in Christ" (John 15:5) and comes into fellowship with him. It is in prayer that he confesses sins and seeks God's grace, love and strength in his life. The teacher should learn to pray for God's saving power in the lives of those whom he has visited who are lost. The Sunday School teacher must be a person of prayer.



D. The Sunday School teacher must live a separated life. There should be a real difference between his life and the lives of those who are

peace-maker? Is he respected in the community, or are there sins and weaknesses in his life that would cause non-Christians to stay away from his Bible class? The Sunday School teacher must be someone who shows by the way he lives that he is a Christian.

C. He must support his church with his giving. Church leaders must set the example in tithing. This includes Sunday School teachers. How can he teach the Bible week after week if he is not willing to do what the Bible teaches about giving?

D. He must be a spiritual person, worshipping the Lord both in the church and in his home. If he is not spiritual, he should not be given the task of guiding the spiritual lives of others.

E. In his teaching there should be evidence that he has been given the gift of teaching by the Holy Spirit. We cannot list all of these evidences, but look for these: Can he teach? Do people like his teaching? Are the lives of his students being changed by his teaching? Are his efforts bearing spiritual fruit? A person may be a very fine church member and Christian, but if he has not been given the gift of teaching he will not succeed in the work. This is not his fault, it simply means that God has another kind of work for him to do.

In looking for teachers a church should not require that a person be perfect in each of these areas before he is elected to teach. He should, however, be making progress in them and be willing to commit himself to continue growing in them.

2. Basically, what are the duties of the Sunday School teacher? What is his job, so that both the church and the teacher himself can know whether or not he is doing what he is supposed to do?

A. When his class meets he must be prepared to teach the Word of God effectively.

B. He must visit, and depending on the ages of his pupils, he must organize them to visit.

C. He must be regular in his attendance. If he has to miss he must report this ahead of time to the Sunday School director or the pastor. He must be certain that there is a substitute teacher available for his class.

D. He must arrive at least fifteen minutes early on Sunday morning to prepare the place where his class will meet, and to greet his

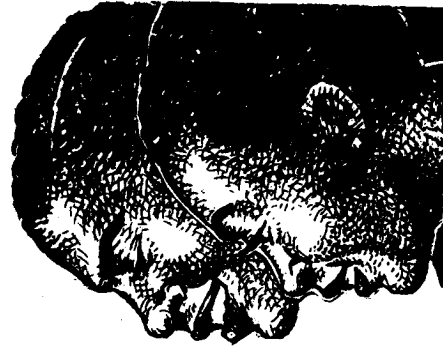
becomes a Christian the Bible says that he is a baby spiritually. He must grow and he does this in three ways.

1. First, he grows through the Word of God. He must be taught. The Bible teaches him about his new life and faith. The New Testament never separates growing in grace from growing in knowledge. If church members are to grow they must be taught the Bible. The Sunday School is our plan for doing this.

2. Second, Christians grow by serving, by working in the church. To grow, a Christian must work for the Lord. He must learn to serve. He must have opportunities to do something in the church. Sunday School provides these opportunities. In their classes, Christians should learn to visit and witness, to lead and teach, to pray for and minister to those who are in need. It is our goal to develop members to live a Christlike life of service and ministry. The Sunday School helps a church to do this.

3. Third, Christians grow through their relationship with the Lord. They learn more about the Bible. They get involved in the Lord's work. They learn to depend upon the Lord. Their relationship with Christ is deepened. They learn to pray and enjoy the fellowship of other committed Christians in their Sunday School class.

A working Sunday School is a most valuable help to the pastor. It helps the church members to develop in their Christian lives.



E. TO MINISTER is to care. TO MINISTER in the community is the task of every Sunday School class. Through class members the group can learn of needs in the community. They can minister to people who have needs.



The Sunday School teacher needs to know the problems of his pupils. Then he can meet those needs as he teaches the Bible.

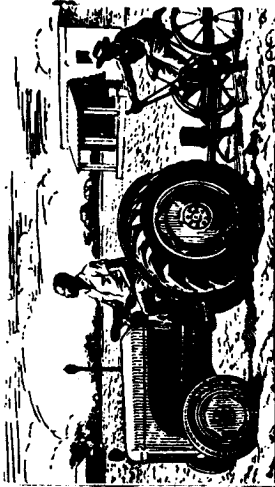
TO REACH! TO TEACH! TO WIN! TO DEVELOP! TO MINISTER! These are the tasks of the Sunday School. A church must do them to fulfil its purpose as a church. Sunday School works! It can help the church grow and succeed as nothing else can.

It must be understood, however, that having a good Sunday School is hard work. Some churches fail in their Sunday Schools because they do not understand this. They feel that when they have started two or three classes, found a teacher for each one and given them their lesson books that the work is done. Now, they can relax; they have a Sunday School! They are surprised that people are not interested in their Sunday School. It accomplishes nothing. They have not understood that they must keep working to develop a good Sunday School. Teaching and training of teachers must continue year by year.

The Sunday School must fulfil its great purpose and accomplish its five important tasks. It is a hard work! But even though it is hard work, it must be done. A church can not really succeed without it. Do not be afraid of the hard work. Think of the things it will help the church accomplish, and do it!

THE SUNDAY SCHOOL TEACHER

A farming co-operative bought an expensive tractor to help them cultivate their hundreds of acres of land. They planned carefully what they would plant, the contour they would follow and the brand of seeds they would use. They knew the date to plant, when they had to fertilize and how much rain was going to be needed. They had planned carefully and organized well. They had overlooked only one thing. Sooner or later someone had to drive the tractor and none of them could.



In Sunday School it is important to plan well and to organize in the correct way. It is important to know the purpose and tasks of Sunday School and what it should be accomplishing in your church. But in spite of all your planning, sooner or later someone has to drive the tractor; someone has to make it all work. That's the work of the Sunday School teacher. In Sunday School work, good, trained teachers are absolutely essential.

This is not a book to teach teachers how to teach. We would like, however, to try to answer some questions and give some guidelines that should be helpful both to churches and teachers concerning this important task.

1. What sort of a person should the church look for to be a Sunday School teacher?

A. The first thing a church should expect is that the prospective teacher would be a faithful member of that church. If he is not a Baptist he should not even be considered. If he is a Baptist but has never joined the local church, find out why before electing him to teach. A Sunday School teacher should love his church and be faithful to it. This means he attends its meetings and helps in every way he can. Is the person being considered a faithful member? Does he love his church?

B. The second thing a church should look for is someone living a consistent Christian life. Do the church members believe in him? Is he a

Eighth, when the classes have been divided, each teacher should organize his class into groups and send them out to visit. Now, your church has two classes working instead of one and your Sunday School will continue growing. Remember your two year goal was to have eight classes. Now you have added one new one and some of your younger classes may be ready to divide as well. This is the way you will reach your goal.

As your Sunday School grows your church will grow. Lost people will be coming to the classes. They will hear the Bible taught. They will hear the gospel preached. Through the witness and influence of the teacher and class members, many of them will accept Christ. Thus, the Sunday School is building the church.

There is one other important thing. Notice that all the work of the Sunday School points toward Sunday. Sometimes an association or fellowship of churches in a certain area will plan special meetings on Sunday. Some churches will not meet on that day or will have very early services so all the members will be able to go to another church for a special meeting. Can you imagine what would happen if people who had been visited during the week should come on Sunday and find the doors closed? Sunday is the most important day of the church's week. All the work of the church points toward Sunday. This is especially true of the Sunday School. Lead the churches in your area to plan their special meetings for Saturday or some other day of the week. Sunday belongs to the local church. If there is a special meeting such as a church opening or dedication, send two or three messengers from your church. But the church itself must carry on with its usual program every Sunday.

Chapter 2

GETTING THE GROUND READY



Before seeds can be planted in the ground, there must be some preparation. Someone must dig and remove the weeds. Before a successful Sunday School can be developed, the ground must be prepared.

Before a church can have a good Sunday School, it must understand what a New Testament church is and what it should be doing. Sadly, many churches are dying because they do not understand what they are or what their purposes are. They cannot understand what a Sunday School should be because they have not yet accepted what their church should be. The work of a New Testament church must be understood before a Sunday School can be effective.

In the New Testament, Paul frequently compared the church to a body. Read carefully 1 Corinthians 12:12-27. Read it several times and try to understand what it says about the church. The church is like a body. A body has many parts, and each part is important to the body as a whole. Every part of the body has a purpose.

The members of a church are like the different parts of the body. This means that each one is important; no member is unimportant in the church. The head of the body is Jesus Christ himself (Ephesians 1:22-23). He gives the different members of the body the work he wants them to do. He tells the body as a whole what it must do. The church fulfills its larger task when all the members do their work.

This should mean three things to the church:

1. It means that every member of the church has work to do. If certain parts of a body do not work, the body does not function well. It is important that every member of a body does its work. Every member of a church must do his work also. Many churches are failing today because they have not understood this. They allow their members to sit without working. All the work of the church is done by only a few people. This is opposite to the plan of our Lord for his church. The church is like a body! Each member of the body has work to perform. If the church succeeds, the members must all work. A church can not have

a good Sunday School until it understands this. Sunday School is a total church effort. It needs the support and help of every member to fulfil its work.

2. The church as a body means that each member of the church has a particular work to do. It is not enough to say that each member of the church should work. Eyes have a certain task to perform for the body. Feet have a particular work to do. Each member of the church must do the particular work that Christ has chosen for him and equipped him to do. For example, an individual member does not decide on his own that he will start teaching an adult class, or another that he will teach the youth. Just as important, a member does not decide, "Because I have not been given the work of teaching, I will do nothing at all." Jesus Christ is the Head of the Church. He decides which members will be teachers, and he gives them the gifts to fulfil this work. If we believe the New Testament, we must believe that for every task the Lord wants done in a church, he will raise up some particular person to do it. If a church will seek prayerfully those to whom the Head has given the gifts and calling, there will be enough teachers and workers to do the job of Sunday School in the right way.

3. The church as a body means that all the members of the church must work together in unity. Each must do his own particular work in order for the church to accomplish the one large task. One of the remarkable things about a physical body is that once the head has decided what the body will do, all of the members work together to accomplish that work. If the head says, "Walk," the whole body walks. Feet, hands, eyes, ears - every part of the body works together, each doing its part to fulfil the task of walking. This is the way the church must do its work. When there is a work to be done, if every member uses his gifts and does his part, they will succeed. But they must work together in unity just as a body does. In Sunday School every member of the church will have work to do. It is only when everyone does his part of the work that the Sunday School can succeed.

Be sure that the church is working as Christ intended. The whole church must work together to accomplish its goal. When the church has understood this, the ground will be ready for planting the seeds of a good Sunday School.

the pastor taught the teacher to visit, so now the teacher must teach the group leaders how to visit. The teacher should explain to the group leaders about the purpose of Sunday School and how it can help them to build their church and win people to Christ. Let the teacher explain to the group leaders that they have two responsibilities. The first is to watch over and minister to the other four members of their group. If one is absent he should find out why. If there is a problem he should tell the teacher about it. Their second responsibility is to teach their group members to visit just as they themselves have been taught by the teacher.

Fifth, on Sunday morning during the class hour, the teacher should give each group leader two names from his list of lost people. He should explain that each group will be responsible for visiting those two homes this week. The group leader should take some from his group to visit the first home. Remember, this is a lost person who has already been visited by the teacher. They should talk to him about their Bible study class. Tell him how the class has helped them in their lives. They should share their testimonies about what Christ has done for them. They should lead in a brief prayer before they leave. If there are children in the home, this information should be passed on to the teachers of the children's classes. On another day the group leader should get the other members of his group and visit the second house, repeating the same procedure as before. Let the group leader take care to use each of the members of his group in visitation.

Sixth, as the visiting continues, more will begin coming to the class. The teacher will soon need to start new groups. He should try to keep the groups at about five or six students. When a new group is started the teacher will probably need to change all of the groups, as he should not put all the new students in one group. Put some of the new ones in each group. Always pick the more faithful and experienced members to be your group leader. Make sure you teach each group leader exactly what he is supposed to do.

Seventh, remember that no class should have more than 20 students. If your groups are all working you will soon have more than that. The teacher, pastor and Sunday School director should make plans to divide the class. Do not be afraid to divide your class. This is the way a Sunday School will grow. The teacher of each class should always be training another teacher. He should be given opportunities occasionally to teach. The teacher should train him in all the work of being a Sunday School teacher, so that when the class is ready to be divided there will be a teacher already prepared to take the new one.

4. Christians in the area who do not attend any church. They may not wish to join the Baptist church, but they should be invited to attend for the Christian fellowship and Bible study.

5. People who are lost. Find them. Get to know them. Invite them to Bible study. Win them to Christ. If a Sunday School class is working, every Sunday when the teacher teaches there will be lost people there to study the lesson.

It is important to plan a time to visit. The teacher should have a definite time set aside each week to visit. He should make sure that the different groups within his class have made their plans to visit. Remember, work that is not planned is rarely done. If a teacher does not make plans to visit, he will not visit and neither will his class members. One of the most important jobs a teacher has is to bring people to Christ. He must not forget this.

Here is a plan you can use in your Sunday School for organizing your classes to visit and reach people for Christ and the church. It is not complete. There are details in it you will have to work out in your own church to fit your situation. But the idea will work if you will use it.

First, the pastor should meet with the teachers of the adult and youth Sunday School classes. He should teach the teachers about the purpose and tasks of Sunday School. The teacher must understand that one of the tasks of Sunday School is to reach people for Christ. The pastor should teach each teacher how to visit and how to witness. He should take the teacher with him when he goes visiting. The teacher should watch and listen until he understands how to enter a house and talk to the people about the Bible study class and invite them to come. He should learn how to tell them his testimony and witness for Christ.

Second, once the teacher has learnt to visit, he should continue visiting. He should get an exercise book and write the names of those he finds who are not Christians or who are not attending church. Beside each name he should write an address or directions for finding the house. This list should grow every time he goes visiting.

Third, in his class he should divide his students into small groups having about five each. If he has ten students he would divide them into two groups. He must divide the students carefully, making sure that each group has some strong, faithful members and that the weaker members are divided between the two groups.

Fourth, let the teacher appoint one of the members of each group as the group leader. The group leaders should be faithful members. Just as

THE ORGANIZATION OF THE SUNDAY SCHOOL

When a person builds a house on his farm, the first work he does is dig holes and set poles in them. He fills the holes with dirt and rock and perhaps cement to hold them firmly in place. Then he nails or ties other poles across these, and the house begins to take shape. This is the frame or structure of the house. It is very important because the house is built on that frame.

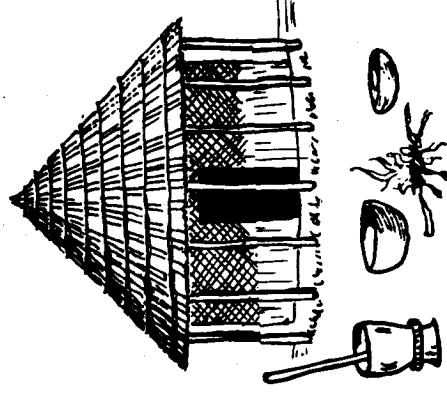
The frame is also important in building the Sunday School. The structure must be set up on which the Sunday School will be built. This structure, or frame, is the organization of the Sunday School.

The organization must provide for four different age groups. The classes in these four age groups have been given names. These names may sound strange at first, but they will soon be familiar.

PRE-SCHOOL DIVISION

This age group is for smaller children. They are children who have not yet started to school. It is important that children learn the Bible. When they meet, they must do more than just clap their hands, sing and hear a simple story. They must be taught. The Bible teaches this truth. In Old Testament times, God instructed his people to teach their children. Read Deuteronomy 4:9. Teaching the children was to be done in the home. However, in Nehemiah 12:42 we read that children also attended the temple services and were taught there. Timothy is an example of the benefits of teaching a child. His mother and grandmother taught him (2 Timothy 1:5 and 3:15). He also attended the synagogue, and the leader taught him.

The name of this first class is "BEGINNERS." They are children who are just beginning to learn. The ages of Beginners are from four



years to six. If no nursery is provided by the church, the child who is three or under should stay with his mother. He is too young to learn with older children and his being with them may prevent their learning.

What is a Beginner child like?

1. He is restless and very active. He can only sit still and listen for 5-10 minutes. He must have some activity.
2. He likes to imitate and repeat. He learns by copying others, doing what they do and repeating things they say. Beginners are not readers. So, imitating and repeating are important ways of teaching them.
3. He is very curious. He wants to see, hear, touch and taste everything.
4. He is what we may call "self-centered." He is filled with the wonder of "me." His most used words are "my," "mine" and "me."
5. Although he is very active and curious he has only limited understanding. He can not understand ideas such as "faith" and "grace." But he can understand how God can help him and be with him day by day. The teacher must teach him in ways he can understand.

Teaching materials. The church should provide lessons for the teacher to use. They are called the "Beginner Teacher" or "Teaching Small Children." There are coloured teaching pictures and "take home" picture leaflets that go along with the teacher's book. Each book contains 13 lessons which will last three full months. Order these from your Baptist publishing house.

CHILDREN'S DIVISION

The second age division is the children. Children in this division should be from ages seven to twelve. In school they will probably be from Standard one through Standard six.

The Bible teaches us to take our responsibility seriously to teach our children. We know that as children grow their bodies and minds develop. We must, therefore, divide them into different age-groups which allow for their changing abilities.

The children in this division should be divided into two classes. Those who are ages seven, eight and nine should be in one class. This class is called the Primary Class. "Primary" means first. When speaking

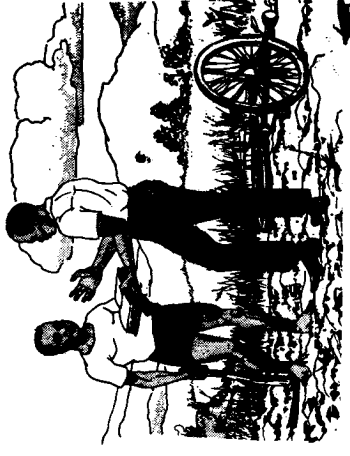
USING THE SUNDAY SCHOOL TO REACH PEOPLE

The purpose of the Sunday School is to mobilize the people of the church to evangelize their community. You can build your church through the Sunday School. Building the church, however, does not mean walls and a roof. The church is people. Lost people surround our churches. The question is, "How do we reach them?" The question can be answered by one word, *visitation*.

The small groups or classes of a Sunday School can be organized to work and accomplish something important. This work is visitation. This is a work that every member of the Sunday School can and should be involved in.

Sunday School teachers should visit. Whether they are teachers of small children or older adults, they must visit. Teachers of adult and youth classes should teach their class members to visit and lead them in this work. The most important work of the Sunday School class is to visit. They should visit:

1. Class members. The teacher especially should get to know each member of his class by name, by family and in his personal circumstances.
2. Class members who are not attending. They should visit them to find out what the problem is and to try to bring them back.
3. Church members who do not come to Sunday School, to urge them to come and be a part of Bible study.



C The pastor should explain about the church's Sunday School. He should introduce all the teachers and especially emphasize that there are Bible classes for the parents as well as the children.

D. Then the pastor should call up the youngest of the children's classes. They will march to the front with their teacher. The teacher can explain in just a few moments about the class, the ages of the children and what they are doing. Then the children should be given an opportunity to sing and to repeat some Bible verses.

E. The pastor should then thank the children and explain to the parents that some of the children have completed the work of this class and are now old enough to move up to the next class. He should call the names of those who are being promoted and give each of them a certificate of Promotion with his name on it, signed by the pastor, Sunday School director and teacher of the class he is leaving. These certificates may be obtained from the Baptist publishing house.

F. The pastor would repeat this procedure with each of the children's classes. When the children start back to their seats with their certificates they will be happy, their parents will be happy and everything will have been done in order. You have followed a plan! But remember, only the children who are being promoted are to be given certificates. The others will have to wait until they are old enough to move up before they get theirs.

So now you have your plan for your Sunday School. You have your two-year goal which calls for much growth. The question now is, "How do you get from where you are now to where you have said you want to be in two years?" There is a lot of hard work to be done. Perhaps we can help you see a way.

of primary children we are talking about those in their first stages of development. Most of them will have started to school, and they will be learning to read.

What is a primary child like?

1. He is active. He enjoys doing things, and he does not enjoy sitting still for a long period of time.
2. Like the Beginner, he also likes to imitate. He will begin to copy attitudes as well as actions.
3. He wants to learn. He is curious and will often ask, "Why?"
4. He has a good, active imagination. He likes action stories with descriptive words.
5. He thinks simply. He likes conversations. He likes to answer simple questions. He still has trouble with difficult ideas such as "faith" and "grace."
6. He is co-operative. He wants to please adults.



Teaching Materials. There is "Primary" lesson material for this group of children. If it is not available in your country, you can use the "Beginner Teacher" and picture leaflets. Because the children are older they will be able to learn more memory verses. You can choose other verses for them to learn.

The second class in the Children's Division is for children ages ten to twelve. This class is called Juniors. The word "Junior" means "younger." He is recognized as someone who is beginning to grow up, but he is still at a younger age. Some churches have found it easier to let their Sunday School classes follow the class divisions of school. That is, Beginners would be pre-school; Primaries would be Standard one to three; and Juniors would be Standard four to six. This is alright, but you must be careful not to embarrass the child who has had to drop out of school. If he is not in school he should follow right along with his age group just as if he were.

What is a Junior Child like?

1. He is active. He can sit and listen well, but he likes action stories and songs.

2. He asks many questions. He wants to know "how" and "why."
3. He is competitive. He likes games, puzzles and contests.
4. He can memorize easily.

5. He is receptive to the gospel. This is a very important age group. It is at this age that many of the children will accept Christ. They need and deserve the best teaching and leadership that the church can provide for them.

Teaching Materials. There are lessons for this age. In addition to the book for teachers there is also one for students. Each book contains 13 lessons, enough for three full months of study. These books are available from the Baptist publishing house or Baptist book store that serves your country.

YOUTH DIVISION

This is the third Division in the Sunday School. It is for young people from ages thirteen to twenty. The Youth should also be divided into two classes.

The first class is for young people, ages thirteen to fifteen. This class is called "Intermediate." Intermediate means "in between." He is no longer a child; he is not quite an adult. This is a very important period in his life.

Ask your Baptist publishing house about teaching materials for Intermediates.

The second class in the Youth Division is for young people from ages sixteen through twenty. This class may be called either the Youth Class or Young People's Class.

Teaching Materials. Lesson books for Young People cover a full five year period, with four lesson books each year. Enquire as to titles and order from the Baptist publishing house or Baptist book store which serves your country.



C. Close on time. Sunday School should last no more than one hour. Announce what time Sunday School will begin and what time it will be over. Ring a bell or beat a drum to show that the Sunday School hour is over, and teachers should dismiss their classes.

Now take your paper and underneath all the class plans write the time your church will start Sunday School and the time Sunday School will be over.

5. The fifth question you must answer is, "What lesson books are you going to use, and how are you going to get them?" As this book is being prepared for use in Baptist churches it is assumed that each church will use the lesson books printed by the Baptist publishing house that serves your country. The addresses of these publishing houses will be printed in the back of this book. These books are discussed in more detail in Chapter 3. You should write to your publishing house for more information about the books, the prices and how to order them. Remember you must order them at least two months before you need them in order to be sure of having them on time.

Now, take your planning sheet and write the address of your publishing house, the number of books you will need for each class, and the date you will need to order the next set so you will never be caught without the books you need.

6. A final question you need to answer, "When children get old enough to move to the next class, how do you shift them from one class to the other?" For example, if your younger class goes through age six and a child becomes seven, what do you do about moving him up to the older class? Do not let them move up whenever they have a birthday. This could lead to confusion for the teacher and for many of the children. There is a plan. Perhaps you would like to follow it in your church.

A. Set aside the first Sunday each January as a special Sunday School day in your church. Call it Promotion Day, for this is the day all the children who have become old enough to move up to the next class will be advanced or "promoted."

B. On that Sunday morning each of the children's classes should sit together, with their teacher, on one side of the church in the worship service. The parents should be sitting on the other side of the church. If there are children whose parents do not ordinarily come to the church, make certain that they are invited for this special service.

D. Consider building a shade. Often in driving down the highway you see little huts that have been built with poles and grass. People have built them as a shade for their fruit and vegetables which they are selling. If they can do that for business, why can't your church do it for the Lord's work? Get some poles, some grass or branches and some of your church members and build some huts for your classes to meet under.

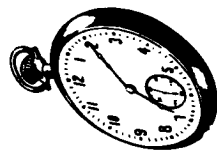
E. Remember you are going to be enlarging your Sunday School. Your goal is to more than double your present number of classes. Perhaps your church should start planning now to build some more Sunday School rooms. These do not have to cost much money. The members can build them. Use poles, mud and grass or other materials which are easily available locally.

Your church can do whatever it makes up its mind to do. You must solve the problem of space if your church and Sunday School are going to grow. We said Sunday School was hard work. Don't be afraid of the work!

Now, take your paper and continue writing the plan for your Sunday School. Under the name of the teacher for each class write the place where that class will meet.

4. The fourth question you must answer is "What time will our Sunday School meet?" It is important to plan the time and announce it so that everyone will know. The usual time for Sunday School to meet is the hour before the worship service on Sunday morning. You should plan to meet at the time which is best for the people in your church and community. Make plans so all of the classes can meet at the same hour. Remember, the entire family should come together to Sunday School. Here are some suggestions about the time:

A. Start Sunday School one hour before worship service begins.
B. Start on time. Let the pastor or Sunday School director ring a bell or hit a piece of iron to show that the Sunday School hour has begun. Often we hear it said that in Africa we don't



have clocks. But that is not true. Children go to school on time. People go to work on time. We even catch trains and buses on time. We can and must start Sunday School on time. If you do not start Sunday School on time you will be late starting the worship service, and wives will be late getting home to prepare food for their families.

Most of the lesson materials for this age group assume that the young person is in school. Do not forget, however, that there are many young people who do not get to go to secondary school. They must not be overlooked in the preparation and planning for this class. In some rural areas many of the young people are away in school nine or ten months of the year. Their church must take care to make good plans for them during the weeks they are home from school.



What is the young person like? What does he need?

1. Youth must have a well prepared, capable teacher. They want to be challenged by what they hear.
2. They are making many decisions about life. They will need a teacher who can help them.
3. They will not be interested in Bible stories or teachings unless they can see how they relate to their daily lives. They are interested in discussing Bible truth if they see its relationship to their world.
4. To the young person, the group is very important. They need to feel accepted by the whole group. They like to be together. The teacher should plan activities for them during the week. Group sports, such as volleyball, which both boys and girls can play are very good.
5. If the young person is going to be a faithful church member as an adult, he must be taught carefully during these important years.

ADULT DIVISION

This is the fourth age division of the Sunday School. Young people will usually come into an adult class between the ages of eighteen to twenty. Often when a church is just starting its Sunday School they will have only one adult class. They should remember, however, that they should divide that class and start another as soon as possible.



Adult classes can be divided in three ways:

1. By sex, that is, having a class for men and another for women.
2. By age, that is, having one class for younger adults for both men and women and another class for older adults, both men and women.
3. Probably the best way is to divide by both sex and age. As your number of adults permits, have two classes for men, one young and the other older. Have two classes for women, one for the younger and another for the older.

A teacher of an adult class must be aware of the needs of his students. He must visit them and deal with the needs and problems of his students as he teaches.

Chapter 6 describes how an adult class can be organized to visit and reach people for Christ.

Teaching Materials. There are several series of lesson books available for adults, with books for teachers and pupils. Enquire as to titles and order from your Baptist publishing house.

F. Remember your two-year goal. If you need only four teachers now, the time is coming when you will need eight. You must always have new teachers in training. Each children's class should have a teacher's helper, and each youth and adult class should have a teacher-in-training. These assistants should be trained by the teachers until they are able to lead classes of their own.

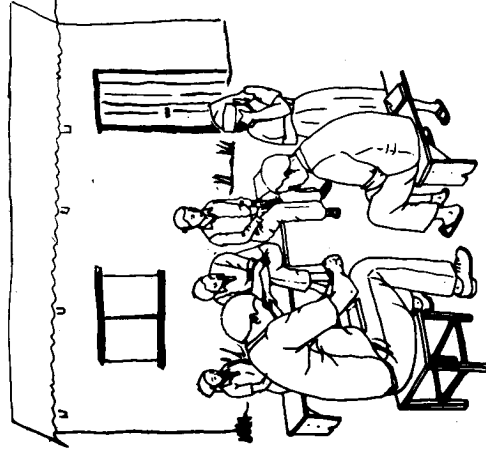
Now, take your paper and continue with the plan for your Sunday School. Under each class that you have planned, write the name of the person who will be the teacher for that class.

3. The third question you must answer is, "Where will our classes meet?" This can be a problem, but it is one that must be solved. Each class must have its own place to meet. Your church must look for places where classes can meet. Plan for them.

A. Begin by looking at your church building. How many classes can meet in it at the same time? What if you divide the building by using a curtain or a mat? Remember, you are going to be teaching the Bible in these classes. Do not put two classes in the same room if one of them by singing or playing makes it impossible for the others to learn.

B. Next, look at your church plot. Are there large shade trees that classes could meet under?

C. Consider nearby houses, perhaps the pastor's house. Would it be possible for a class to meet there?



get in their proper class from the very first Sunday. Have someone arrive early to help them get to the correct class. Don't let the little brother go with big sister. Take him by the hand and show him where his class is. He will enjoy it better and so will his sister.

Now, take your paper and write your plans for the classes you are going to start with. For example: Class no. 1 will be pre-school children, ages ____ through ____ . Class no. 2 will be older children, ages ____ through ____ . Class no. 3 will be for young people ages ____ through ____ . Class no. 4 will be for adults.

2. The second question you must answer is, "Where will you get teachers for four (or more) classes?" Here are some suggestions:

A. Look first at those in your church who show a special interest in the work of the Sunday School. If there were training sessions or seminars on Sunday School in your area, who from your church attended? Many times church members get special training or instruction in Sunday School work but are never used by their churches. If you have members like this, start with them in building your Sunday School.

B. Read your church roll carefully and prayerfully. Many times there are names of members who could be trained to be very good Sunday School teachers, but they have never had an opportunity to serve. Remember, in Sunday School work you should use all of your people. Look for some members who have never been used before.

C. Look for and pray that God will help you to find those in your church to whom the Holy Spirit has given the gift of teaching. Education and the gift of teaching are not necessarily the same thing. Sometimes God will use a person who is not so well educated to be a very effective Sunday School teacher.

D. When members have been found who would be good Sunday School teachers, the pastor or the Sunday School director should talk to them. Explain what you want them to do and what the requirements are. Tell them that they will have to commit themselves to this work because it is not easy. If they agree, present their names to the church. The church must elect them before they can teach, for the church oversees the Sunday School.

E. These teachers must be trained and taught by the pastor or someone else who understands the purposes and the work of the Sunday School. Most pastors can do the training of their own teachers. It is not difficult, but it will require a lot of his time.

FIRST STEPS TO A GOOD SUNDAY SCHOOL

If a church is to have a strong Sunday School there are certain steps that are necessary in the beginning. These are the foundations on which the organization of the Sunday School must be built.

1. The first step depends on the pastor. The pastor is the leader of the church. Therefore, he must lead his church in developing a Sunday School. The work of the Sunday School begins with the pastor.

A. First, the pastor must understand what the church is and how it must do its work (see Chapter 2). Since the church is a body and all the members have a job to do, the pastor must be committed to leading his people to search for and do God's will. He has many jobs to perform, but the most important is to lead his people to do the work God has for them to do. If he is going to build the church he must use all the talents and abilities of his members. He must provide opportunities for his people to work and serve in the church. It is sad but true that many members do not work in their church because they have never been given an opportunity. Remember, a good Sunday School will need all of the members working together. Leading them is the pastor's job.

B. Second, the pastor must be willing to learn. He must learn the great purpose and the true important tasks of the Sunday School (see Chapter 1). He must learn how the Sunday School is organized and how it ought to do its work. He must learn how to make plans for future growth in the Sunday School (as we shall discuss later in this chapter). As a result of what he has learnt the pastor must be enthusiastic. He must be convinced that Sunday School is needed by the church and that it will help to build the church as nothing else will.

C. The pastor must train others. He must accept the fact that he is going to have to spend a lot of time training teachers. They, too, must understand what the purpose and tasks of Sunday School are. They need to see from the beginning what their classes should accomplish. The pastor must teach the teachers how to teach. Giving them a lesson book is not enough. He must help them week by week with their teaching

problems. He must teach them by example and by instruction how to visit and how to witness. He must lead them to a deeper prayer life and commitment to Christ and his church. This will take a big portion of the pastor's time, but he should not forget that when he is doing the work of the Sunday School he is doing the work of the church. As he builds a Sunday School he builds a church.



D. The pastor must support Sunday School on Sunday morning by his attendance and encouragement. He must arrive early to greet the people as they come. By his presence he is saying to the people, "Sunday School is an important part of our Sunday morning worship. I am glad that you have come to be a part of it." The pastor's place on Sunday morning is to be at Sunday School. If he is not willing to do this he should find himself a job that is less demanding than being a pastor.

E. The pastor should remember the Sunday School period when he plans the worship service. Many times the worship service is too long. When the worship service is too long, it loses its effectiveness. Shorten the service a bit; realizing that the people have already been sitting in their Bible classes for one hour.

2. As a second step many churches elect a member of the church to serve as Sunday School director. In a small church the pastor can do the work of the Sunday School director. In a larger church it is helpful to both the pastor and the teachers to elect someone to serve as director.

The Sunday School director should be someone who has worked in Sunday School. Much of what was written about the pastor in Sunday School would also apply to the Sunday School director. He or she must understand about the organization and work of the Sunday School. He must know the purposes of the Sunday School and how his church can fulfill them. He must be a committed Christian and a faithful member of the church.

His responsibility would be to help train teachers, to encourage them and to make sure work is going well in their classes. He should arrive early on Sunday morning and make certain that all the meeting places are ready for the classes. As Sunday School begins he should make sure that there is a teacher in every class. If one is missing he should find

PLANNING YOUR SUNDAY SCHOOL

We have just set two-year goals for our Sunday School. Now we know where we are going and what we hope to accomplish in the future. The question now is where do we start? It is good to speak of having 150 people, but right now we're having only 40. We speak of having eight classes, but now we have only two. What plans should we make for right now?

Keep the goal of 150 people and 8 classes before you but let's plan the work from where you are right at this moment. Most churches that fail in Sunday School do so because they fail to plan properly. They were uncertain as to what they were trying to accomplish. You must make plans for what you are going to do in Sunday School, and you must be prepared to fulfill those plans.

In making plans for its Sunday School there are certain questions each church must try to answer for itself. There is no one right answer to these questions. Each church must write its answer according to its own needs and situation. The questions and the church's answers should be written down by the leaders of the church. They should look at them often, for it is the plan for their Sunday School.

1. The first question you must answer, "How many classes must we have in our Sunday School in the very beginning?" Our goal two years from now is eight classes, but we will not start with eight classes. We are not ready for that. How many classes must we have to begin our Sunday School? The answer is simple. You must have at least four classes from the very beginning. You may have more than that, but you should never have less. You should have at least one class for pre-schoolers, one class for children, one for young people and one for adults. You can not teach small children with the older ones. You can not teach those who have not started to school with those who can already read. Even if you have only a few children you should have two classes for them, one for pre-schoolers and one for older children. Remember this is only temporary. You don't want your Sunday School to stay at this level. Increase the number of your classes as soon as possible.

As you start, however, remember that each of the four classes must have its own teacher and its own place to meet. Make sure the children

The rest of your 150 people will be adults. If you have 75 children and 22 young people, you should plan for between 50-55 adults. Planning for no more than 20 to a class, you should plan for three adult classes.

Therefore, the two year plan we have worked out is as follows (remember this is just an example. The figures will be different for your church, but follow the procedure to fix your goals.):

1. We have looked at the community and become aware that there are about 800 lost people living around our church.
2. Our two-year attendance goal will be 150.
3. We plan to take care of that number by having 4 children's classes, 1 young people's class and 3 adult classes, for a total of 8 classes.

We must begin now to make plans to provide more rooms for Sunday School classes and to train new teachers.

someone immediately or teach the class himself. Basically a Sunday School director works with the pastor in planning and organizing the Sunday School and in making sure that it is working properly.

But one important thing: Even if a church is fortunate enough to have a good Sunday School director, this does not relieve the pastor of any of his responsibility to the Sunday School.

3. The third step to a good Sunday School depends on the church, for the church is directly responsible for its Sunday School. Every school must have a group who oversee the work of that school. With the Sunday School that group is the church itself. The church is responsible for the Sunday School in the following ways:

A. First, the church, in a meeting, should decide to have a Sunday School. Before they vote the pastor should explain carefully what a Sunday School is, how it can help build their church and what the responsibilities of the church will be toward the Sunday School. Once the members have decided that they want a Sunday School in their church, they will be able to understand that it is their Sunday School and not something started by only two or three people.

B. Second, the church is responsible for what is taught in its Sunday School. The teacher should not decide alone what he will teach. The church must make certain that the Bible is taught faithfully and according to Baptist beliefs. The teaching plan for Baptist churches is the lesson books ordered from the Baptist publishing houses. These lesson books should be given to the teachers by the church with instructions that these are the lessons to be taught.

C. The church is responsible for who teaches in the Sunday School. No one should decide by himself that he is going to start teaching a certain Sunday School class. The teachers must be chosen and elected by the church. They should be elected for only one year at a time. Sometimes a church will have a teacher who is not good. Either he is not faithful or he simply can not teach. The church doesn't know how to remove him as a teacher. Much of this problem could be solved if a teacher understood from the beginning that he was chosen to serve for only one year. Toward the end of each year the church should elect its teachers for the new year. If a teacher has been faithful and is leading his class well, he can be chosen for another year. If a teacher has not been faithful or does not have the gift of teaching let the church thank him for his work but tell him that they have decided to let someone else have an opportunity for the new year. New teachers, if possible, should begin their teaching responsibilities the first Sunday of the new year.

Here is another suggestion for selecting Sunday School teachers: No one but Baptists should be chosen. There are some good Christians and teachers who are not Baptists or who are not willing to commit themselves to the church. A church may feel that because such a person is well educated and a trained teacher that they would be fortunate to have him as a teacher in their church. They are surprised later to find that those who have come from his class are not Baptist in belief. If you want your church to remain true to its faith, you must choose faithful members of your church to be your teachers.

D. The church is responsible for supporting the Sunday School financially. The church should buy the lesson books and other things that are needed by the Sunday School. The teachers should not have to pay for them, and the class should not have to collect money for them. The church is responsible to provide a place for each class to meet. But note that although the church is responsible to provide the things needed by the Sunday School, the church should not under any circumstances pay the Sunday School teachers for the work they do. This is a voluntary job they have accepted as a means of serving the church and their Lord.

4. The fourth step to a good Sunday School is to have a goal you would like to reach after a certain number of years. This requires much thought and some good planning. You must be able to see what you would like your church to become. You need to know where you are going and what you hope to accomplish.

5. For example, think about a two year goal for your church. Ask yourself these questions: How big do you want your church to be two years from now? How many Sunday School classes are you going to need to take care of that number of people?

To answer the first question and set your goal you must become aware of how many people live around your church. It is surprising how few churches are aware of the number of lost people living around their church. On a piece of paper draw a large circle and put a cross in the centre of the circle. The cross represents your church. The circle represents your church field, or the area for which your church is responsible to evangelize the people. From your church to the circle the distance would be two kilometres in each direction, because we know that people will come at least two kilometres to attend church.

The question is, "How many people live in that circle?" Prepare for a surprise because there will be many more than you now think! Most people think there are only two or three hundred people living in the circle around their church. If about forty people come to the church they

think they are succeeding. Actually, if your area follows the average there would probably be more than 1,500 people living in your circle, perhaps many more than that. Walk around through your area. Look at the people. Become aware of the large numbers of people that are there.

The next question is, "How many of these people are prospects for your church?" That is, how many of them are not members of some other church? It would be unusual if more than half of them are members of other churches. So, within the circle around your church there are probably between 700 and 1,000 people who are lost. If your church doesn't reach them they are probably never going to be reached for Christ. So, we sit in our church feeling satisfied, having thirty or forty people, when there are hundreds of lost people living within two kilometres of our church!

Now, keeping in mind the large number of people living in the circle around your church, you need to set a two-year goal for your church. Remember, this would be the number of people you would like to have coming in two years' time. The goal should be realistic. If you set it too high your church will agree to it, but they will feel it is impossible really to reach it. If you set it too low, they will not be challenged by it. If your church is having about 40-50 attending now, perhaps a good two-year goal would be 150.

The next question is, "How many Sunday School classes must your church have in two years' time to take care of 150 people?" Let's plan for your children's classes. If you have 150 people coming, how many of them will be children? It is probably safe to say that at least half of that number will be children. In many countries in Africa half the population is under 14 years of age. So, if you have 150 in Sunday School, at least 75 of them will be children of the Beginner, Primary and Junior ages.

Now, here is a rule concerning the size of your classes: **There should never be more than 20 pupils in one class.** If you have more than that the teacher cannot control them or teach them properly. If a children's class has more than 20 pupils, divide it and start another class. So, if you are going to plan for 75 children you should plan for four children's classes.

Now let's think about the young people. Consider Kenya as an example. The census of that country shows that about 15% of all their people are of the age to go into Young People's class. This would mean that out of 150 people about 22 of them would be youth. The figures may be somewhat different in your country, but you should plan at least one class for young people.