

S2P71TF

## SUPERINTENDENT HELPS, TAPE #3

#### CASSETTE CONTENT

#### SIDE I

Introduction - Listen with care

- 1. The Talkies Are Here a NEW SERVICE Cassette Consultation
- 2. Pass the News Along From Easter through Pentecost
- 3. Leadership Development The many avenues available; new ATP helps
- 4. Cone of Experience how we learn
- 5. Let's Look at the Sunday School

#### SIDE II

- 1. Key '73 as shared by Dr. Howard P. Courtney
- 2. Parable of a Spring Sunday School Emphasis
- 3. Our Sunday School Superintendent Does His Thing

This manual is prepared as a teaching tool to use with the Superintendent's Helps Tape #3. Listen to the cassette as you follow in the manual. Make notes and develop this manual as a learning tool.

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S2P71TF (2/73-500)

# A NEW SERVICE

the 'Talkies' are he



Have a victory to share?

Want to brainstorm about a project?

Up against it? Need help?

LET US HELP.....

Note especially the item on the cassette which provides details on the cassette consultation service now provided. We are offering to you an opportunity to consult by cassette with your representatives in the International Sunday School Office.

Address your mail/cassette to:

Director of Sunday Schools 1100 Glendale Blvd. Los Angeles, California 90026

When your request comes on cassette, we will respond by cassette.

#### GUIDELINES FOR CASSETTE CONSULTATIONS

## Sharing a need -- needing an answer or information for a program

- 1. State your need as briefly, but as comprehensively as possible. Give some background, but remember the listener's time is valuable, too.
- 2. If you have tried to institute such a project before, give the details. Why do you feel it failed?
- 3. If a proposed project, why do you feel this program is needed?
- 4. What resource materials do you have which you have already perused?
- 5. What is the deadline when you need this information?
- 6. To whom should the response be addressed? By which church is this information requested?

## Sharing a victory

- 1. Be sure the facts are all there, but include the details of the story, too. Tell WHO, WHAT, WHERE, WHEN, WHY and HOW.
- 2. Rehearse in your own mind the questions which you would like to ask if you had heard this story for the first time and were able to question the teller.
- 3. Include any amusing or unusual incident in relation to this. We want to include variety and spice to the story.

## PASS THE NEWS ALONG

Introduction

What is the news? The good news?

Of course, it is the message that Jesus loves the world and died for it. It is the reality, too, that we who have accepted Christ are part of that miracle of love. Something has happened to us and we are changed. That is good news! God continually watches over us. His Word teaches us how to walk. His Spirit quickens the Word to our hearts and adds direction and strength to walk with Jesus. These are continuing works in our lives. But, how often do we really share this.

Malachi 3:16 states, "Then they that feared the Lord spake often one to another; and the Lord hearkened, and heard it, and a book of remembrance was written before him for them that feared the Lord, and that thought upon his name."

How many names will be in that Book of Remembrance? How many miracles of God's watchfulness have we shared? How often have we hesitated to mention his name and give him honor for all his goodnesses? Even among our Christian friends? Let us begin now to recount the goodnesses of the Lord and speak often of Him to each other.

Listen to the cassette portion titled "Pass the News Along" for an introduction to this plan.

Using the theme, "Pass the News Along", plan for moments, meetings and mobilization to share naturally the good things of God.

## SONG

## Pass the News Along

Pass the joyful news along, Pass the joyful news along. If Christ hath filled your heart with song, Then pass the news along....

Pass the joyful news along, Pass the joyful news along. If Christ walks with you all day long, Then pass the news along!

- Aimee Semple McPherson

#### PURPOSE

To create an atmosphere when very naturally the members will:

1. Revive the practice of sharing through testimony, the ever-present workings of the Lord in our church and our lives.

- 2. Review what God has done and is doing in our church and to rejoice over His faithfulness.
- 3. Relay the work of the Lord to others who are in need by the way of testimony of His work in our lives.

#### PLAN

The concept which the leader has of this plan will determine its direction. If he sees it as a "program" per se, it will be stilted and mechanical. If he views it as an opportunity for all believers to begin sharing anew the freshness of the Spirit's work in their lives, it will be dynamic and rejuvenating.

Following are several things which the church can do to create this atmosphere of sharing and to challenge all to participate. If your church is familiar with this type of plan, expand upon it. If this is a new thing for you, introduce it slowly and let it flow naturally. Allow it to become the norm in your group of believers.

#### CREATE THE ATMOSPHERE

Foursquare Churches have been unique in that all are encouraged to participate in the services. We do this several ways. However, at times we do it as a form rather than as expression of worship. The Sunday school class provides tremendous potential for this free-flowing expression.

## 1. Begin with the workers' conference

Ask each worker to turn to the person next to him and for 2 minutes each one is to share briefly that thing which this week (not last year, or 6 months ago) God is teaching him, or that which he feels most expresses his love to Christ, that made him aware of God, or that brought about a response of praise to God.

Allow each person 2 minutes. Have prayer together as a group. Ask for them to evaluate together what such an experience did for them individually, collectively. Point out to each teacher that this same kind of 2-to-2 confrontation can occur in their classes. Discuss together how this can happen at the different age levels. Challenge them to introduce this to the class this week.

#### 2. Map out the steps

Decide together which of the following suggestions will work in your church and in the individual classes. Some of the things might happen in class, in the opening assembly of Sunday school, in the church service, the mid-week service, over the telephone, in letters. To begin the leaders will plan the strategy and "make them happen". Once the class or congregation has been led into this, it can become a natural response and sharing.

Frequently allow time for such sharing. In class, however, care should be taken not to rob the class of the teaching time.

You may wish to reproduce the following suggestions and provide a copy for each worker. Suggest ways each might be adapted to their classes. Of course, some of the ideas are not appropriate for some ages.

## 3. Adapt to each age

When selecting projects for the various ages, keep in mind the abilities of each. Many of the following are easily adapted to all ages. However, an adult group may be more "professional" in its presentation than a children's class. Consider this, and do not discourage sharing and expression; rather, encourage it. "Professionalism" is not what you are looking for; you want open sharing of God's love and goodness.

Consider the following suggestions.

- Early Childhood (pre-school). Many, many situations are written into the pre-school lesson materials. The workers are encouraged to talk naturally with the children and to allow open expression in keeping with the lesson theme.
- Children (Grades 1 6). The workers' ability to draw out these children is often in direct proportion to their own openness in sharing God's day-by-day care. Try to see the day through the child's eyes.
- Youth (Grades 7 12). "Openness" is often a trait of youth today.

  And they can learn to be open in every expression of their love for God. Create this atmosphere for "real" sharing by showing how God is helping you, the leader, in your not-as-yet-attained perfection.
- Adults (Age 18 and up). Reality in Christian living is their cry. It can and is happening. Too often the Christian adult attributes God's care and goodness to "coincidence", "luck", "just happening". Point out that everything which happens in the Christian's life is planned by God--even when He allows difficulties. (Peter was in the center of God's will on the boisterous sea--Matthew 14:22-23--but it was a difficult time.)

## PASS THE NEWS ALONG Suggestions

Ways to share what Jesus has done for you this past week. In each case, be sure it is a current, fresh testimony. It may even be a prayer request couched in an experience which has happened recently. Allow the fellow Christians to share the needs as well as rejoice in the victories.

## 1. Share 1 to 1

Use the 1-to-1 approach suggested for the workers' conference. Rather than the "preachy voiced" testimony which too often occurs at testimony time, allow each person to tell of God's goodness to him, as a natural expression of love.

#### 2. Share in Prayer

In a large group, ask each person to write his name on a small piece of paper. Put the slips in a container and allow each person to draw a name. He is to go to the person whose name he drew and say, "If I could pray for you about anything between now and the next time we meet, what would you want me to pray about?" (For smaller groups, have each turn to his neighbor.) Before each person has been contacted and the request made, read I Samuel 12:23, "God forbid that I should sin against the Lord in ceasing to pray for you." Encourage each to share the answers to prayer. Perhaps a contact during the week would be appropriate between those who are praying for each other.

## 3. Family Sharing

Within the family group, encourage special prayer-share communications. Invite the family to find a time during the week to sit down together--perhaps even at the dinner table. Allow all members to participate. Suggest that each family member finish a statement such as: "I am thankful to God for you because..."; "Thank you for...."; "I love you...."; "You are good at this....". As each has shared, the family can grasp hands and pray together.

#### 4. Burden Sharing

When prayer requests are made publicly—in class, service, whenever—suggest that those standing near the one who requested prayer go to stand with that one and pray. Suggest they continue in prayer with this one during the week and until the need is met.

## 5. Share the Word

Divide the group into small units of no more than 4 (3 prefered). Ask each person to share the Bible verse which means the most to him today and tell why. No one is allowed to talk more than 2 minutes. After each has shared, pray together.

#### 6. Pray the Word

In groups of 3 (no more than 4) ask those with special needs to express their requests. Before the group prays, ask them to find a scripture which is

a promise of answer to this specific need. (Be as specific as possible; claim a definite verse.) In prayer present the promise as an answer to this need, "reminding" God of his Word. Rejoice together that the need is met.

## 7. Complete the statement

Pass to each person present an incomplete statement which will gender a testimony. Such statements as the following might be used. Give each person a brief time to think about his answer. This type of sharing is more effective in a smaller group where persons remain seated (preferable in a circle facing each other). Suggested statements:

"I am thankful for..." "This one thing I desire of the Lord..."

"To me, Jesus is..." "The promise of special meaning to me today is.."

"I am believing God for..." "The Holy Spirit is teaching me..."

## 8. Share by Telephone

Challenge each person this week to telephone someone for the expressed purpose of sharing one thing God has done for him recently. This may be a Christian or a non-believer. Again, the naturalness of this expression, and the realization that Christians have testing times, too, but that they do not face them alone, brings the greater impact.

#### 9. Share by Card

Suggest each member jot a card to a friend to express their Christian concern and thoughts. Ask the Lord to bring the right friend to mind and to give the right approach. Just a "Thinking-of-You" type card shows thoughtfulness and allows for an expression of God's goodness.

## 10. Share in Devotions

Any gathering which calls for a brief devotional period can be used for all to pass the good news along. Rather than one person presenting the devotions, suggest that all participate. The leader should present a statement which sums up the key thought of the devotion, but without leading up to it or presenting biblical proof that it is true. The group is to present the proof. For example: The leader's statement is "There is no thing which we need that God cannot supply." The group is then guided to list some of the needs of people—friends, companion—ship, finances, health, love, etc. Allow several to share (briefly) how God met these needs in their lives in the past. Then suggest that this is not proof enough——the basis for our faith is not experience, but by the Word. Assign a need to a group of 2 or 3, and ask them to discover a Bible verse which promises this need is met. After time is allowed for discovery, allow the groups to share their "biblical proof".

## 11. Share in Diary

Give each member of the group a piece of paper—all the same size. Ask each to write down the experience of this past week (or month) which made him most aware of God's goodness to him. This experience may be the result of the Spirit's conviction (whether he was obedient or not), an answer to prayer, a sense of His direction, His protection, His presence. Suggest they be very frank; that they do not sign their names.

When all are finished, collect the papers and bind them into a booklet. (Shoe strings laced through a cardboard or plastic cover may suffice.) Title the book "A Book of Remembrance". Use the book periodically to share with those in need—perhaps even with members of the group from time to time. Leave it with the one who is discouraged, ill, in need of encouragement. Pages may be added from time to time. It may also be used in the class periodically by reading specific pages.

## 12. Creative Sharing

In the appropriate setting, some art/craft/writing creation can be not only intriguing, but of spiritual value, too. Of course such a project would not fit into the Sunday school class (unless the lesson aim could be accomplished by it), but it might be a part of a Crusader hour program, social event or other gathering.

Several ideas for such a sharing are suggested below. Use only one at a time--unless the group is large enough to allow 5 or 6 persons to work on each project. The value of this project will be how closely the group adheres to the purpose--to share God's love and goodness--not how "artistic" the project becomes. In each case, allow time for those working on the project to share the finished product with the remainder of the group. Provide the tools necessary for the group to work. Some of these projects may be:

- Newspaper Edit a paper which carries feature and news stories, ads, crossword puzzles, etc., all of which carry the good news as shared by a believer.
- Friezes (wall chart) Draw with pen, crayons or paint, scenes which illustrate God's love and continued watchfulness. The scenes may be independent of each other, or in sequence.
- TV or Radio Script As a news reporter, interview, in drama, or as a special feature presentation, write a script which entails the story of God's love.
- <u>Paraphrase</u> Select a portion of scripture and ask the group to paraphrase it. Further, ask them to write into it illustrations from their own lives for amplification.
- Mobiles Using cardboard and wire (string) make a mobile which shows the faithfulness of God. Begin with the biblical promise, give a Bible illustration of it, a present, personal illustration. (Each phase might be a different level on the mobile.)

GOOD NEWS	GOOD NEWS	GOOD NEWS	GOOD NEWS	GOOD NEWS	GOOD NEWS	GOOD NEWS	
GOOD NEWS						GOOD NEWS	
GOOD NEWS	•	PASS TH	'E NEW.	S ALONG		GOOD NEWS	
O		We would 1	ike to hear o	of the good		60	
NEWS		news from	you. Please	share with		GOOD NEWS	
GOOD NEWS		us what th	e Lord is doi	ng there in		SMS	
O		your churc	h. Put it in	a letter,		GO GO	
EWS		on a card,	on cassette,	by phone		GOOD NEWS	
GOOD NEWS	however you wish. But, pass it on.						
05		We in turn	can share it	with others.		a	
GOOD NEWS						GOOD NEWS	
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VEWS			eles, Ca. 90	026		GOOD NEWS	
GOOD NEWS						EWS	

GOOD NEWS

## LEADERSHIP DEVELOPMENT

As	you	begin	this	segment	of	the	cassette,	gather	the	following	items	from
you	ır ki	it:										

- 1. ATP Brochure
- 2. ICL Brochure
- 3. Workers' Conference Outlines
- 4. Christian Education Calendar (received in an earlier packet)
- 5. Foursquare Catalog

## AVENUES OF TRAINING

1	Loca1	L Chi	urch

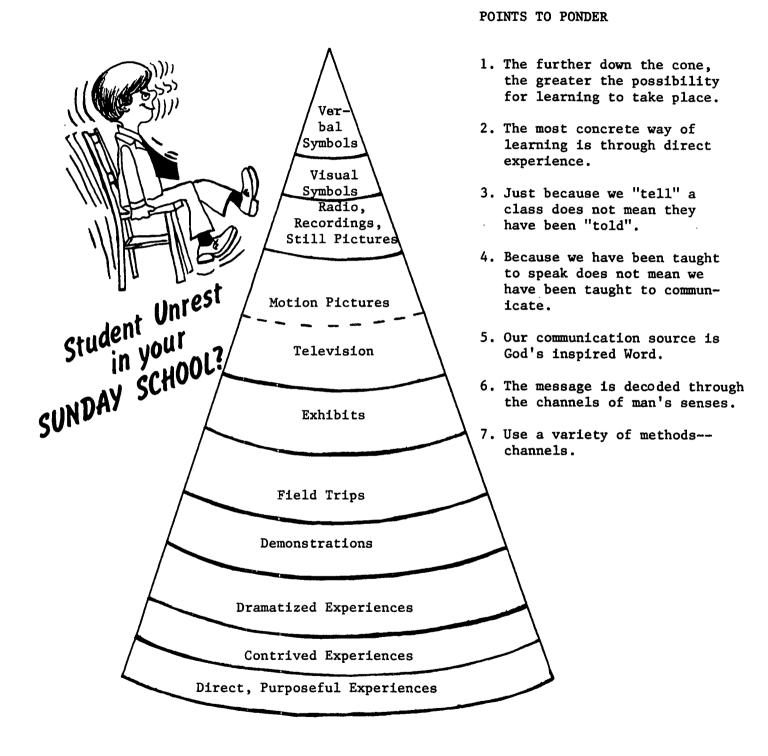
	The church needs to provide some training itself; it cannot ask the outside agencies to completely carry the training of its workers.
,	Our last training class was weeks ago. We taught
	ATP Brochure, page 6. NEW - the Standard Certificate. My workers can receive this Certificate by
•	I need to do the following to institute or perpetuate our training pr
	Seminars
•	The closest ICL Seminar to our area is
¢'	The date
	My plans for attending this:

<sup>\*</sup>Mark on your calendar.

3.	Conferences						
	Our district or division has scheduled the following conference:						
	*Date Location						
	Steps I need to take to attend and challenge our staff to attend:						
4.	Workers' Conference Plans						
	Review the outlines in the packet.						
	Following is my projection and schedule for use of these materials.						
	I need to make these preparations to use them:						
5.	Blue Book						
	It's NEW. Check this:						
	Get order blank to order new Blue Book						
	Check special offer to replace only insides and keep binder						
6.	Idea Book						
	Review pages I have now						
	Order book - somewhere I slipped up on this						
	Order missing sections (Presently there are 5 releases)						

\*Mark it on your calendar.

## CONE of EXPERIENCE







#### **OBJECTIVES**

To share with every person in North America more fully and more forcefully the claims and message of the Gospel of Jesus Christ.

To employ every means and method of communicating the Gospel in order to create the conditions in which men may more readily respond to the leading of the Holy Spirit.

To apply the message and meaning of Jesus Christ to the issues shaping man and his society in order that they may be resolved.

To develop new resources for effective evangelism for consideration, adoption, or rejection by the participating churches or Christian groups.

To assist the efforts of Christian congregations and organizations in becoming more effective redemptive centers and more aggressive witnesses of God's redeeming power in the world.

## **KEY 73 CALENDAR**

PHASE I: Calling our Continent to REPENTANCE, AND PRAYER.

II Chronicles 7:14, "If my people, which are called by name, shall humble themselves and pray...

I will forgive their sins and heal their land."

ADVENT STUDY Dec. 1972.

NOON PRAYER

FAITH IN ACTION TV Jan. 6, 1973

LAUNCH SUNDAY

Christmas 1972 Jan. 6, 1973

Jan. 7, 1973

PHASE II: Calling our Continent to THE WORD OF GOD.

Psalms 119:11, "Thy word have I hid in my heart that I might not sin against thee."

STUDY OF LUKE **BIBLE DISTRIBUTION** 

PHASE III: Calling our Continent to the RESURRECTION.

II Corinthians 5:20, "Now then we are ambassadors for Christ."

LAY WITNESS **EASTER TV** 

PHASE IV: Calling our Continent to NEW LIFE.

YOUTH WITNESS

SHARING THE FAITH

Il Corinthians 5:17, "When someone becomes a Christian he becomes a brand new person inside.

He is not the same any more. A new life has begun."

MUSIC AND DRAMA

LEISURE EVANGELISM

PHASE V: Calling our Continent to PROCLAMATION.

Mark 16:15, "Go ye into all the world and preach the Gospel to every creature."

LOCAL CHURCH PREACHING

**FAIRS RALLIES** 

PHASE VI: Calling our Continent to COMMITMENT.

Matthew 16:24, "If anyone wants to be a follower of Mine, let him deny himself and take up his cross and follow me."

COVENANT CELEBRATIONS

CHRISTMAS FOR CHRIST

THEME: "Calling Our Continent to Christ"

CALLING OUR CONTINENT:

PHASE 6	<i>to</i>	Commitment	Matthew 16:24	Studies in Discipleship Personal and Congregational	Making Christmas a truly Christian event National TV special	Thanksgiving to Christmas
PHASE 5	07	Proclamation	June & July special youth emphasis	Conferences Local, County & State Fairs;	Area Impact weeks VBS, Crusades	Mid-summer and fall
PHASE 4	Ç	New Life	II Cor. 5:17	Special local radio & TV programs Traveling teams of musicians, etc.	Local rallies VBS, Senior Citizens events	Easter to mid-summer
PHASE 3	07	Resurrection	Intensive lay witness training	Lay witness events Network TV special to emphasize the resurrection and	Holy week specials Matthew 28:6	March 7 to Easter
PHASE 2	<i>to</i>	The Word of God	Study of Book of Luke, the Person of Christ	Radio and other media messages from Luke Witness & Action Groups	Bible Distribution	January 7 to March 7
PHASE 1	70	Repentance & Prayer	Formation of special prayer cell groups	Bible study on repentance & prayer Noonday call to Prayer	Special launch kickoff, January 6-7	Calendar Dates Thanksgiving '72 to January 7



#### CALLING FOR COMMITMENT

If your church has not as yet begun the Key '73 program, the following may serve as an introduction. If the plan has been launched, use this to put extra emphasis upon it.

## **PURPOSE**

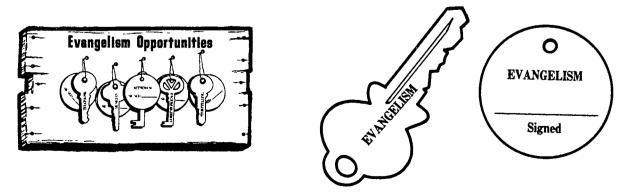
To challenge each one to make a specific commitment to become involved in the Lord's service through Key '73.

## PLAN

At the front of the room place a large "key rack", similar to the pattern below. On it place the many "keys of evangelism" involvement. These keys may be keys to visitation, telephone, Bible clubs, whatever emphasis the church wishes to engage in.

The challenge is for each person to accept a key of involvement. Ask each to select the key representing the ministry or service which he is willing to do for Jesus this year. Each key should have a tag on it. Each one is to take the tag off the key, write his name on it and put the tag into the offering plate when it is passed. In that way you will know the persons that covenant with the Lord for these special ministries and evangelism opportunities.

Each may keep his key in his Bible for a bookmark and as a reminder of his covenant of evangelism. Have special prayer for those who have accepted a key.



Review the phases of the year-long program. See the Resource Book for the abundance of materials and plans to make this a great year for evangelism.



#### PHASE II

A vital part of getting the message out is getting the Word of God into homes. You may wish to add information about your church as you distribute the Gospel of Luke and Acts during Phases 2 and 4.

Why not use the "Something for You" folders to put the materials in. (See order blank.) It provides a folder which gives specific information about your church and denomination. Add your church bulletin with the listing of services, a salvation tract and invitation to attend. To this add a friendly smile and a concern for needs and God will use you.

#### PHASE III

Beginning with Easter, add a study on the Book of Acts and invite all faiths to participate. This book deals with repentance, missions, evangelism and the specific work of the Spirit.

Have these Bible studies during coffee breaks, for children, in teen "rap" sessions--variety adds spice.

This is a good season for telephone surveys. Select an area and have workers take a list of calls, one from the "A's", another from the "B's", etc.

#### PHASE IV

This phase speaks of spontaneous evangelism. Burst forth in evangelism in youth groups, in churches, in public gatherings, on beaches, parks and lakes where vacatione gather. UFW groups can have home neighborhood story hours for children. Youth can take a drama to parks and churches. Add these to vacation Bible school and family camps, to have a profitable summer.

#### PHASE V

Through the summer months consider youth outreach weeks involving intensive witnessing by groups of youth, booths at county and state fairs, parks, etc. Weeks of evangelism can occur in the fall.

#### PHASE VI

The year is drawing to a close. Use the holidays for friendship evangelism. The work is not complete until those contacted have been saved and filled with the Spirit and have come into the full fellowship of the church.

Key '73 should not be the end of special efforts to win others. 1973 should be a year of awakening. 1974 and '75 should and could even be greater.

The main thrust of Key '73 is personal work with the distribution of proper literature in homes, on the streets, shopping centers, fairs, parks and in home Bible studies. Use a colorful brochure of your own church to give out. Each piece of literature should be stamped with the name and address of your church.

Make Key '73 work for you.

#### OUR SUPERINTENDENT DOES HIS THING







- 1. As Sunday School Superintendent my 10 most important functions are:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
- 2. Compulation of Superintendent's Activities as relayed by other superintendents

Check room arrangements Direct visitation

Supervise officers Publicize Sunday school

Conduct meetings Attend committee meetings

Recruit members Read magazines in the field

Ring the bells Deal with discipline

problems

Plan the Sunday school program

Provide equipment for

teachers

Study records

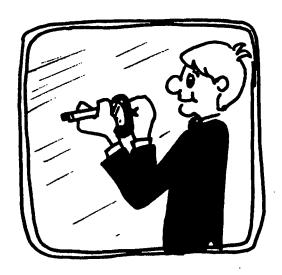
Train teachers

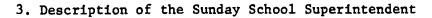
Order materials

Okay purchases

Enlist workers

Attend conferences





Supervisor

Organizer

Promoter

Salesman

Troubleshooter

Minister

Diplomat

Recruiter

Teacher

Public-relations expert

4. Finish this statement: The Sunday school is



5. The Objectives of the Sunday school are:

Outreach

Education

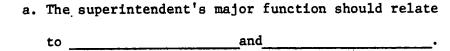
Evangelism

Training for ministry

Fellowship

6. The ultimate task of the Sunday school is to

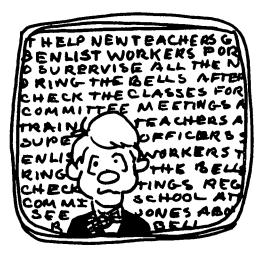
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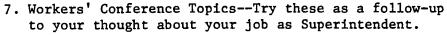


b. The superintendent will evaluate his work in terms

of \_\_\_\_\_\_.







Why have Sunday school?

Make them want to come--Practice Good Sunday School PR.

Setting a Climate for Learning

The First Five Minutes

Bible Teaching is a Person-to-Person Thing

Let's Put the School Back into Sunday School



8. My concept of the Sunday school.

Ι	see	the	Sunday	school	as	

To make our Sunday school function better as it should, we should consider these goals:

- 1.
- 2.
- 3.
- 4.
- 5.



#### IN-PUT FOR SUPERINTENDENTS

Suggested reading list for Sunday school superintendents.

TEACH Magazine
Gospel Light Publications
Order from Foursquare Publications

-- A MUST! Always current; full of ideas for teachers and superintendents.

The Instructor Danville, N.Y. 14437

--A public school periodical with many adaptable ideas for Sunday school.

Christian Education Trends David C. Cook Elgin, Illinois --A David C. Cook quarterly monograph; the name is definitive of its content.

Today's Child Edwards Publications, Inc. School L ne Roosevelt, N.J. 08555

Youth Report Grafton Publications 667 Madison Avenue New York, N.Y. 10021 --These two bulletins deal specifically with the designated group which their name implies. Both have current resource and background materials about the specific age.

The above periodicals carry articles which apply to the Sunday school and the people which are involved there. Of course, other fine periodicals are also available—too numerous to list here. Some are denominationally oriented, some carry philosophies of specific publishers, and others provide fine Christian reading but are not specifically published to provide materials for the Sunday school work.

It has been said, "We are what we read". Read on, superintendent! Fill your mind and heart with better ways to direct and lead the Sunday school; enrich your Christian life with articles that challenge your spiritual dimension. Grow in wisdom and favor with God and man.