

Good News Bible Study

GRADING CENTER

**OPERATIONS
MANUAL**

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INTRODUCTION

Congratulations on accepting the challenge to become involved in world missions through the world's postal systems with the Good News Bible Study Courses. After over ten years of administrating this Bible course ministry directly from the mission field, God has led us to decentralize the responsibilities, costs and blessings of this ministry through a network of qualified churches and their laymen.

PURPOSE

This ministry is intended to provide quality educational courses to students interested in studying the Bible throughout the English-speaking world. The courses are designed to reach those who are literate and help them become more familiar with the Bible and the impact that it should have on their lives, their families and even their nation and culture.

The courses are theologically sound, yet written at an introductory level. As additional courses are written, they will be designed to build upon what has been learned in the previous study courses. Eventually, we intend to offer seminary level courses to students who qualify and are interested.

OUR OBJECTIVES

- ◆ To preach the Gospel of God's Sovereign Grace to people throughout the world through the medium of Bible course study.
- ◆ To make it possible for the average church lay person to participate and so share both the responsibility and the blessings of reaching people with the Gospel.
- ◆ To reach within two years, an average of 10,000 or more new students each year with the course. (This means 100 churches with 10 lay people each reaching 10 active students per year.)

BRIEF HISTORY

The Good News Bible Study Course grew out of a series of sermons based upon a tape series by Dr. Albert Martin entitled, "What Is the Gospel." The outline was borrowed and expanded by Rev. Geoff Donnan into a series of mission conference sermons in 1977. These later gave way to messages on "What is the Gospel" at a mission church in Suriname that Rev. Donnan started in 1978.

They were expanded and simplified into Sunday school lessons in 1979 and finally into course form for use as a witnessing tool for home visitation (to invite people to study the Gospel in their homes). The idea was for church members to have a good track to follow without having to memorize everything. It could also serve as a course that could be left with the person to be studied on their own.

In 1980, the course was advertised in a Guyana newspaper with over 800 responses coming from that one advertisement. The course was not geared to such a response and we spent three years trying to respond to those 800 people and the many they referred (which quickly grew to over 2,000).

The administration floundered, and in 1983, we redesigned the course for a more simplified grading approach. The courses were again advertised in Guyana and Grenada. Thousands of responses came in and we had to stop advertising because referrals from each advertising response were six to eight times greater than the response to any previous advertisement.

By 1985, we had almost 10,000 students who received the Bible course. By 1988, we had almost 20,000 students who received the course. Because of the growth of the Christian school in Suriname, less and less time could be devoted to the administration of the Bible courses. Furthermore, economic and military revolutions in Suriname and Guyana made the postal systems incompatible with any sense of speed in communicating with people.

In 1990, we had some administrative problems related to the Bible course, and decided to combine our Bible course with a methodology we had observed being used by an aberrant denomination from the U.S. operating in the West Indies.

That denomination used Bible courses to proselytize other denominations. The course content was poor, but it was so personalized by having individual graders all over the southern U.S. that they grew tremendously.

After several years, they sent down teams of people who had participated in grading the courses for students in Guyana and held a few weeks of meetings with their Bible course students. Ten churches were started. Within ten years, they had over fifty churches in that country. It all began with Bible courses.

We have decided to take our expertise in Bible courses by correspondence, the excellence of a Gospel-centered (rather than denominationally-centered) Bible course and combine it with the personalized and decentralized approach we had observed for some years.

The result is in which you are now participating. We pray that God will bless you in your participation as He uses us to reach His people throughout the world. At the time of updating this manual, there are over 30 Grading Centers established in the U.S. and Canada.

ABOUT THIS MANUAL

There is one manual for use at the Grading Center level. It contains all the information needed for running an effective Grading Center as well as sending and grading courses. Specific, step-by-step instructions for each Student Study Supervisor are provided in the "Student Study Supervisor Instructions" supplied with this manual.

The best way to approach the setting up of your Grading Center will be to follow the steps in the "***START-UP***" sheet printed on colored paper and supplied with these manuals. It will help you approach the task from a chronological perspective. It will refer to the portions of this manual you need to read at each particular point in your process of getting started.

MISSION POLICIES FOR GRADING CENTERS

It will not be necessary to instruct your participating laymen in every one of these policies. The purpose of these policies is in no way to inhibit the development of relationships between workers in this program and those on the mission field with whom they make contact. Rather, it is intended to help maintain basic principles of mission work that this ministry knows to be crucial to the development of strong, vital, well-disciplined Christians on the mission field. It is not uncommon at all for laymen to respond to appeals from students on the field who often have legitimate needs. However, some students occasionally seek to take advantage of North Americans, and become quite expert at securing funds, material gifts, letters of recommendations for visas, and other things. We would not want to inhibit the meeting of any legitimate needs, but prefer to go about meeting them in a way that will promote integrity on the part of the student.

- ◆ All requests for visa recommendations, referral letters to embassies, promises of employment, invitation letters to come to North America, or any other matters concerning immigration to the United States must be politely, but clearly declined. (As strange as it may sound, all proposals of marriage should be politely turned down. Mail order marriages are a common way of attempting to secure visa papers.)
 - ◆ On occasion, someone indicates that they will be in North America and wish to come visit you or your church. You may follow the Lord's leading in offering hospitality. However, be aware that many people from some of these countries come to the United States illegally and you may find yourself with some much longer-term guests than you expected. Some of these will tell horror stories about the danger that faces them in their countries. (Inquiries about legitimacy can be discussed directly with Headquarters.)
 - ◆ If you should find someone showing up at your church from the Bible courses unannounced, it may be that another person from the Bible course referred them to you. Again, be hospitable, but careful.
 - ◆ In either of the above-mentioned situations, we would encourage you to offer hospitality. Should the stay begin to lengthen itself, please contact Headquarters for counsel on how to proceed to help such a person.

- ♦ In the rare occasions that this should happen, you will often meet a very pleasant person, often a Christian, but one with definite needs. Normally, people that get to North America have relatives and it is much better for them to stay with them.
- ♦ Employers considering the hiring of illegal aliens need to be aware of the possible penalties for so doing.
- ♦ All requests for funds or material items from individuals for personal family needs must be accompanied by a letter from their local church verifying their needs. (We will supply you with a standard request form that you can send to anyone making these requests.) In the rare event that a verification request comes back, please turn them over to your church elders/deacons for review and send a copy to the Bible course administration headquarters for counsel on the matter. Please do not proceed without counsel from Headquarters to assist in determining if these are legitimate or worthy requests.
- ♦ All requests from foreign churches for funds or material needs may be considered by the participating church. However, we would like to counsel any church considering these requests. (There are many churches in these countries which raise considerable money from foreign sources, giving them incredible influence among Christians in the area. Some of them should be avoided.) There is a tendency on the part of uninformed North American churches to spoil foreign churches by their gifts. Therefore, we request that no requests be granted without first consulting Headquarters.
- ♦ Any requests for purchasing of items for which funds are promised may be considered by the participating church; however, it is against our mission policy to operate on a credit basis. Once you receive the money, send them the needed item. Should this begin to develop into a regular habit or amount to serious quantities, please refer their needs to Headquarters where we can put them in contact with a reputable Christian export agent better equipped to assist them with their needs.
- ♦ Requests for tracts, Bibles, Sunday school material and other items may be fulfilled at the discretion of the church involved. However, be careful about providing any large quantities or regular supplies. (Except for simple tracts and Sunday school materials, please advise the Headquarters of the names and titles of any books you may send.)

Small, lightweight items should always be sent by airmail. Heavier items would be better sent by Surface Mail, Printed Matter rates. Consult your local post office for information.

- ♦ Quantities of book material greater than 11 pounds in weight should be sent by “M-Bag mail.”
- ♦ Bibles can often be sent from within the country through the local Bible Society. We can probably make arrangements for this to be done by providing you with the address of the local Bible society in that country. Correspond with them, offering to pay for a simple, low-cost Bible to be sent to the student’s address. Offer to pay for its cost and shipping and they will probably do it directly and send you a bill in U.S. dollars. You can send them a U.S. check in response. Be careful about sending checks in advance, and do not send money through the mail under any circumstances.
- ♦ We recommend that you buy what is requested rather than sending money. Any money sent may not be used for what you intended.

Chapter 1

GENERAL INFORMATION

QUALIFICATIONS

- ◆ This Bible course aims at presenting the Gospel and is written from a biblical perspective consistent with “Reformed theology.” For this reason, we solicit the participation of church groups who are in agreement with this theological position.
- ◆ At least 2 people from different families must be organized to function as Student Study Supervisors (SSS) (see below for details).
- ◆ Each Grading Center (GC) must commit to process a minimum of 30 active students per year from **initial contact** through **deletion** or **graduation** of the Basic Course. (Generally, we recommend a minimum of 20-30 active students *per SSS* - less than that number is usually boring.)
- ◆ There must be agreement to work in cooperation with both the International Administrative Headquarters (HQ) and Grading Center Administration (Admin) and abide by their policies.
- ◆ An application must be submitted and approved by HQ.

JOB DESCRIPTION

- ◆ Create interest in the church and recruit lay people to become Student Study Supervisors (SSS).
- ◆ Supply the necessary materials to SSS.
- ◆ Train and administrate the work of the SSS.
- ◆ Provide necessary encouragement and support to the SSS.
- ◆ Pray regularly for those involved and especially the prayer requests of the students.
- ◆ Involve other church members as pen pals to students who are interested.
- ◆ Participate in support of HQ and Admin operations and activities as possible.

COMMITMENT

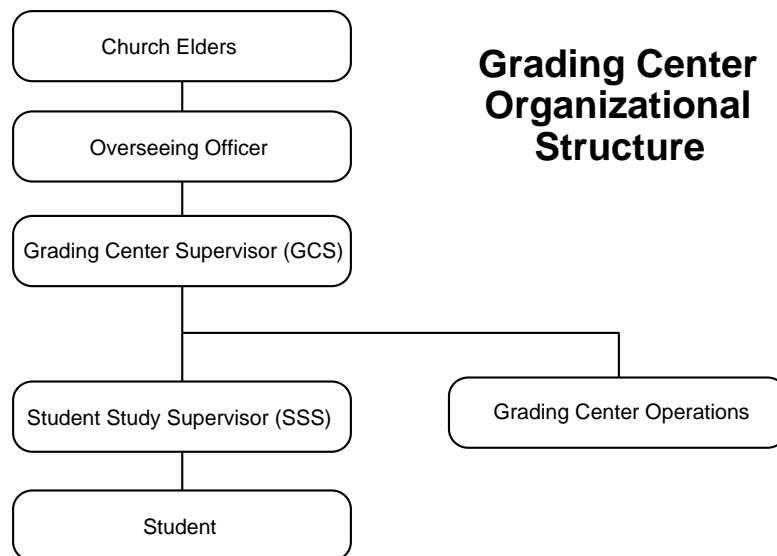
A Good News Bible Study Ministries GC must agree to work in cooperation with HQ and Admin and not use this Bible course in any way inconsistent with the intents and purposes stated herein. A GC must be willing to do the following:

- ◆ Work in cooperation with Admin by following operational procedures and sending in all information required for the smooth flowing of this ministry on a timely basis.
- ◆ Commit to a minimum of 30 students to be processed through graduation or deletion per year (as outlined in this manual).
- ◆ Appoint a competent person to run this program in the church and see to it that the commitments made by the church are met (keep in mind, it is not necessary to commit to any more than 30 students per year).
- ◆ Permit only persons who are competent and trustworthy to function as Student Study Supervisors and be entrusted with an Answer Key that they will keep confidential.
- ◆ Strongly encourage (or require at your discretion) the taking or familiarization of each SSS with the Bible course to your satisfaction.
- ◆ All answers to student’s questions will be given strictly from the Scriptures and not by using direct references to catechisms or confessions (though certainly their content may be used).

- ◆ While this course is based upon the Authorized King James Version of the Bible, many students use other versions. Each GC Student Study Supervisor must agree not to initiate discussions of Bible version preferences unless specifically requested by students. (We do allow discussions regarding the problems with the New World Translation and other cultic translations of the Bible.)
- ◆ Any subsidiary involvement with other churches must be cleared through HQ.
- ◆ If your church wishes to organize the use of this course in any other ministry outreach, a separate agreement needs to be made since the price charged for the Bible courses is specifically subsidized for this international outreach ministry. Special consideration in pricing will be given to churches working on the international outreach program who wish to undertake additional ministry use of the courses upon request on a case-by-case basis.
- ◆ There shall be no reprinting or reproducing of this Bible course or the contents of any of the collateral manuals except by approved Grading Centers and then, only as permitted in the manuals.
- ◆ All foreign postage stamps from these Bible courses should be saved by the GC and sent periodically to HQ. These are used to create some income to defray costs by sales of used foreign postage stamps.

CHAIN OF COMMAND

- ◆ The Church Elders are responsible for the general oversight of the GC.
- ◆ Each GC will appoint a responsible Grading Center Supervisor (GCS) to look after the operations of the GC. This person need not be a church officer, but should be from the church and operate with the complete confidence of the elders.
- ◆ Supportive to the GCS will be personnel who will assist in the GC operations (tasks such as opening mail, communicating with HQ and Grading Center Administration (Admin), keeping files straight, etc.)
- ◆ Working under the GCS, the main work force of the ministry will be the Student Study Supervisor (SSS) who will be directly in contact with the students on the mission field. (While there may be occasions when an SSS comes from another church, such instances should be cleared with the elders and not in any way hinder the reliable and timely processing of the Bible courses).



Chapter 2

GETTING STARTED

GETTING ORGANIZED

SELECT PERSONNEL

◆ *SELECT YOUR CHURCH OFFICER*

This is the church officer who will be responsible for general oversight of the Grading Center (GC). This may or may not be the same person as the Grading Center Supervisor (GCS).

Responsibilities will include:

- ◆ Being familiar enough with overall GC operations to take over during short absences of the Grading Center Supervisor (GCS).
- ◆ Setting guidelines for which doctrinal questions from students will need to be referred to a pastor or qualified elder for answering, and which questions can be answered by the GCS.
- ◆ Overseeing the general quality of personnel utilized at the GC.

◆ *SELECT YOUR GRADING CENTER SUPERVISOR (GCS)*

The GCS will be responsible for the actual ongoing operations of the GC. This may or may not be the same person as the church officer.

Responsibilities will include:

- ◆ Being a detail-conscious person who can work well with others and keep them motivated.
- ◆ Keeping a records system and keep things running on schedule.
- ◆ Appointing assistant GCS's when needed to handle larger volumes of processing.
- ◆ Finding additional volunteers for GC activities apart from those of the SSS.
- ◆ Taking the Bible course so as to be familiar with its content, and having any questions answered that come about from the course.
- ◆ Being *thoroughly familiar* with the SSS Instructions (perhaps by following them in grading a course taken by one of the SSS's).

◆ *RECRUIT STUDENT STUDY SUPERVISORS (SSS's)*

Recruiting and training SSS's should be as normal as involving people in the choir, regular evangelism and other ministries of the church.

- ◆ Ask your pastor to preach an introductory sermon on the importance of evangelism, emphasizing the Bible course as one of the most painless and simple ways for anyone to get involved. Please see "Points for an Introductory Sermon" on page 26.
- ◆ A promotional flyer master is provided with the forms masters entitled *1,000's of Requests for the Gospel* as an enlistment aid for SSS's.
- ◆ Determine the number of students to which each SSS will commit (we recommend 20-30 students each).

◆ *TRAIN STUDENT STUDY SUPERVISORS (SSS's)*

- ◆ Strongly suggest that each SSS take the Bible course themselves so they will personally know what their students will be studying. (This may be more than some want to commit to doing; therefore, we leave this decision to each GC.)
- ◆ Hold a meeting once the first students are assigned showing the SSS's how to do the initial steps of mailing Part 1 of the GNBS. Be sure that you do not confuse the SSS's by having them do the preparation work. The GC staff should prepare a stack for each SSS with the following items for them.

1. A **copy of the SSS Instructions** should be made and given to each SSS.
(Master for photocopying is provided.)
2. **Student Study Supervisor Card (SSS Card) completed** with SSS name and SSSID number.
(See page 11, **SSS Card** for details.)
3. **Student Study Supervisor Form (SSS Form) prepared.**
(See page 11, **SSS Form** for details.)
4. **Student Information Form (SIF) completed** for each student.
(See page 10, **The Student Information Form** for details.)
5. The exact number of Part 1 Bible courses (properly prepared)
(see page 12, **Preparation for Part 1 Distribution to the SSS** for details.)

SUPPLIES AND EQUIPMENT

◆ ***SUPPLIES NEEDED:***

- ◆ Most recent international postal rate chart booklet from you local post office
- ◆ Standard size paper stapler
- ◆ Red ink pens
- ◆ 6"x9" manila mailing envelopes (for Bible courses)
- ◆ Business size white envelopes (ideally lightweight air mail type)
- ◆ Red-ink stamp pad*
- ◆ Colored paper for Student Information Forms (SIF's) (use light yellow, beige or pink since they will make good copies)

◆ ***EQUIPMENT NEEDED:***

- ◆ Access to a reliable photocopier
- ◆ Grading Center stamp
- ◆ "AIR MAIL" stamp
- ◆ Adjustable date "RECEIVED" stamp

◆ ***OPTIONAL SUPPLIES:***

- ◆ Paper cutter
- ◆ Postage scale accurate to 1/2 ounce
- ◆ Pre-inked red "PRINTED MATTER" stamp (for outside of manila mailing envelopes)

◆ ***ORDER FROM HQ:***

- ◆ **New Student label sets** (see Order Form)
- ◆ Sufficient **Part 1's** to meet commitments of students
- ◆ A minimum of 20% (50% may be an ideal initial order) of the figure of Part 1's ordered of **Parts 2-5** to have on hand to quickly respond to Part 1's sent out and returned. (Since your SSS's should be encouraged to take the course, be sure to consider these numbers in your order.)

* may be ordered from HQ

SET UP THE GC FILE SYSTEM

The system below is most basic and is recommended for GC's with 100 or more students. If you have fewer students, you may not need the files, but you will need to understand what is being done at each step. Once you are more familiar with the process, you will easily see if you need to do it differently.

Keeping the necessary information on students is the reason for this filing system. Should an SSS lose anything, the most important information should be at the GC in order to eliminate the entire loss of any student's most basic information.

◆ ***RECOMMENDED GRADING CENTER FILES FOR INITIAL SYSTEM***

An elevating wire file stand can be used to make all files equally visible. Several file trays are used for higher volume categories. The order mentioned below is the general flow of traffic.

- ☞ **“UNOPENED MAIL”** -- (File tray is recommended.)
Be sure the date received is noted on each batch of mail.
- ☞ **“OPENED UNPROCESSED MAIL”** -- (File tray is recommended.)
This mail has been opened; the “Received (date)” stamp has been appropriately placed, properly stapled and laid flat. (See Chapter 3, “Processing Return Mail” on page 16 for details on opening mail.) Whoever processes this mail will need to put them into the following file categories and needs to understand the whole system fairly well. This probably will need to be the GCS.
- ☞ **“LOG TO SSS FORM”** -- (Tabbed manila folder is recommended.)
The GCS should be sure that information on the SSS form is retrieved and entered. At this point, you should also check for questions that need to be answered by someone other than the SSS.
- ☞ **“TO SSS's”** -- (A tray is recommended.)
Anything needing distribution to the SSS should go here.
- ☞ **“FROM SSS's”** -- (A tray is recommended.)
SSS's drop off their information to the GCS here.
- ☞ **“PREP FOR Admin”** -- (Tabbed manila folder is recommended.)
Files that need to be sent to Admin but are not yet properly prepared should go here.
- ☞ **“SEND TO Admin”** -- (Tabbed manila folder is recommended.)
All reports and files to send to Admin should be placed here and sent at least once per month. (Anything sent to Admin that is irreplaceable should be photocopied before sending.)
- ☞ **“SEND TO HQ”** -- (Tabbed manila folder is recommended.)
All orders to send to HQ should be placed here.
- ☞ **“QUESTIONS TO DO”** -- (Tabbed manila folder is recommended.)
The GCS should scan all incoming Bible courses to determine if there are any questions. Depending upon the SSS involved, these questions will need to be routed to the pastor or another person qualified and approved to answer them. The step of answering questions should be done **PRIOR TO** giving to the SSS, so that when the SSS is completed the course may be mailed out immediately with the questions answered.
- ☞ **“QUESTIONS COMPLETED”** -- (Tabbed manila folder is recommended.)
Bible courses with questions that have been answered should be placed here for routing to the appropriate SSS for normal processing. Be sure to check each file for copies of questions that need to be sent to HQ for incorporation into our “Standard Question Answers” manual. If instructions have been followed, the person who answers the questions will give two copies of significant answers to questions to you. One of these copies should say “HQ COPY.” Be sure to send that to HQ with your regular reports or orders. You may also wish to keep a copy of these answers to questions on hand in your Grading Center files in case that question is asked again. This will avoid having to think through the whole answer of the question again.
- ☞ **“GRADS NEEDING CERTIFICATES”** -- (Tabbed manila folder is recommended.)
All passing students of Parts 2-5 should be placed here. Certificates should be completed and sent out as quickly as possible. Once complete, they should be signed by the GCS and placed in the “*TO SSS's*” for mailing. Be sure to remind the SSS to sign the certificate before mailing it.

- ☞ **“SSS FORMS”** -- (Tabbed manila folder is recommended.)
 SSS forms arranged alphabetically should be stored here. The provided computer printout should be stapled, copied or otherwise attached to a sheet of paper with the SSS name written at the top. This is the central student file for both SSS’s and their students.
- ☞ **“GRADING CENTER SUPERVISOR** -- (A tray is recommended.)
 This is a tray for special questions or problems that need to be brought to the attention of the GCS. This may also be combined with the “*FROM SSS’s*” file.
- ☞ **“FORM MASTERS”** -- (A tabbed manila file is recommended *away from the rest of the files* so that these are not accidentally consumed by someone without knowing that they are the copy masters.) Take all of the forms intended as photocopy masters out of the back of your GC Operations Manual and place them here for safekeeping. (See below “Form Copies” for specific Masters needed.)
- ☞ **“FORM COPIES”** -- (Manila tabbed files are recommended conveniently located for easy access, but separate from the other files.) These will contain photocopies of the form masters. The following specific files will be needed.

 - ☑ **“Introductory Letter” with envelope mailer on back**
 - ☑ **“Student Information Form”**
 - ☑ **“Student Study Supervisor Card”**
 - ☑ **“Student Study Supervisor Form”**
 - ☑ **“Grading Center Activity Report”**
 - ☑ **“Grading Center Order Form”**
 - ☑ **“Student Response Form” with envelope mailer on back**
 - ☑ **“Graduate Certificate Acknowledgment Form”**
 - ☑ **“Follow-up Letter” with envelope mailer on back**
 - ☑ **“Answer Key copies for Part 1”** with Grading Instructions
 - ☑ **“Answer Key copies for Parts 2-5”** with Grading Instructions

THE STUDENT INFORMATION FORM

General Information about the Form

- ◆ The Student Information Form should always:
 - ◆ Be filled out in soft, dark pencil (#2) so that it can be easily erased in certain locations.
 - ◆ A light, pastel-colored paper is recommended so they can be easily spotted in a stack of paper.

It is imperative that the GCS always be able to know where any Student Information Form is at any given time. To lose it means to lose track of student-related information. It contains the following information:

Stick the
Student Information Form label here

**Grading
Center**

STUDENT INFORMATION FORM

**USE SOFT PENCIL ONLY
TO MARK THIS FORM!**

Leave label backing paper on Staple here

Course label for Part 1

Mailing label for Part 1

Course label for Parts 2-5

Mailing label for Parts 2-5

Staple here

Postage Costs Ledger		
Description	\$ Amount	\$ Total
Part 1 mailing: _____	_____	_____
_____	_____	_____
_____	_____	_____
Parts 2-5 mailing: _____	_____	_____
_____	_____	_____
_____	_____	_____
Certificate: _____	_____	_____

Part 1

1a. SSS Name: _____

1b. SSS ID#: _____

2. Date Part 1 mailed: ___/___/___

3. Items Missing upon return: _____

4. % Grade for Part 1: _____%

5. Pass 6. Fail

7. Have you returned the graded Part 1 Answer Sheet (pp. C & D) to the student?

8. Have you attached the Part 1 Questionnaire (pp. A & B) to the S.I.F.?

9. Date Parts 2-5 mailed: ___/___/___

10. If failed, date Part 1 Answer Sheet returned ___/___/___

Pray for your students.
Encourage them.

Parts 2-5

11. Items Missing upon return: _____

12. % Grade for Part 2: _____%

13. Answer Page B, Part 3, pg. 62, question 4: _____

14. % Grade for Part 3: _____%

15. Answer Page C, Part 4, pg. 91, question 5: _____

16. % Grade for Part 4: _____%

17. Pass 18. Fail

19. Are original pages E-H and a photocopy of page D attached to a copy of this form?

20. Was the graded Parts 2-5 Answer Sheet returned to the student with the certificate?

21. Date Certificate mailed to the student ___/___/___

22. If failed, date Parts 2-5 Answer Sheet returned ___/___/___

23. Copy of this form and attachments sent to HQ: ___/___/___

24. Please circle one: **GRADUATED** **DELETED**

Record each amount of postage you spend for a student.

Complete when Part 1 sent out

Complete when Part 1 returned

Staple labels here

Complete after Grading Parts 2-5

Complete before sent to Admin.

PREPARING THE STUDENT INFORMATION FORM (SIF) ***Upon Receipt of New Student Labels from Admin***

- ◆ When new labels are supplied, they will come on single-row, continuous form computer labels.
- ◆ There are SEVEN labels for each student.

TOP TWO LABELS – Mailing labels for introductory letter

Cut these off - the first one with “IMPORTANT, PLEASE RETURN WITH THIS LABEL ATTACHED” goes on the introductory letter itself, the second goes on the mailing envelope. (See page 12.)

THIRD LABEL – “Student Information Form” label:

- ◆ It has “STUDENT INFORMATION FORM LABEL -- DO NOT USE FOR POSTING” at the bottom
- ◆ This label has the student name in a “LAST, First” format for ease of filing
- ◆ When a positive response arrives from the Introductory Letter, peel off this label and carefully place it in the top left corner of the Student Information Form. Cut off the backing paper left from this label.

NEXT FOUR LABELS – Mailing labels:

- ◆ DO NOT PEEL THESE LABELS OFF THE BACKING PAPER!
- ◆ Carefully cut these four labels below the fourth label.
- ◆ Staple these labels through the backing paper to the upper right side of the SIF.

Two Pt 1 Mailing labels:

- ◆ One for the course (with “PLEASE RETURN WITH THIS LABEL ATTACHED”)
- ◆ One for the envelope

Two Pt 2-5 Mailing labels:

- ◆ One for the course (with “PLEASE RETURN WITH THIS LABEL ATTACHED”)
- ◆ One for the envelope

- ◆ Grading Center Supervisor (once again, it is advisable to wait on this until the Intro responses arrive):
 - ◆ **Fill out item #1a** on the SIF, “SSS Name” (the Student Study Supervisor’s name)
 - ◆ **Fill out item #1b** on the SIF, “SSSID#” (their 3-digit ID # as assigned by the Grading Center)

Student Study Supervisor Card (SSS Card)

- ◆ This card provides Admin with basic information for each SSS involved with your grading center.
- ◆ A master for this card is provided in the back of this manual and should be photocopied and cut into individual cards. (There are six cards per page.)
- ◆ The GC should assign a number to each SSS starting with 001 (used for computer tracking).
- ◆ A copy of this card should be sent in *once* for each SSS after all the students have been assigned.

Student Study Supervisor Information Card		
Grading Center ID#: ___ ___ ___		
Student Study Supervisor ID#: ___ ___ ___		
Name: _____		
_____	_____	_____
First	Last	
Address: _____		

Street		
_____	_____	_____
City	State/Province	Zip/Postal Code
_____	Phone: _____	
Country		
Annual number of students committed to process: _____		
Would you like to receive the monthly International Christian Ministries newsletter?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		

Student Study Supervisor Form (SSS Form)

- ◆ This is another section you may wish to skip until the Introductory Letter responses arrive.
- ◆ The Student Study Supervisor Form is used to keep track of all the dates involved in sending material to your students. It will help you be timely in following up on tardy students, and keeping tabs on your processing turn-around time.
- ◆ When you have assigned students to the different SSS’s, take one SSS Form (or more, depending on how many students each SSS has):
 - ◆ Print SSS name and ID on sheet.
 - ◆ Write the student’s last name, first name and ID# in the space provided on the sheet.

PREPARING INTRODUCTORY LETTER

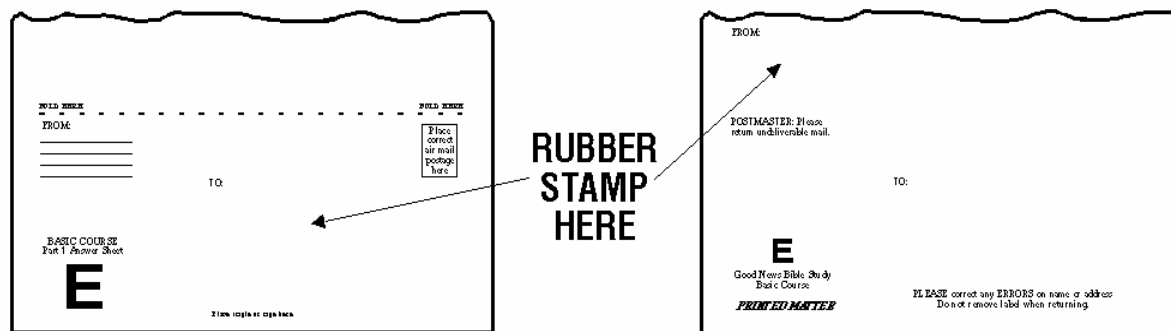
GC Preparation for Introductory Letter mailing.

- ◆ If not done before, take the Introductory Letter Master and the Envelope Mailer (Forms) and copy them back to back.
- ◆ Use lightweight AIRMAIL envelopes and apply the GC rubber stamp for the return address.
- ◆ Apply the GC rubber stamp to the “FROM:” and “TO:” sections of the mailer that have no lines (this can be done to the master before photocopying to save time).
- ◆ Place the “Intro Ltr” mailing label (with “PLEASE RETURN WITH THIS LABEL ATTACHED”) in the “TO:” section at the top of the mailer.
- ◆ Fill out the Date, Prospective Student, and ID# lines on the Introductory Letter. Sign the letter. (If you wish, the Grading Center Supervisor can sign all the letters, since they are usually also an SSS.)
- ◆ Fold, place in the envelope, affix the proper postage, and mail.
- ◆ **After mailing the Introductory Letter:** Take the label sets that are left (should have five labels per student) and place them alphabetically in a file or envelope. Make sure to note the date the letter was sent. After 3 months, take out whoever has not responded, and treat them as a deleted student (see “Deletions,” pages 25 - 26).

PREPARING PART 1

GC Preparation for Part 1 Distribution to the SSS.

(This should be done to all Part 1's received before they are distributed to avoid confusing the SSS.)



PAGE A

PAGE D

- ◆ The Part 1 Answer Sheet section is located *inside* the Part 1 Study Guide booklet *in between pages 12 and 13*.
- ◆ Apply the GC rubber stamp to page A, Part 1 Answer Sheet in the “TO” area.
- ◆ Apply the GC rubber stamp to page D, Part 1 Answer Sheet in the “FROM” area.
- ◆ A clear, big, red ink “AIRMAIL” rubber stamp mark should be put on the front of all international mail envelopes. DO NOT do this for mail destined to students in the U.S.

ONCE EVERYTHING ABOVE IS COMPLETED...

Students should be separated by the SSS's to whom they will be assigned.

- ◆ Whenever an SSS is ready to proceed, one of each of the following needs to be supplied to him for each student:
 - ◆ SIF (*prepared in advance* by the GCS).
 - ◆ Part 1 of the Bible course
- ◆ This would be a good time for the SSS, if they have not done so before, to take the Part 1 of the Bible course themselves.

It is at the discretion of the GC as to this requirement. It is recommended that Answer Keys should not be given to any SSS who has not actually taken the course themselves first.

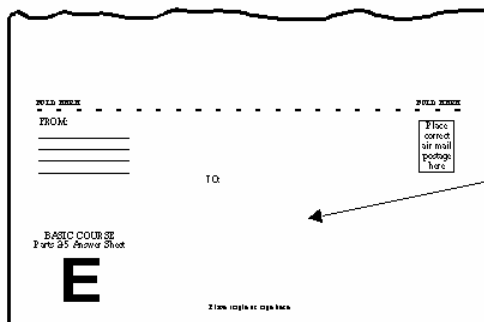
- ◆ Initially, it may be wise to have a meeting of SSS's during the first distribution of Bible courses and SIF's. In this way, you can go through the procedures once with the SSS's.
- ◆ Be sure to review the **Student Study Supervisor Instructions** (the masters are provided) thoroughly with them. As possible, walk them through the first few stages.
- ◆ Hand out assigned students to the SSS's.
- ◆ If the SSS work is going to be done at the church, be sure the necessary supplies are available. If it will be done at home, be sure they have the needed supplies at home. (Where possible, it would be wisest for SSS work to be done at church either in large or small groups.)

PREPARING PARTS 2-5

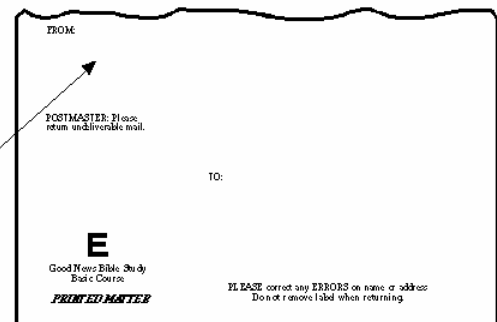
GC Preparation for Parts 2-5 Distribution to SSS.

(This should be done to all blank Bible courses received before they are distributed to avoid confusion on the part of the SSS.)

- ◆ Apply the GC rubber stamp to page G of the Parts 2-5 Answer Sheet in the “TO” area.
- ◆ Apply the GC rubber stamp to page H of the Parts 2-5 Answer Sheet in the “FROM” area.



PAGE G



PAGE H

- ◆ A clear red inked “AIRMAIL” rubber stamp mark should be put on the front of all international mail.
- ◆ Be sure that the Parts 2-5 Answer Sheet section is placed around the Parts 2-5 Study Guide booklet with **Page H** of the Answer Sheet section facing out, and the “TO” section in plain view.

PREPARATION OF ANSWER KEYS for Use by SSS's in Grading Returned Courses

The GCS should decide whether or not to put in correct answers. Do not put in the correct answers for a student who has failed before sending their answer sheet back to them for corrections. Sometimes putting in the correct answers will enable other students to cheat.

- ◆ Answer Keys for Part 1 and Parts 2-5 are supplied with the Start-Up packet.
 - ◆ **Part 1:** photocopy the “Grading Part 1” instructions (SSS Instructions) on the back of the Part 1 Answer Key.
 - ◆ **Parts 2-5:** photocopy the “Grading Parts 2-5” instructions (SSS Instructions) on the back of the Grading Scale in the Parts 2-5 Answer Key
 - ◆ Photocopy enough for the current SSS's you have but do not distribute them to those that have not completed the course unless you have not made that as a requirement.
 - ◆ Keep a few extra answer key copies.
- ◆ Carefully take one complete Bible course and complete all parts by using “X's” in the correct box corresponding with the correct answer on the Answer Sheet. These should be marked “Grading Master” for those special occasions where a student sends in his whole Study Guide and does not complete his Answer Sheet.

Make an extra set of copies of *forms, manuals and other items* for use when needed.

NOTE: Be sure to keep your original (from which to make photocopies) separated from those you are intending to use so that you do not find yourself accidentally consuming your original. (Additional copies can be ordered through the Order Form, but you may find it less expensive to get copies done locally.)

IMPORTANT: Stamp some of the forms below (marked with ☒) with your Grading Center stamp **before making copies** to eliminate unnecessary stamping. Do this on a copy, rather than the master copy, so that if you smear it or accidentally put it on upside down, you do not ruin your master.

FORMS:

- ◆ **Introductory Letter** with mailer on back - can be found by the “(STUDINIT)” in the lower right corner (stamp the mailer)
- ◆ **SSS Cards**
(fill in your GC ID# on each before photocopying)
- ◆ **Student Information Form** (copy enough for the number of **active** students you anticipate)
copy this onto light colored paper (**light yellow or pink**)
- ☒ **GNBS Grading Center Activity Report**
- ☒ **GNBS Grading Center Order Form**
- ☒ **Student Response Forms**
under “Return all items to:” -- can be found by the “(STURESPPFM)” in lower right corner
- ☒ **Graduate Acknowledgment Request forms** with mailer on back
These will need to be cut in two and are sent out with every graduate's certificate -- can be found by the “(GRADFM)” in lower right corner. (stamp the mailer)
- ☒ Follow-up letter and mailer

MANUALS:

- ◆ An extra **GNBS GC Operations Manual** for anyone who would have need of it.

OTHER:

- ♦ The latest **international postage rates** from your post office; you may be able to obtain several copies and save copying costs
- ♦ **GC Application form**
(a few extra copies) in case you want to enlist the help of other qualified churches in your area in the program.
- ♦ **Extra Part 1 Answer Sheets and Questionnaires.**
These will occasionally be needed to send to students who did not send theirs back. The Part 1 Answer Sheet is located inside the Part 1 Study Guide booklet (between pages 12 and 13). However, if you have many requests for replacement Part 1 Answer Sheets, you may order extras from HQ (use the Order Form, please). These are not attached to a Study Guide - you may also photocopy from blank Answer Sheets.
- ♦ **Extra Parts 2-5 Answer Sheets**
Replacement Pages A-D are rarely requested, and need not be copied ahead of time. A photocopy from an existing blank Parts 2-5 Answer Sheet will suffice.
- ♦ **SSS Instruction Sheets**
There are two pages of step-by-step instructions for SSS's. You can photocopy them each onto single-sided paper, cut them up and give them out at different stages of processing. Or you can photocopy them back to back and give them to the SSS all at once.
- ♦ **Part 1 Answer Keys with Grading Instructions**
Copy the "Grading Part 1" instructions (found in SSS Instructions) **onto the back** of the Part 1 Answer Key.
- ♦ **Parts 2-5 Answer Key with Grading Instructions**
We suggest copying pages A through D of the Parts 2-5 Answer Key back to back, putting the "Grading Parts 2-5" instructions (found in SSS Instructions) **on the back** of the Grading Scale page.

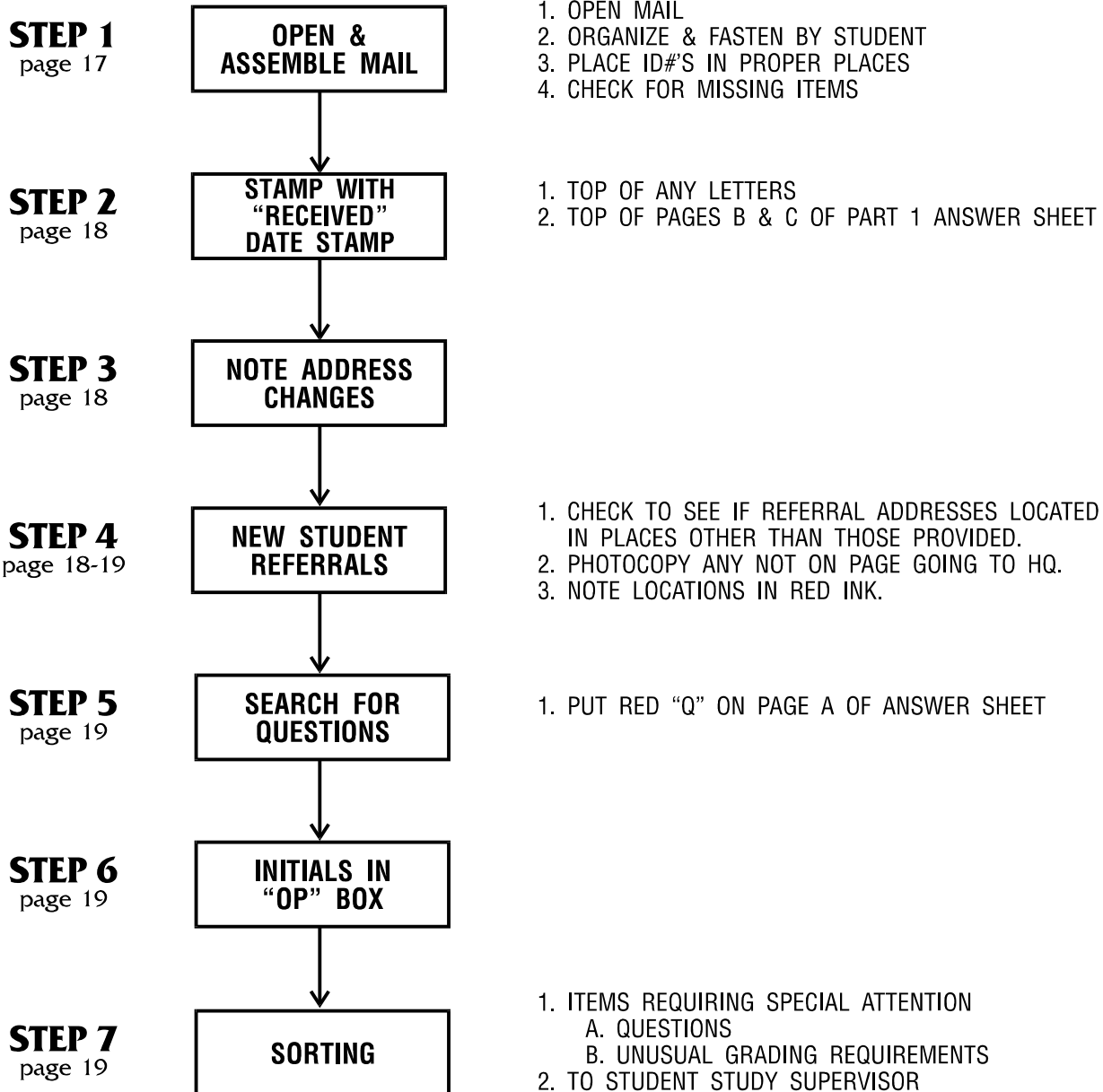
Chapter 3

PROCESSING RETURN MAIL

When mail comes in, it is important that it be properly processed and reviewed before handing it over to the SSS. Please follow the following procedures carefully.

GENERAL INFORMATION

It is best to process the mail (when there are any large quantities) **in steps**. Do all of one for any one batch of mail before going on to the others.



Step 1 -- Open and Assemble the Mail

- ◆ **Always use** staple removers on staples, knives on tape, etc. in order to insure that you do not damage the Bible course in the process of opening it.
 - ◆ **If courses are sewn, gummed, or glued shut:**
 - ◆ In the case of sewing, you may need a razor blade to open it.
 - ◆ Pages glued together often are extremely difficult to open without damaging the pages. Check carefully to see if any writing is in the glued area. If not, then cut around the glue. Otherwise, try your best to carefully separate the pages.
 - ◆ Be sure to save the stories you will have from this since there is much that your church can benefit in understanding the difficulties that many people have in such simple things as sealing a letter.
 - ◆ **Handle only one student's papers at a time.** Place items in the following order & staple:
 - ◆ Personal letters first.
 - ◆ Page A of the Answer Sheet sent in.
 - ◆ Any returned portions of the Study Guide as last.
 - ◆ **Save the envelope until step 2**
 - ◆ **Note Student's ID number:**
 - ◆ Copy it onto Pages B & C of Part 1's Answer Sheet and/or Pages A & E of Parts 2-5 Answer Sheet, if it is not already there or is incorrect:
- ID numbers are normally five- or six-digit numbers.**
Occasionally, students have an ID number from their country identification (very common in the case of Guyana) and they will put down that ID number instead of the one we assigned them. To verify that it is correct, look for the original mailing label on Page D (of Part 1 Answer Sheet) or Page H (of the Parts 2-5 Answer Sheet). ***Correct any incorrect ID numbers on the respective pages mentioned above that differ from the original mailing label.***
- If the label has been removed,** you will have to check through your SIF's by last name to find the ID for the student.
- If students give their course to someone else to complete:**
Sometimes they leave their original mailing label on the course and other times they remove it. If it is removed and you cannot find the name in the Student File Forms, then this was probably the case. Do the following procedures in that case:
- ◆ HALT ALL PROCESSING FOR THIS STUDENT and send a note to Admin explaining the situation and requesting an ID number.
 - ◆ When Admin responds, continue processing the STUDENT at whatever level they are at. (If they send in a Parts 2-5 and there is no record of them ever taking Part 1, you may want to send them that as well.)
- ◆ **If anything obvious is missing:**
 - ◆ If a Questionnaire or Answer Sheet is missing, attach a photocopied blank one at the top of the batch with Student Response Form attached. The SSS should be instructed to return the blanks and the Student Response Form to the student.
 - ◆ Write in RED INK at the top of the blank Questionnaire the student's name and his ID number in the appropriate places and a note at the top "Please Complete and Return."
 - ◆ **Read any letters sent:**
 - ◆ To determine if there is anything requiring special attention.
 - ◆ Highlight or circle in red anything significant to which either the GCS or the SSS needs to respond.
 - ◆ **Everything done?**
 - ◆ Set that item in a stack and go on to the next item. In this way, you will not accidentally get different student's papers mixed up with each other.

Step 2 -- Name or address changes.

- ◆ **Check address (VERY IMPORTANT):**
 - ◆ Check the address on the outside of the envelope against the address on the Questionnaire (Part 1 is Page B and Parts 2-5 is Page E).
 - ◆ Also check the student's address label - they may have put changes there, since they are requested to make changes on their label.
 - ◆ If there are changes to be made, save the envelope OR carefully copy the changes in RED INK onto the SIF indicating that this information came from the return address on the envelope.
 - ◆ Save the postage stamp (tear around it leaving some of the paper).
 - ◆ Discard the envelope.
- ◆ **Do not overwrite anything**, especially in non-red ink, since it often obscures the student's writing.
- ◆ **If you have any questions pertaining to what could be *significant* address changes**, bring them to your GCS. Utilize the following guidelines to help:
 - ◆ Slight variations such as a street number change of a few digits, especially in rural villages, are often not very important.
 - ◆ If the new address is highly similar to the old one on the original mailing label, it is probable that any change will not affect the mailing.
 - ◆ Whenever in doubt, go with what worked before (if it got to them once, it should get to them again).
 - ◆ It is okay to say "Lot 48 or Lot 43" if you cannot tell the difference between an 8 and a 3 with the person's writing. Compare the writing on the address carefully with the writing in the answers to questions or in any letter. The context of such other writing may give you clues as to what the letters or numbers are in the address.
 - ◆ Expect special difficulties with those who are in non-English speaking countries (such as Dutch, Spanish or French-speaking places where handwriting styles are considerably different than English) and in Africa, where the same thing applies.
 - ◆ When the problem is more serious, the best thing to do is to bring this to the attention of Admin and request a clarification before any mailings. The thing to do under those circumstances is to mail everything you have to Admin, keeping copies for yourself.)

Step 3 -- Stamp the Mail with the "RECEIVED" Date Stamp

- ◆ This step is very important for purposes of evaluating time lapses and computer processing at Admin.
- ◆ Carefully place (without smudging, in red ink) the dated "RECEIVED" stamp in *each of the following locations* mentioned below:
 - ◆ At the **top of any letters** sent in.
 - ◆ **Part 1 Answer Sheet**, at the **top of Page C** and at the **top of Page B**.
 - ◆ **Parts 2-5 Answer Sheet**, at the **top of Page A** and at the **top of Page C**.

Step 4 -- Referrals of New Students.

- ◆ **PART 1 referrals:**
 - ◆ These referrals will need to be photocopied and sent to Admin because the actual Part 1 Questionnaire does not get sent to Admin until the student's graduation or deletion.
 - ◆ Check to see if referrals exist on any pages other than the bottom of page B.
 - ◆ After photocopying all referrals, send the copies to Admin with an Activity Report cover sheet.
 - ◆ Make a notation next to the referrals that they have been sent to Admin, and put the date. This will eliminate duplicates when Admin processes the Part 1 Questionnaire.
- ◆ **PARTS 2-5 referrals:**
 - ◆ These referrals do not need to be photocopied, because the Parts 2-5 information is sent to Admin.
 - ◆ Check for referrals on any pages other than E & F.
 - ◆ If so, please circle or draw attention to them in red ink for Admin processing.
 - ◆ **IF YOU DO NOT DO THIS, ADMIN WILL MISS THESE REFERRALS.**

- ◆ Referrals from **introductory & follow-up letters, graduation notices, or personal letters:**
 - ◆ **Introductory letters, follow-up letters and graduation acknowledgments:**
Simply cut out the portion of the letter with the referrals and send to Admin with an Activity Report.
 - ◆ **Personal letters:**
Send the original to Admin.

Step 5 -- Search for Questions.

- ◆ Become acquainted with these locations where questions by the students are generally found:
 - ◆ Page B of Part 1 answer sheet.
 - ◆ Page F second section from top.
 - ◆ Possibly page H of Parts 2-5 answer sheet.
- ◆ Whenever a question is noticed:
 - ◆ Circle it in red ink.
 - ◆ Write a big red “Q” on Page C of either Part 1 or Parts 2-5 with a note for what page it is on (i.e. “Q - p. A”).
 - ◆ If there is any question about whether something is a question, consult your GCS for a decision.
- ◆ Place this in the “*QUESTIONS TO DO*” file:
 - ◆ Call the person in charge of answering questions and let them know a question is waiting.
 - ◆ See Chapter 6: “*Answering Questions*” for details and procedures.
- ◆ When the question is answered, it should be placed into the “*QUESTIONS COMPLETED*” file and then routed to the SSS as quickly as possible for normal processing.

Step 6 -- Initial the OP (opener) box.

- ◆ Once you have completed Steps One through Six:
 - ◆ Mark your initials through the “OP” box in the “Office Use” section at the top of Page C.
This will indicate who did the opening process, in the event there are any questions that arise.

Step 7 -- Sorting.

Mail should be sorted into whatever file system you have set up. In most cases, the SSS’s name will appear under the “TO:” section on pages B (for Part 1) or G (on Part 2-5) Answer sheets.

- ◆ Anything requiring special attention **before being passed onto the SSS:**
 - 1) **Those with legitimate questions** requiring a written response beyond that of the SSS.
 - ◆ (This is a decision for the GCS to make.) Place these in the “*QUESTIONS TO DO*” file.
 - 2) **Those with unusual grading requirements** where a special answer sheet will be required.
 - ◆ Place these with a note in the “*GRADING CENTER SUPERVISOR*” file.
- ◆ Those that are normal responses **which will go to the SSS.**
 - 1) Pull the Student Information Form for each student from the “*SIF’s AWAITING STUDENT RESPONSES*” file, marking the date the Answer Sheet was returned (Part 1 -- #6; Parts 2-5 -- #17).
 - 2) Note any items missing for Part 1 at **number 3** and for Parts 2-5 at **number 11**.
 - 3) Be sure that the SSS has an Answer Key with grading instructions for the part(s) being graded.

Chapter 4

Commonly Encountered Grading Problems

The information provided to the SSS for grading should be sufficient for most circumstances. However, there are some abnormal grading situations and some commonly asked questions. If you do encounter a problem, read over this chapter, then follow the normal instructions given to the SSS for Part 1 and Parts 2-5.

GENERAL QUESTIONS

What if you detect cheating or copying between students?

On occasions, primarily when you are grading two students that are from the same town and street, you will detect identical answers. This becomes especially noticeable when the written answers are identical (often including identically misspelled words, etc.).

Take this seriously. If you believe you have a clear example of two people with identical answers from copying and not just from working together, then a letter must be written to them confronting them with this and requesting an explanation. This should be coordinated with or handled by your GCS.

What is done with incomplete or unreturned questionnaires?

PART 1:

Generally, when these things are noticed by the Grading Center personnel who open the mail, a copy of a Student Response Form with the missing item noticed will be attached to the information on that student passed onto the SSS. If this is not done, the SSS can either request that form or send a note directly to the student.

- ◆ Return the incomplete Questionnaire with a note at the top in red ink requesting that this be completed and returned with Parts 2-5. **IT IS IMPERATIVE THAT YOU WRITE THIS NOTE ON THE QUESTIONNAIRE**, so that when it does come back, we will know why it is separated from the Part 1 Answer Sheet.
- ◆ Make a note in the Missing Items section (**Number 3**) of the SIF.

PARTS 2-5:

The information required on the Parts 2-5 Questionnaire is not critical, therefore, if it is overlooked, nothing need be done with it.

What if whole sections of the answer sheet are left blank?

Some people will leave missing sections on their Answer Sheet, but send in supplemental notes or portions of their Bible course, where they were confused about how to fill out the Answer Key. (Always bring these to your GCS so that HQ can be notified. Perhaps we need to make something clearer in the instructions.)

Where complete sections are left blank and they are insignificant in relation to the total grade, mark them off and give them a grade. Make a note on the Answer Sheet indicating that if this was an oversight, for them to return the answer sheet for re-grading with the correct answers and you will re-calculate their grade.

Where such sections are too large to overlook because they would obviously be a failure, then treat it as a failure by marking the grade as “1” on the Questionnaire, returning the answer sheet with a note about the missing sections (circle them in red) and request them to return the course for re-grading.

What if an Answer Sheet is not filled out properly?

Be patient and kind, if your students do not follow instructions entirely. On those rare occasions where a student does not return the Answer Sheet filled out properly, there is generally one of three things they will send you:

1. The whole Bible course study guide with the answers checked off:

- ♦ Grade the course using the key to determine the correct answer in each case from the course options.
- ♦ Contact your GCS, who has been supplied with an entire Bible course with the correct answers filled in which can be used as a key to grade the course on a page by page basis.
- ♦ Upon completion of the grading, be sure to write a personal note indicating the importance of returning only the Answer Sheet pages, and not the entire course.
- ♦ Determine whether you wish to spend the extra postage to send the whole course back to them. While this is ideal, it is not required since they have been duly warned not to send in the whole course. However, if you do not send back the study guide section (pages 1 - 24) they will not know what their errors were. It is your decision.

2. The Answer Sheet with small answers written out the best they can:

- ♦ Grade it with both the Answer Key and the Bible course in hand comparing their answer with the Bible course answer to determine what option they selected and then comparing that to the Answer Key.
- ♦ Utilize the Grading Center keyed Bible course mentioned above which will make grading such papers a bit easier.

3. An empty or only partially completed Answer Sheet with a completed Questionnaire:

- ♦ You will treat this as a failure for record-keeping purposes and give a failing grade of 1% (though this should only be noted on the Questionnaire).
- ♦ Be sure to circle in red "F1" on the Answer Sheet for Part 1 and mark in red on the top of the Part 1 Answer Sheet "Returned for Completion" so that when it is returned completed (as often happens) you know that you are dealing with a returned failure, rather than a new Part 1.
- ♦ Return the Answer Sheet with a note stating that it needs to be completed and returned so that it can be properly graded.
- ♦ Do not return the Questionnaire.
- ♦ **The first test question** on page 20 (Part 1) is occasionally written down incorrectly on the answer sheet. Should you notice numbers being written down (3, 5, 7...) rather than check marks (□, □), they will often indicate the numbers they checked off on their booklet. If this is the case:
 - ♦ Mark their paper based upon the correct numbers being written down rather than the correct lines being checked as on the Answer Key.
 - ♦ The correct numbers are 2, 3, 4, 5, 8, 10, 13, 15, 19, 21, 23, 25, 27, 28, 30, 32. If other numbers are written, or some of these are omitted, then those are errors.

SPECIAL NOTICE:

When grading Parts 2-5, please take special note of the answers to the following questions. They will give you a good indication how well the student understands what is being taught in the Bible course.

Example: "C-4-81-34" = Answer Sheet page C, Study Guide Part 4, page 81, question 34.

C-4-81-34	C-4-91-5	C-4-92-8	C-4-93-11
C-4-81-35	C-4-91-6	C-4-92-9	C-5-106-3
C-4-85-i	C-4-91-7	C-4-93-10	C-5-106-4

Chapter 5

MISCELLANEOUS

WORKING WITH SSS's

Initial Stages

The following needs to be carefully checked by the GCS of each SSS until satisfied that each understands what needs to be done and is following instructions accurately.

- ◆ Check over the first several gradings of Part 1 and Parts 2-5 Answer Sheets by rechecking with an answer key to be sure they are working it correctly.
 - ◆ Use of red pens, proper marking technique (checking off only those that are wrong).
 - ◆ Be sure they are not marking off where the key allows for optional or no required answers, marking correctly multiple answers and those that have extra answers that are wrong.
 - ◆ Double-check their count of marks off and assignment of correct grades. Do not let them allow someone to pass who has really failed (even if by only 1%).
 - ◆ Check over their placement of labels, comments to students, handling of problem areas, missing items and so forth.
 - ◆ Check over the final ready to mail reply to be sure that it has everything that it should have including return addresses, graded answer sheets, etc.
 - ◆ Pay special attention to the less common situation like those who have failed, those with special grading problems and so forth.
 - ◆ Be sure that their SIF is returned with the correct attachments and **accurately filled out**.
 - ◆ Be sure to explain their errors.
 - ◆ After you are comfortable that they are doing an adequate job and know when they need help, permit them to carry on without having you check them out.
- ◆ Be sure the envelope is correctly sealed.
- ◆ Especially check that they are using the correct postage (too much postage is a very common occurrence - be sure that they know to send the courses via **Printed Matter Air Mail**) and that the envelope portion has the correct markings (e.g. "Air Mail" in red), correct addressing and return addressing information.

When They Have Experience

- ◆ Utilize your better SSS's to train new SSS's and recruit others to get into the program.
- ◆ Keep track of them only to the extent of being sure that they are staying up to date with those students they have and to periodically see that their quality of work is maintained.

ALTERNATIVE APPROACH TO THE SSS

An alternative to one SSS doing all the processing for one student is to assign an SSS to a step of the processing for a set of students. As long as Admin has one person assigned as an SSS who is responsible, then the actual processing on an individualized basis or a mass-production basis is immaterial. Some churches have people who want to pay for postage and others who want to do the work and they make up a team. Use your imagination to work out whatever best suits your needs and then write your own procedures. As long as the information requested on the SIF and SSS forms is supplied and the commitment to follow through with all assigned students is kept, Admin will be satisfied.

REQUESTS FOR POSTAGE STAMP MONEY BY STUDENTS

If you receive a legitimate request for help in covering postage costs, we strongly recommend that you do not send money. **To avoid additional requests, please advise the student that you have a stamp handy and can only do this for them, no one else.** If you do not do this, word will travel and everyone will be requesting stamps to save on postage costs.

CHANGING THE PROCEDURES

It is very important that you understand the procedures in this Operations Manual. However, it is not always necessary to understand *every* procedure to do one particular task. We have much experience at administrating this Bible course, but our procedures are not above improvement. Any constructive suggestions for improvement should be given to us in writing. If they pertain to strictly internal procedures in the Grading Center that neither affect outcome of the grading or mailing of the Bible courses or the interaction between your GC and Admin or HQ, then you may experiment with changes in these procedures. Anything affecting the forms of the Bible course, the grading procedures, the way a Bible course is mailed or the required procedures and forms used by Admin and HQ, should be approved by HQ before being implemented.

POSTAL RETURNS AND ADDRESS CORRECTIONS.

Most of the problems listed below will be eliminated by the Introductory Letter mailing, thus saving the GC money in postage.

- ◆ **Returns by U.S. Post Office**, i.e. insufficient postage
 - ◆ Simply add the additional postage requested and put back in the mail. It is important that you send these courses “*AIR MAIL PRINTED MATTER*”.
- ◆ **Returns by Foreign Post Offices** -- when to send another letter:
 - ◆ If the postal authority indicates the person is listed as “unknown” or “cannot be found,” yet you had previous contact with the student.
 - ◆ In the rare event that address changes are noted, try again.
 - ◆ Any other reason -- it is probable it was returned because of a lazy or ignorant postal employee.
 - ◆ Be sure to keep any unused portions of the Bible course for sending to other students. Only send the original page to Admin.

Sending a separate letter to ask to accurate address information is cheaper than re-sending the course material back to the student. About 30-40% of such letters sent to students *where previous contact existed* will get through.

- ◆ **In a letter, ask them for accurate addressing information:**
 - ◆ Do they have a street name or lot number?
 - ◆ Are they living close to some well-known place (e.g. opposite a church, police station, hospital, etc.)?
 - ◆ Can they have their mail sent “care of” (c/o) a friend or relative?
 - ◆ Are they better known by a nickname? If so, please add it in quotation marks with their name.
 - ◆ Ask them to talk with the postal authority about proper addressing.
- ◆ **When to return to Admin for deletion:**
 - ◆ If the part returned was an Introductory Letter or a Part 1 sent for the first time.
 - ◆ If the notes indicate that the student has “removed” or “left the area.”
 - ◆ Returns from foreign postal offices will rarely have address corrections. **Please forward the address panel of these to Admin in an Activity Report along with deletions.**

STARTING YOUR OWN BIBLE COURSE MINISTRY

◆ USE OF THE BIBLE COURSE FOR YOUR LOCAL AREA

If you are interested in using the Bible course ministry to reach out in your own community on a small-scale basis, please refer to the prices below. Prices are subject to change without notice. Shipping is extra and the Grading Center will be billed HQ cost. **Call HQ for details.**

Item:	Price for Grading Center Local Use	Price for Non-Grading Center Use
Part 1's (24 pp.)	\$ 0.30	\$ 0.40*
Parts 2-5 (130 pp.)	\$ 2.25	\$ 2.99*

*(Discounts are available for quantities of 100 or more.)

◆ USE OF THE BIBLE COURSE OUTSIDE OF THE LOCAL AREA, BUT IN THE COUNTRY

When you move beyond the local area and smaller quantities for outreach purposes of the local church, the administration necessary becomes rather sophisticated. **Call HQ for details.**

GENERAL CONTROLS FOR AN EFFICIENT AND EFFECTIVE PROGRAM

- ◆ Check the SSS Forms frequently to make sure follow-up procedures are being initiated properly.
- ◆ If SIF's are taken out of the office, be sure to keep them coming back into the office so that student files are not lost. Develop a way for getting the necessary information like grades, etc., back to the GC - either by sending SIF's back and forth, or by making your own internal procedures.
- ◆ Develop a checklist of things to do on a weekly and monthly basis.
- ◆ Check all files weekly to be sure they are current and not sitting dormant.
- ◆ Train your SSS's well in their grading and processing skills.
- ◆ Be sure good, clear copies are made of everything photocopied for Admin.
- ◆ Be sure that those who answer questions do not delay the processing more than a few days.
- ◆ Set time limits. Develop any little charts that will help everyone remember what to do. (Be sure to consult and use the charts we have supplied. If you develop any others that you find helpful, send them to HQ and let us know how they have worked and what benefit they serve.)
- ◆ **Be sure to keep the target of a maximum of *ONE WEEK TURN-AROUND TIME* on all labels coming in and returned mail.** (As much as lies within us, we should see to it that we are not responsible for withholding the Gospel from them any longer than absolutely necessary.)
- ◆ **Share testimonies and stories from the GC and the students with the congregation on a regular basis.** When someone is blessed, share the blessings with others.
- ◆ Keep your GC, SSS's, Admin, HQ and this whole ministry in prayer as a church.

PEN PAL REQUESTS

This is an excellent way to get other members in your church involved in this ministry, even if they are not an SSS, by becoming pen pals with students who request one. You will notice a box on Page E of the Parts 2-5 Answer Sheet asking if students would like a Christian pen pal. If it is checked, please match up the name with an interested person from your church. **Please do not send pen pal requests to Admin or HQ for processing.**

FOLLOW-UP PROCESS

For students who are tardy or do not respond

SSS's need to be monitored to be sure that they follow up on students whose response is late in coming. One of the most important ingredients offered by the SSS is personalized follow-up. It will assure a much higher than normal response and completion rate than if no follow-up is done.

The follow-up letter is to be used to follow up on students.

◆ **Following up on Introductory Letter:**

- ◆ No follow-up letter is necessary. If no response is received within 3 months from the date the Introductory Letter was sent, please refer to the section below on "Deletions."

◆ **Following up on Part 1:**

- ◆ 3 months after Part 1 was sent, send a "past the deadline" notice.
- ◆ 2 months after the "past the deadline" notice, send a disenrollment notice, and send the student to Admin as a deletion (pages 25-26).

◆ **Following up on Parts 2-5:**

- ◆ 2 months after Parts 2-5 was sent, we strongly suggest sending a personal note on a postcard, encouraging the student to keep striving to finish this longer part.
- ◆ 6 months after Parts 2-5 was sent, send a "past the deadline" notice.
- ◆ 2 months after the "past the deadline" notice, send a disenrollment notice, and send the student to Admin as a deletion (pages 25-26).

◆ **Sending out the follow-up letter.**

- ◆ Photocopy the Follow-up Letter (FOLLOWUP) on the back of a copy of the Envelope Mailer.
- ◆ Place the official GC address stamp on the envelope portion of the letter (the reverse side) under the "FROM:" section where there are no lines (at the top) and under the "TO:" section (at the bottom) where there are no lines. (THIS SHOULD HAVE BEEN DONE TO THE MAILER ENVELOPE BEFORE PHOTOCOPYING.)
- ◆ **Have the SSS do the following:**
 1. Fill out the date, student's name & ID number at the head of the letter.
 2. Circle and check the appropriate part number(s) and box to let the student know if they are past the deadline or being removed from the files.
 3. Sign the letter and make any encouraging comments.
 4. Carefully block print the student's name and address on lines under the "TO:" section at the top of the envelope side of the letter. (**DO NOT USE THE SUPPLIED COMPUTER LABELS FOR ANY FOLLOW-UP LETTERS.**)
 5. Leave the lined "FROM:" section on the bottom blank for the student to fill out upon return.
 6. Make the appropriate notes on the SIF postage ledger.
 7. Fill out the SSS Form for the date this follow-up was sent.
 8. Fold the letter and place it in a lightweight envelope that has the student's name and address on it, and the GC return address stamped. If this is a foreign letter (outside of U.S.), then be sure it has "AIR MAIL" stamped or marked in red on the outside portion.
 9. Place the correct postage on it for Air Mail postage and post it immediately.

DELETIONS

Deletions should follow the process below, when the disenrollment letter is sent out.

◆ **No response to Introductory Letter:**

- ◆ Remove the student's remaining five labels from the file or envelope, and stick the SIF label (top label) on a piece of paper with "DELETE" marked at the top. (You can stick as many SIF labels on that paper to save postage - throw the other labels away.) Mail to Admin with an Activity Report indicating the need for deletion.

◆ **No response for Part 1 follow-up:**

- ◆ Photocopy the SIF and send it to Admin with an Activity Report indicating the need for deletion.
- ◆ Pull respective SSS Form and put the date to the right of that student's name under "Date Deleted."
- ◆ Encourage the SSS to take on another student in lieu of the one that was deleted.

- ◆ No response for Parts 2-5 follow-up:
 - ◆ Photocopy the SIF and send it to Admin with an Activity Report indicating the need for deletion.
 - ◆ Attach any Part 1 or Part 2-5 responses (see GC section in SIF) not already sent.
 - ◆ Pull respective SSS Form and put the date to the right of that student's name under "Date Deleted."
 - ◆ Encourage the SSS to take on another student in lieu of the one that was deleted.

POINTS FOR AN INTRODUCTORY SERMON TO THE GNBS MINISTRY:

- ◆ God is bringing people from around the world (not unlike Pentecost) to a central location prepared to receive the Gospel.
- ◆ The leads for students are screened: they have either directly or through someone else, requested to study the Gospel through the Good News Bible Course.
- ◆ An average of 40% of the people who take the course profess faith in Christ as a result of taking the course. Many of the others indicate their interest in accepting Christ or claim to already be Christians.
- ◆ Some who take the course and claim to be Christians write, "I was a Christian before taking this course, but I never realized what a sinner I was." Hence, many "Christians" *become* Christians.
- ◆ This is "painless" evangelism in that it requires nominal training, little time, no face to face confrontation and no memorization.
- ◆ The course does all the teaching and a pastor or elder answers all the difficult theological questions that might arise.
- ◆ It can be done right from church or home at their own pace and schedule.
- ◆ Most of the work is removed, with the blessings still remaining.

A GRADING CENTER POST OFFICE

A mini-post office is one idea that some churches use to make the SSS's job as simple as possible. The idea is to provide a quick and ready supply of the types of stamps necessary for posting courses. One church even supplies the correct stamps with every packet of students for the SSS.

The post office could consist of a locked petty cash type box with enough money to provide change for stamp buyers and a supply of the following values of stamps: 1¢, 2¢, 3¢, 5¢, 10¢, 50¢, \$1 & \$2. The volume of mail and number of SSS's will depend upon what you want in stock, but it might be wise to start with a \$50-\$100 supply of stamps and restock as necessary. This will potentially make for a much smoother operation and eliminate the excuse, "I haven't made it to the post office yet."

COLLECTING STAMPS FROM BIBLE COURSES.

- ◆ Set up a box in your GC office. Divide it in half with a piece of cardboard.
- ◆ Get four business size envelopes and mark them at the top as follows:
 "Guyana" "Caribbean" "U.S." "All others"
- ◆ Photocopy the section on page 27 and place it on the front of the box as instructions on how to process stamps. (Send in the envelopes after you have accumulated 30 or more stamps. There is no rush.)

INSTRUCTIONS FOR STAMPS

1. Put unsorted/uncut stamps in the front section of this box.

2. When removing stamps:
 - a. Tear 1/4" around each stamp.
 - b. Leave stamp on the paper (DO NOT PEEL off of paper).
3. Sort By (Put ONLY the processed stamps in envelopes).
 - a. GUYANA
 - b. CARIBBEAN COUNTRIES (Anguilla, Antigua, Aruba, Bahamas, Barbados, Barbuda, Belize, Bermuda, British Virgin Islands, Cayman Islands, Cuba, Caraçao, Dominica, Dominican Republic, Grenada, Guadeloupe, Haiti, Jamaica, Martinique, Montserrat, Netherland Antilles, Nevis, St. Kitts/Christopher, St. Lucia, St. Vincent, Suriname, Tobago, Trinidad, Turks & Caicos).
 - c. U.S. (or CANADA, if you live in Canada)
 - d. All Others

Chapter 6

ANSWERING QUESTIONS *Introduction*

This section should be photocopied and given as instructions to anyone who is in charge of answering questions from the students.

Answering questions is an important aspect of this ministry. Please give the best possible answer you can in the time you have to give it. Grading Center Supervisors should get the questions answered before sending the course to the SSS for grading so that everything will only have to go to the SSS once.

We have provided some samples of questions at the end of this section that were answered by Rev. Ralph English, a former missionary from the Orthodox Presbyterian Church who had worked closely with us in Suriname. These are very good, typical ways of responding to questions.

Procedures For Answering Questions

GUIDELINES:

(Be sure that anyone responsible for answering questions is given a copy of these guidelines.)

- ◆ Keep the language and response as simple and clear as possible. Be personal, where possible, and use the second person.
- ◆ Keep your answer to the point of the question. Try to avoid tangential points not asked by the student.
- ◆ Do not write an answer that should take more than five minutes to read. (Keep your answers to single-space typewritten page or less.)
- ◆ Put the best possible Scripture references to support any statement you make (not more than two or three per statement). This is very important because most people who study the Bible want to know what the Bible says.
- ◆ Be gentle. Many questions will be on points that you may feel very strongly about. Do not write a response so much from a theological approach, but more from a pastoral approach. Approach them in the same way that you would a new Christian who knows nothing and may want to attend your church if you handle them in a truthful, yet winning way.
- ◆ Do not use denominational, confessional or catechetical jargon in your responses. (If you want to say what a catechism says in simple language, do that, but do not mention that it came from a catechism. This may be very offensive to some people.) Stick to the Scriptures.
- ◆ Do not seek to proselytize in any fashion, unless the person is with a clear cult such as the Jehovah's Witnesses or Mormons. Seventh Day Adventists are very frequent users of the Bible course, and are not as cultic as the former mentioned cults. Roman Catholics are frequent users and often lay leaders recommend the use of the course. (While the temptation may exist to persuade them out of the Roman church, in many cases they will leave on their own to find Bible teaching. We have no quarrel for the Roman church, but feel that we should avoid getting into the question of "which church to attend" unless we are directly asked.) Keep in mind, many of the countries in which we work, there are no churches that hold to anything close to the Reformed faith. We then must seek to reform them, rather than proselytize them.
- ◆ Avoid discussion about Bible translations. These problems do not generally exist. Most people who have a Bible have only one Bible. The most common Bible is the King James Version, but many use the Good News Bible and New International Version. Our attitude should be (at this early stage of their development) to root them in the Bible and let these other matters develop in due time.
- ◆ Should you run into questions distinct to Hinduism or Islam (since many of the people taking our courses are Muslims or Hindus), feel free to contact Rev. Geoff Donnan for information. Common questions that come up from Muslims pertain to God being One God, Mary being the Mother of God

(but they say God did not have a wife) and the fact that Allah is no different from Jehovah. There are some good tracts on these topics which we can provide if you run across them.

- ◆ Where possible, be positive in a controversial topic such as tongues-speaking rather than negative. (See sample on that topic below.) Try to avoid a controversial approach if at all possible. (There may be a time for controversy, but it is better to establish some sort of relationship first before you get into that.)
- ◆ When you come across a person who seems to be quite theologically astute who is some sort of Christian leader, please refer their name to us unless you wish to take them on as a correspondent.

PROCEDURES:

- ◆ **Work out a regular way of checking for questions** with the Grading Center Supervisor.
- ◆ **When a course comes to you with a question**, it should have a red marked “Q” on the front of the Answer Sheet and the location of the question.
- ◆ Normally, it is good to **look over any letters or written answers** with the student’s information to allow you to better assess the person to whom you are responding. If the questionnaire is handy, review it since it will give you some good background information such as sex, age, religion, church attendance and affiliation and occupation.
- ◆ **Part 1 Questions:**
 - ◆ If a very short answer is required, you should write the answer to the question in red ink in any space where the answer may be written (Answer Sheet pages A or B).
 - ◆ Do not write the answer on pages C or D of the Answer Sheet since that will not be returned to the student.
 - ◆ If a long answer is required, follow the procedures mentioned for Parts 2-5 below.
- ◆ **Parts 2-5 Questions or longer answers from Part 1:**
 - ◆ Parts 2-5 will always require the procedure mentioned below, because the questions that are asked will generally appear in a section on Page F that needs to be returned to HQ and is not sent back to the student.
 - ◆ Always put the student’s name and ID # (in case they get detached from the student file) at the top of every paper. (See the samples.)
 - ◆ Under the student’s name, write the word in caps “QUESTION:” and then the question that was asked utilizing their wording (though not necessarily their misspellings).
 - ◆ Below the “QUESTION:” paragraph, write “ANSWER:” and then write your answer.
 - ◆ Open yourself up to assisting them with any other questions or counseling they may need. These are often not followed through, but the offer is there and may really lead to helping someone in need.
 - ◆ Counseling questions often arise. These often require some real wisdom and may need to be delegated to someone with some experience in this area. However, there are many cultural matters that come in to play. Be general and careful.
- ◆ **If your answers need to be written or typed out on paper**, photocopy your response and attach both copies to the student’s papers. Write “HQ COPY” on the photocopy as a reminder to the GC where it needs to go, and to differentiate it from the original that will be forwarded to the student.
- ◆ **Draw a line through the “Q”** on the front of the Answer Sheet and put your initials through the box with “QU” in it at the top right of the answer sheet.
- ◆ **Return it as quickly as possible to the Grading Center Supervisor** and, unless otherwise instructed, place it in the “*QUESTIONS COMPLETED*” file.

Helping Develop Standard Answers to Questions.

INTRODUCTION

We have spent years answering questions for students. It would be pointless to say how many times we have answered the same ones again and again. Answering questions is not an easy task. To do it well takes time, often hours. Furthermore, it is an important aspect of this Bible course ministry. Oftentimes, we reach people in areas of a country where no church exists, or where many pastors are self-appointed and very ignorant. Though these pastors often mean well, they generally learn most of their doctrines out of a

simple denominational book. Sometimes the answers are good, but many times, they are less from the Bible and more from the standpoint of their denominational position.

We are working on the development of a sophisticated, yet simple system of answering questions for students. In brief, it will involve identifying the type of question asked, matching it up with standardized answers and then photocopying the answers to be sent to the student. We would like to develop a pre-printed tract library with the topics of often asked questions and make them available to students.

We would like to avoid re-inventing the wheel, and since pastors are often the ones to whom the task of answering questions is delegated, we would like to pool the expertise of the pastors who are working with us in this program to develop the answers to these questions.

Please consider joining us in this program by following the procedures mentioned below when you are answering questions according the procedures mentioned above.

PROCEDURES

- ◆ Whenever you come across a question that seems to be of a sufficiently general nature (i.e. one that you have heard or seen before that is likely to be asked again), consider taking the time to develop a short, but thorough answer to the question with the guidelines mentioned above.
- ◆ Write it in such a way that we can utilize the text and provide it to others for answering the same or similar questions.
- ◆ When something about the question the student asks is highly unique, but also has a part of it that is more general in nature, answer the unique part as though it was a distinct question. Then answer the other part as a distinct question with its reusability in mind.
- ◆ When you are done, and you have photocopied the “HQ COPY,” take a moment and write down the subject that this question addresses. (An example of a very commonly asked question that is supplied in this format is the question: “Which day is the Sabbath Day?”)
- ◆ When HQ gets your photocopied question and answer, it will be circulated and commented upon by a number of people who help us finalize on these decisions. Once finalized, we will make it available to everybody in the program who orders a Q/A manual (to be offered in the future).
- ◆ If you wish to be part of those who help us develop these answers to questions, let us know and we will give you assignments and the writings of others to comment on.

SAMPLE QUESTIONS AND ANSWERS

QUESTION: I don't feel that I'm a true believer in Christ because I don't have the strength to exercise my faith. I'm still doubtful. Does this make any difference in my continuing this course?

ANSWER: The answer to your question is, “No”. By all means, finish the course. That could help you to overcome your doubts. It is true that we are to confess our faith before men. That is not easy sometimes and it takes the power of the Holy Spirit in us to do that. All Christians fail at this sometimes, but if you can't do it at all, it is a real sign that your faith is not a true faith.

You say that you don't have the strength to exercise your faith. That could mean many things. Maybe you have some wrong ideas about exercising your faith. First, you have to truly believe in Christ as your Savior. That means turning from your sins and embracing Christ as your Savior. True repentance and true faith go together. Do you have a faith that has begun to change your life? Do you hate sin? Can you pray to God? You should be able to confess your faith before others but that doesn't come first. What are you doing about your doubts? Are you asking God to help you overcome those doubts? The book of James has many good things to say to you in your situation. If your faith is truly in Christ, then you can really trust Him to truly save you from your sins. Faith grows by being exercised. Take small steps at first and continue to ask for more and more faith. Remember, faith comes by hearing the Word of God. Read the Word of God and the Holy Spirit will use it to produce faith in your life.

QUESTION: Why can't I speak in tongues after 3 years having been baptized, and still cannot exercise true faith in Jesus after having accepted Him as my Savior? I still try to solve my problems by myself. Why is it so?

ANSWER: You have certainly asked some difficult questions. Let's take the first one about tongues and try to understand it first.

Speaking in tongues is not a sign of being a true believer. There is much that needs to be said about speaking in tongues but the first point is most important, and that is tongues speaking is not a sign of a true believer today. When the Apostles preached the gospel to people in different groups, the sign of tongues was given to show that it was true. But that was not something that was to be repeated each time. It came to the Jews at Pentecost and was a sign of the fulfillment of the prophecy of Joel. Then it came on the Samaritans, a new group of people and showed that it was really God's work with them. Then it came upon the Gentiles and again showed that the gift of the Holy Spirit was even for them. After God showed that the Gospel was for all men it was not repeated. Speaking in tongues is not a sign that you are a true believer. Only a true faith that is proven genuine by obedience to God's word is a sign of a true believer. Some people speak in tongues and live lives that show no signs of true faith. Stop trying to speak in tongues. If you have a true faith, then ask God for strength to obey His word.

Why do you still try to solve your problems by yourself? If you do this all of the time, then you are not a true Christian. If you are inconsistent and sometimes try on your own and sometimes ask God for help, then you are a Christian who needs more and more to trust in Christ each day. That is true of all Christians. As a Christian, you still have an old nature that wants to sin. It is struggling with your new nature. Paul talks about this in Romans 7 and 8. We are to more and more kill the old nature and live as new creations in Christ. This is done through reading the Bible, prayer, and fellowship with other Christians. The ways to solve our problems are given to us in the Bible but it takes work to learn about them and apply them to our lives. If you have particular problems that you continually face and fail in overcoming, please write again and be specific. If you want to study more about tongues, I could help you do that.

Signed: Pastor Ralph English

QUESTION: How can we as men refrain from thinking in our minds about having sexual relationship with the opposite sex? What can one do to avoid these thoughts or feelings?

ANSWER: I am supposing that you are a young, unmarried man. The problem you mention is a very serious one and our society makes it even harder. First, you must be a Christian and have the power of the Holy Spirit in you. You will constantly fail without His power. As a young man, it is not necessarily wrong to think about sexual relations, but it is the constantly thinking about this aspect of life and having an object in mind that is wrong. You are to think of sexual relationships as reserved for marriage. It is a wonderful thing to be able to give yourself physically to another in marriage. It is not something to be shared with others.

How can we avoid sexual sin even in our minds? We have to admit that it is a problem. You have done that. There are many things that you can do to help in not sinning in this way. You need to avoid things that are sexually stimulating: pornography, movies with explicit sexual scenes, talk with others that is sexually-oriented. All of these things bring the sexual aspect to the forefront and will cause you to think more about sex and lead you to sin in your mind. You need to learn to see a pretty girl and not undress

her. Concentrate on other things about the opposite sex. There is much more than just a physical body to a girl. Learn to think about other aspects. Usually, we let our minds wander to things like sex when we are not busy, when we have idle time. Plan things so you don't have too much idle time to start day dreaming about girls.

Another thing you can do is to be sure to exercise physically. This helps relieve sexual tension. You will sleep better and not dream so much about girls. At this stage in your life you have to control your sexual urge but for most people there will come a time when you can share it with one special person. All the waiting is worth sharing yourself with that person. If the Christian does not marry, then God will give a special gift of living as a single. When the thoughts come to you about sexual relations with girls, reject them and put something in their place. Use Philippians 4:8. The thought is not sin, but what you do with it can be. Reject them and think on something else. Remove what temptations you can and the Holy Spirit will use God's Word to make you able to overcome. Don't expect victory while looking at sexually stimulating pictures, etc. 1 Corinthians 10:13 is our battle plan.

We live in an age that has glorified sex. It is a false god. It is used to sell cars, books, and many other things. I struggled as a young man with this same problem. It requires discipline in one's life to be the victor, but that is possible because of the power of the Holy Spirit in the Christian's life. May God grant you victory.

Signed: Pastor Ralph English.

The Question "Why Did God Change the Sabbath?" is answered on the next page. The manual page number has been omitted so that you can photocopy this anytime you have that question arise.

Dear Good News Bible Study student: “Why Did God Change the Sabbath?”

This short discussion on the Sabbath will not answer all of your questions about the Sabbath. It perhaps will help you as you study further on your own.

In the beginning when God rested, it was after His work. God’s seventh-day rest was on the first full day of man’s life. From this we learn that man was to first rest in God’s work by trusting and obeying him, and then do his own work. **BEFORE SIN, REST CAME FIRST, THEN WORK.**

By sinning, man refused to rest in God’s work and tried to do his own work first apart from God. Man then lost his rest. But God graciously offered another rest. However, this rest was to be in the future when Jesus Christ came. This future rest was to be symbolized by the rest day being placed at the end of the week (in the future) on the seventh day. **AFTER SIN, WORK CAME FIRST, THEN REST (six days of work, then a Sabbath rest on the seventh).**

Though the foundation for the Sabbath was established at the Creation. The seventh day was only officially established by God at Mt. Sinai (Ex. 20:8-11) and was to point man to the eternal rest which only Jesus Christ could bring. At the same time, temporary ceremonial laws for the Sabbath day were given to Israel. The Old Testament Sabbath was to be kept holy by all believers through keeping these specific laws.

Therefore, when Jesus Christ came and died, things had to change. After Christ came, the true rest, which the seventh-day Sabbath symbolized, was no longer in the future. True rest was available now--in the present. With Christ’s new resurrection life, man must again rest first in (the Son of) God’s work, then do his own work. This was a new beginning and was to be pictured now by resting again on the first day of the week and then working. The new was coming in; the old was passing away (2 Corinthians 5:17).

By doing His work on the cross on Friday and resting in the grave on Saturday, Jesus Christ kept the old Sabbath one more time before establishing a new Sabbath on Sunday based on his new resurrection life. Therefore, from the time of Christ’s death, the old Sabbath began quickly to fade away. The effect of sin was being reversed. The rest God promised for the future had now come in Jesus Christ. This **new rest** was to be pictured in a **new Sabbath day**. Therefore, Christ rose from the dead **on the first day**. He gathered now with His disciples **on the first day**. In the New Testament, believers began meeting **on the first day**. Now that Jesus Christ had come, man was again to rest **on the first day** and then work as it was in the beginning. **AFTER CHRIST, REST WAS FIRST, THEN WORK (a Sabbath rest on the first day, then six days of work).**

IN PRINCIPLE, Christ (the Lord of the Sabbath) established the New Testament Sabbath day at His resurrection. But **IN PRACTICE**, it would be ages before a civil government was influenced enough by God’s law in the Gospel to set down the first day of the week as an official day of rest. Thus, under difficult and oppressive circumstances, Christians could work on the Sabbath without breaking the law. The old ceremonial Sabbath laws against any kind of work were no longer to be strictly applied on the Sabbath day.

For the above reasons, the Bible teaches that **the first day of the week is the New Testament Sabbath day**. It is still a holy day, but is kept holy somewhat differently now that Jesus Christ has risen from the dead and the Old Testament ceremonial laws no longer bind man. The day is now commonly referred to as “the Lord’s Day” because it is the one day in seven that is especially His day because on this day He rose from the dead and rested from His work.

It is important to recognize that the Sabbath day for Christians is primarily a picture of the true and eternal Sabbath rest. This rest is found only in faithful, trusting obedience to Jesus Christ. **Every Lord’s Day prepares us for and points us to the fact that we are to be daily turning from our own evil works and letting the Lord work in us by His Holy Spirit.** In doing this **we begin the eternal Sabbath in this life**. Experiencing this **rest first** is necessary for us in our lives of work as Christians.

As we look back at the history of the Sabbath, we can see that the Father and the Son have both finished their primary work and rested. The Father rested after Creation and the Son after the cross. Yet the Holy Spirit is still at work today. When He finishes His work, the eternal Sabbath shall become complete for all believers. Our first-of-the-week Sabbath day points to this complete rest. Only then shall we enter the perfect rest which we begin in this life in Jesus Christ. Praise the Lord.

Chapter 7

COMMUNICATION WITH ADMINISTRATION AND HEADQUARTERS: Reporting & Ordering

NOTE: All reports associated with the Grading Centers are to be directed to Grading Center Administration in Michigan. Payments and supply orders are to be directed to HQ in Florida.

PREPARING AN ACTIVITY REPORT

Activity Reports are used as cover sheets for ANY material being sent to Admin:

- Graduates
- Deletions
- Miscellaneous information such as referrals, SSS Cards, testimonial letters, etc.

◆ **Graduates**

When a student graduates, the following will need to be supplied to Admin for each student:

◆ **Be sure that the following is completed on the Student Information Form (SIF):**

- 1) Numbers 1 through 24 are completed (or left blank where appropriate).
- 2) GCID# at the top of the SIF (should already be there).
- 3) **PRINT any address changes are correctly and carefully *printed* on the SIF label** or off to the side.
- 4) You only need to send a PHOTOCOPY of the SIF to Admin -- keep the original in the file.

◆ **Part 1 information needed:**

- 1) Be sure the percentage grade for Part 1 is on the top of Page B of the Part 1 Answer Sheet (this saves a step at Admin) in the little box marked "Office Use."
- 2) Send the original page A & B (questionnaire).

◆ **Parts 2-5 information needed:**

- 1) **IMPORTANT** - A good photocopy of page D of the Parts 2-5 Answer Sheet.
- 2) Send the original page E & F (questionnaire).

◆ **Staple the above information in the following order for each student:**

- 1) The photocopied SIF.
- 2) Original page A & B of the Part 1 Answer Sheet (questionnaire).
- 3) Photocopied page D of the Parts 2-5 Answer Sheet - this page is very important to Admin processing - it has the final percentages for the course grade.
- 4) Original page E & F of the Parts 2-5 Answer Sheet.
- 5) Attach any testimonial letters or other pertinent information pertaining to this student intended for Admin to the back.
- 6) Place this stapled packet in the "*SEND TO ADMIN*" file.

◆ **Deletions**

Before a student is deleted, it is assumed that you have completed the follow-up procedures, the mail to them was returned, or they requested to be deleted from our files. Please follow the instructions in Chapter 5, Deletions, pages 23, 25 and 26.

◆ **Referrals**

Please follow the procedures in Chapter 3, Step 4 - Referrals, page 18.

PLACING ORDERS FOR LABELS, COURSES, CERTIFICATES & SUPPLIES

ORDERS MUST ALWAYS BE PLACED BY USING THE ORDER FORM.

- ◆ We highly recommend that you purchase the number of Part 1's of the Good News Bible Study Basic Course that you anticipate sending out. You can always purchase extras later.
- ◆ We recommend that you keep a supply of Parts 2-5 on hand equal to 20% of the Part 1's you anticipate sending out. Parts 2-5 will go much slower than Part 1 and can always be ordered when you see you are running low.

Item:	Price for Grading Center Int'l Use
Part 1's (24 pp. + Ans. Sheet)	\$ 0.20
Parts 2-5 (130 pp. + Ans. Sheet)	\$ 1.99

- ◆ Use the same policy for ordering blank certificates of graduation - 20% of the Part 1 order should be sufficient with your initial order.
- ◆ Student labels will be supplied to you at a cost of 10 cents per student - a minimum of 100 prospective student sets per order is required. (Minimum of 30 active students required, multiplied by 3 to 4 times equals about 100 label sets.) Use a copy of the "Order Form" to send in your request. Please be sure to use your GNBS Rubber Stamp so that we have your correct mailing address and your correct "Grading Center ID number."
- ◆ Orders should include payment by check equivalent to the estimated purchase of Bible courses. An invoice for shipping costs and any other due payments will be sent with the shipment of the courses.

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