

# Joy of Living

## Bible Studies

# Of Living

## Leadership Training Guide

Step-by-step hints to help you:

- ☞ Form a Class
- ☞ Administer the Class
- ☞ Teach the Class
- ☞ Lead a Discussion Group
- ☞ Plan a Children's Program

Published by Joy of Living Bible Studies  
Printed in U.S.A.

For a free catalog please contact us at:

Joy of Living Bible Studies      800-999-2703 or 805-650-0838  
website: [www.joyofliving.org](http://www.joyofliving.org)  
e-mail: [info@joyofliving.org](mailto:info@joyofliving.org)

© Copyright 2008, Joy of Living Bible Studies. Printed in U.S.A.

You may make copies of this book or portions of this book for leader training for your church or Bible study group.  
This material may not be copied in or on a product for sale.

## ABOUT JOY OF LIVING

For over 35 years Joy of Living has been effectively establishing individuals around the world in the sound, basic study of God's Word.

Evangelical and interdenominational, Joy of Living reaches across denominational and cultural barriers, enriching lives through the simple pure truths of God's inspired Word, the Bible.

Studies are flexible, suited for both formal and informal meetings, as well as for personal study. Each lesson contains historical background, commentary and a week's worth of personal application questions, leading readers to discover fresh insights into God's Word. Courses covering many books in both the Old and New Testaments are available. Selected courses are also available in several foreign languages. Contact the Joy of Living office for details.

Joy of Living Bible Studies was founded by Doris W. Greig in 1971 and has grown to include classes in nearly every state in the Union and many foreign countries.

# TABLE OF CONTENTS

About Joy of Living	2	Contact discussion group members regularly	
Welcome to Joy of Living Bible Studies	5	Distribute nametags	
How To Use Joy of Living Materials	6	Request self-addressed envelopes, if needed	
To Use In A Group Setting:		Attend leaders' meetings	
Ways to Use Joy of Living Bible Studies	7	Plan fellowship luncheons for your group	
Individual Bible Study		Responsibilities of a Substitute Discussion Leader	28
One on One Bible Study		Turning Discussion Group Problems Into	
Informal Small Group Bible Study		Opportunities	29
Church-Sponsored Bible Study		Pray About Your Problem	
Interdenominational Bible Study		Seek the Wisdom of Other Leaders	
How to Organize a Joy of Living Study	9	How to Handle Difficult Questions	
Leadership	10	How to Cover the Passage or Chapter	
The Calling of a Leader		How to Lead a Lethargic Group	
The Spiritual Walk of a Leader		How to Elicit Good Applications	
The Priorities of a Leader		How to Encourage Participation	
The Appearance of a Leader		How to Increase Listening Ability	
Suggestions for Leadership Positions		How to Avoid Potential Problems	
Areas of Leadership and Responsibility		Responsibilities of the Children's Leader	31
Responsibilities of an Administrator	12	Obtain suitable helpers	
Meet for Prayer		Provide a suitable room and appropriate toys	
Recruit Teacher(s) and Substitute Teacher(s)		Choose a curriculum	
Contact the Church		Provide first aid kit(s)	
Select Leaders		Check-in and check-out	
Schedule Leaders' Meetings		Additional guidelines	
Organize Finances		Programs for school-age children	
Decide What Course to Study		Appendix:	32
Order Study Materials		Sign-Up Form	33
Schedule the Class Calendar		Bible Study Class Information	34
Plan Class Time Schedule		Discussion Leader's Phone Record	35
Arrange for Childcare		Childcare Sign up Form	37
Publicize the Class		Nursery and Childcare Information	37
Prepare for First Day of Class		Promotional Packet Information	38
First Day of Class		Doctrinal Statement	39
Responsibilities during the Class Year/Session			
End of the Class Year/Session			
Reopening the Class for the Next Year/Session			
Responsibilities of a Teacher	22		
Lecture on the lesson			
Train substitute teachers			
Responsibilities of a Discussion Leader	24		
Lead a discussion group			
Manage group members with special needs			
Facilitate prayer			



## WELCOME TO JOY OF LIVING BIBLE STUDIES



As a *Joy of Living* leader, you are about to have the enriching and rewarding experience of helping others grow in the grace and knowledge of God, while growing and maturing yourself.

*Joy of Living* Bible study materials are also an effective tool to communicate the Gospel message to the people of your community. Many people have been richly blessed through this type of Bible study plan, and ultimately whole families have been reached for Christ.

Many plans for organizing and leading a class are included in this guide. Numerous groups have discovered the effectiveness of these proven principles, methods, and ideas. Variations in the format of the class or use of these materials are possible and may be necessary to accommodate the needs of your class. Ask the Lord to guide you as you plan for your group.

*Joy of Living* Bible study materials are interdenominational in nature, and people of all faiths are welcomed and encouraged into a disciplined study of God's Word. These Bible studies are designed to be very personal. The Holy Spirit speaks to individual hearts as people study God's Word and allow Him to apply it to their heart and life. Lives are touched, transformed, and matured.

May you find your "Joy" in the Lord Jesus Christ as you study His precious Word, the Bible. Please write to us and share what the Lord is doing in your life and in your class. May God bless you in your new venture with Christ.

## HOW TO USE JOY OF LIVING MATERIALS

**This unique Bible study series** may be used by people who know nothing about the Bible, as well as by more knowledgeable Christians. Each person is nurtured and disciplined in God's Word, and many develop a personal relationship with Jesus Christ as they study.

**Joy of Living is based on the idea that each person needs to open the Bible and let God speak to them by His Holy Spirit**, applying the Scripture's message to their needs and opportunities, their family, church, job, community, and the world at large.

**Only a Bible is needed for this study series.** While commentaries may be helpful, it is not recommended that people consult them as they work through the daily study questions. It is most important to allow the Holy Spirit to lead them through the Bible passage and apply it to their hearts and lives. If desired, additional commentaries may be consulted after answering the questions on a particular passage.

**The first lesson of a series includes an introduction to the Bible book, plus the first week's daily study questions.** Some questions are simple, and some are deeper for those who are more advanced. The individual works through the Bible passages each day, praying and asking God's guidance in applying the truth to their own life. (The next lesson will contain the commentary on the Bible passage being covered in the study questions.)

### TO USE IN A GROUP SETTING:

**After the daily personal study of the passage has been completed, the class gathers in a small group**, where they pray together and discuss what they have written in response to the questions about the passage, clarifying problem areas and getting more insight into the passage. The small group/discussion leader helps the group focus on Biblical truth, and not just on personal problems. The student is the only person who sees their own answers and shares only what they feel comfortable sharing.

**After small groups meet for discussion and prayer, they often gather in a large group meeting where a teacher gives a brief lecture** covering the essential teaching of the Bible passage which was studied during the prior week and discussed in the small groups. The teacher may clarify the passage and challenge class members to live a more committed daily life.

**At home, the student begins the next lesson**, containing commentary notes on the prior week's passage and questions on a new Scripture passage.

## WAYS TO USE JOY OF LIVING BIBLE STUDIES

- ☺ INDIVIDUAL BIBLE STUDY
- ☺ ONE ON ONE BIBLE STUDY
- ☺ INFORMAL SMALL GROUP BIBLE STUDY
- ☺ CHURCH-SPONSORED BIBLE STUDY
- ☺ INTERDENOMINATIONAL BIBLE STUDY

### INDIVIDUAL BIBLE STUDY

We encourage you to do one lesson each week, working according to the daily study plan given in each lesson. Plan to spend about one-half hour daily.

Take advantage of opportunities God gives you to share what He has been teaching you through your study. Let the Holy Spirit guide you as to when, where, and with whom to share.

### ONE ON ONE BIBLE STUDY

You may decide to invite someone to do the study with you. Each of you would do your daily study questions at home, then meet together weekly to discuss the lesson.

### INFORMAL SMALL GROUP BIBLE STUDY

There are numerous options for informal small group studies: a daytime women's study, an evening men's or women's study, an evening couples study, a singles group study, an office co-workers group study, etc. Meeting facilities could range from the usual meeting places, such as a home or church, to such places as a conference room in an office, a private room of a local restaurant, a meeting room at a YMCA or YWCA, even outside at a park when the weather permits.

We suggest doing one lesson each week, working according to the daily study plan given in each lesson. Each individual should complete the daily study questions at home during the week before

the group meets. Plan to spend about one-half hour daily.

In an informal small group study, the leader facilitates the discussion of the written answers to the questions, but does not necessarily give a lecture. It is helpful for the leader to be familiar with the *Joy of Living* commentary on the Bible passage being covered, which is found at the beginning of the next lesson.

If the number attending rises above 15, break up into smaller discussion groups which meet in different rooms, if possible. There is more opportunity for individuals to share in a smaller group.

If childcare is required for a home study, we suggest that the parents share the cost of hiring a sitter. If possible, provide the childcare in a neighboring home, not too far from your study. It is less distracting to have the children located away from the class. Read "Responsibilities of the Children's Leader," page 31 for some ideas on childcare.

### CHURCH-SPONSORED BIBLE STUDY

The possibilities for the use of these materials within the church are numerous. *Joy of Living* Bible studies can be used for women's groups, men's groups, Sunday School classes, in midweek and Sunday evening services, and as Christian day school curriculum. Other possibilities include groups for couples, single young adults, and senior citizen groups, to name a few. These Bible studies are also being used on the mission field. (Contact the *Joy of Living* office for special arrangements.)

### *Church-Sponsored Bible Study (continued)*

SOME OF THE THINGS A CHURCH-SPONSORED BIBLE STUDY GROUP CAN ACCOMPLISH ARE THE FOLLOWING:

- ✚ Strong Christian fellowship forms in the small discussion groups. This is necessary in large churches, where many activities are geared toward the "spectator."
- ✚ Deeper knowledge of the Word of God develops as participants follow the daily study plan and then meet once a week to discuss and share the

passage. Spiritual maturity is a natural fruit of this process.

- ✚ Church members are challenged to be living witnesses for Christ in their own neighborhood and places of work.
- ✚ Unsaved individuals are invited to these group meetings and as a result many have come to faith in Jesus Christ.

### INTERDENOMINATIONAL BIBLE STUDY

*Joy of Living* study materials are interdenominational and evangelical, meaning they contain the basic fundamental truths of the Bible and avoid the controversial issues that tend to divide evangelicals (i.e., speaking in tongues and methods of baptism). For this reason they are ideal for use in an interdenominational Bible study group.

SOME OF THE THINGS AN INTERDENOMINATIONAL BIBLE STUDY GROUP CAN ACCOMPLISH ARE...

- ✚ to help people enter into a joyous relationship with God as they come to know His Son Jesus Christ as Lord and Savior.

- ✚ to help believers discover the fulfillment and joy that comes from daily, disciplined Bible study and personal devotional time with the Lord.
- ✚ to help believers apply the teachings of Scripture to their own lives, in order to live a life that pleases and honors God.
- ✚ to build confidence and enthusiasm in believers for sharing with others the Christian faith and the abundant life in Christ.
- ✚ to build unity and fellowship among believers in the community.



## HOW TO ORGANIZE A JOY OF LIVING STUDY

The following are the basic steps for beginning and organizing a *Joy of Living* Bible study. These various steps may be accomplished by any number of individuals. For purposes of clarity we have detailed them under “Responsibilities of an Administrator,” beginning on page 12. *The Administrator may delegate responsibilities to others and may also hold other positions of leadership (i.e. teacher, discussion leader).*

- ☛ Meet for prayer with those who have shown an interest in starting a *Joy of Living* class (page 12).
- ☛ Recruit teachers and substitute teachers (page 12).
- ☛ Contact the church (page 12).
- ☛ Select leaders (page 13).
- ☛ Schedule leaders’ meetings (page 13).
- ☛ Organize finances (page 14).
- ☛ Decide what course to study (page 14).
- ☛ Order study materials (page 14).
- ☛ Schedule the class calendar (page 15).
- ☛ Plan class time schedule (page 16).
- ☛ Arrange for childcare (page 16).
- ☛ Publicize the class (page 16).
- ☛ Prepare for first day of class (page 17).

## LEADERSHIP

According to God's Word there are certain characteristics that should be manifest in the life of a Christian before they are appointed to or accept a position of leadership.

- ☞ They should be respected and have integrity.
- ☞ They should not be greedy or envious.
- ☞ They must "keep hold of the deep truths of the [Christian] faith" as revealed in God's Word.
- ☞ They should live with a clear conscience.
- ☞ They should not speak evil of others.
- ☞ They should be self-controlled and faithful in all they do.
- ☞ They should be able to express the basic truths of the Christian faith.
- ☞ They should not be quarrelsome, but kind and patient, even with difficult people.

(See 1 Timothy 3:8-11; 2 Timothy 2:24-25.)

This does not imply sinless perfection, but the overall focus of a life and heart devoted to the Lord.

## THE CALLING OF A LEADER

The Lord Jesus Christ called all who follow Him to share the gospel and lead others to faith in Him (see Mark 16:15, Luke 5:10, 1 Peter 3:15). He has specifically called some of us to feed His sheep, that is, to help believers study and understand His Word (see John 21:17, Ephesians 4:11-15).

A *Joy of Living* leader is called to do both of these, to care for unbelievers and believers. *Joy of Living* Bible studies are designed to...

- ...lead people to faith in the Jesus Christ,
- ...help them develop a relationship with Him, and
- ...help them study and apply His Word to their lives in order to grow into strong, mature Christians.



## THE SPIRITUAL WALK OF A LEADER

You can lead no one further spiritually than you have gone yourself. Make certain that you...

- ...spend time with God daily.
- ...seek to know Him better through the study of His Word.
- ...yield yourself to Him for His use.
- ...ask Him to show you the areas of your life that are not pleasing to Him and to change you. You might ask yourself: "Does my life reveal the joy of the Lord, the peace of His presence and the victory of my faith? Does my life overflow with His love?"
- ...pray for those within your care. Pray for the salvation of those who have not yet come to saving faith in Him and for the spiritual growth of those who have. Pray for their personal needs and for their loved ones. (See Ephesians 1:18-19; 3:16-19; 1 Timothy 2:1-8).
- ...ask God to use you to touch those in your care with His love.

There may be times when you feel inadequate. Remember what He has said in His Word:

- ☞ "My grace is sufficient for you, for my power is made perfect in weakness" (2 Corinthians 12:9-10).
- ☞ "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses...to the ends of the earth" (Acts 1:8).
- ☞ "Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain" (1 Corinthians 15:58).
- ☞ "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all

things God may be praised through Jesus Christ. To him be the glory and the power for ever and ever. Amen” (1 Peter 4:10-11).

It is not by your power, might, wisdom, ability or talents that you will accomplish what God has called you to do. It is by His grace and for His praise and glory that you will succeed (see Zechariah 4:6).

### THE PRIORITIES OF A LEADER

Your first priority must be your own relationship with the Lord. As you take on the responsibilities of leadership, never let service to others supersede your own fellowship with Him. Don't merely fit time with the Lord into your schedule, but plan your schedule around Him—plan to spend time alone with Him.

God does not want you to neglect your family, either. Ask God to help you organize your time so that you'll fulfill family obligations. If you are employed, stay committed to serving faithfully in your workplace as well.

Next comes your commitment to be a leader. The following pages contain the duties and responsibilities for various areas of leadership. Please carefully review the section for your particular area(s) of leadership. Ask God to help you fulfill these responsibilities.

### THE APPEARANCE OF A LEADER

Let your appearance glorify the Lord. Dress modestly and appropriately for the community's culture. Take care with your personal hygiene—body odor, bad breath, even too strong a perfume can be distracting. Some classes may choose to ask leaders to avoid wearing perfume at all, since individuals may be allergic to it.

Above all, be enthusiastic as you greet class members and as you carry out your particular leadership duties. Remember that you represent the Lord!

### SUGGESTIONS FOR LEADERSHIP POSITIONS

Joy of Living materials are flexible and may be used in a variety of settings. Because of this, the various positions of leadership and responsibility may be fulfilled by a number of individuals or one person may accept several positions. For clarity, responsibilities of several positions have been defined, but keep in mind that several positions may be held by one person.

### AREAS OF LEADERSHIP AND RESPONSIBILITY

#### ADMINISTRATOR

The administrator is the central contact person. Church representatives, teachers, discussion leaders and children's workers are all contacted by the administrator. If there are questions to be answered, meetings to be scheduled, or any problem to be handled, the administrator is the person to contact. The administrator also orders the Bible study materials and handles all paper work. If a treasurer is not selected, the administrator also handles the finances. The administrator may delegate responsibilities to others.

#### TREASURER

The treasurer handles all finances, including collection of money, paying bills and distributing financial love gifts.

#### TEACHER(S)

The teacher is responsible for giving the weekly lectures covering the lessons to the entire class.

#### DISCUSSION LEADERS

The discussion leaders are responsible for contacting the members of their discussion groups and facilitating the weekly discussion time.

#### CHILDREN'S LEADERS

Children's leaders are responsible for safely caring for the children in a godly environment. Bible lessons may be taught.

## RESPONSIBILITIES OF AN ADMINISTRATOR

*Information pertaining only to an Interdenominational Study is italicized.*

The administrator is the central contact person and coordinator. Church representatives, teachers, discussion leaders, children's workers and the treasurer are all contacted by the administrator. If there are questions to be answered, meetings to be scheduled or any problems to be handled, the administrator is the person to contact.

The details of these responsibilities may be fulfilled by any number of individuals, but one central person should be designated to coordinate them. **The administrator may delegate responsibilities to others and may also hold other positions of leadership.**

### MEET FOR PRAYER

One of the first steps to take, as administrator of a Joy of Living Bible study, is to meet for prayer with those who have shown an interest in starting a Joy of Living class.

- ☞ Ask the Lord to guide you and those in leadership.
- ☞ If this will be a church-sponsored class, pray for pastoral permission and the availability of the facility.
- ☞ Ask God to guide you as you determine the day and time of the class meeting.
- ☞ *If this will be an interdenominational class, pray for a host church that will welcome you.*
- ☞ Pray for a teacher(s) for the class.
- ☞ Pray for discussion leaders.
- ☞ Pray for children's leaders who can teach Bible truths to the children.
- ☞ Pray for God's guidance in your selection of paid workers to help with childcare.
- ☞ Pray for praise team leaders if you want group singing.



### RECRUIT TEACHER(S) AND SUBSTITUTE TEACHER(S)

#### IN SELECTING TEACHERS:

You may recruit one person as the teacher, or you may recruit several people to share the teaching position in rotation.

Pray and ask God to lead you to the right people.

Consider the requirements for a leader (see "Leadership," page 10).

Look for the following characteristics:

- ☞ a person who can communicate spiritual truths in everyday language;
- ☞ a person who can easily relate to people and their problems;
- ☞ a person who can invest the time and energy needed to be a teacher.

Ask the potential teacher to pray and seek God's will concerning this task.

#### IN SELECTING SUBSTITUTE TEACHERS:

Substitute teachers are needed to take the teacher's place and lecture if he or she must be absent. They may also prepare themselves to take over the class if the current teacher retires, or to teach a new class if the present class grows too large and needs to be divided.

After a person agrees to become a substitute teacher, the current teacher will oversee their training.

### CONTACT THE CHURCH

*If you are an interdenominational group you will need to find a place to meet. Depending on the size of your community and the number of people you think will attend the class, look for a church with the following features:*

- ...a lecture room that will seat the anticipated number of attendees,*
- ...enough classrooms of the appropriate size to seat up to 15 members per room for discussion groups,*

*...and adequate nursery and preschool facilities if needed.*

Share with the pastor(s) your vision or desire for a Joy of Living Bible study. Let them know what you hope to accomplish and how it will benefit the church and the community. Show them the Joy of Living Introductory Video DVD , Catalog (which contains the Doctrinal Statement and Statement of Purpose), and a sample lesson or a complete study.

If permission is granted to hold the Joy of Living Bible study at the church, find out...

*...if there is a fee for facility use or a suggested amount for a love offering to cover the cost of utilities, janitorial service, etc.;*

...if the availability of the facility is limited to certain days and times, so that you can determine if that will work with what you have planned;

...if the church has handicapped access, restrooms, and parking;

...if the class will be allowed to use an area of the facility for luncheons.

### SELECT LEADERS

Read "Leadership," pages 10-11.

☛ Schedule an introductory meeting for those who are interested in starting a Joy of Living study. Share your vision and goals for the class with those who attend. If possible, show the Introductory Video DVD, and hand out copies of a sample lesson.

After briefly explaining the opportunities and responsibilities of the types of leaders your class will need (discussion leaders, children's leaders, and/or praise team leaders) ask if anyone might be interested in learning more and possibly becoming a leader. You could have prospective leaders fill out a form or use a sign-up sheet.

☛ Following the meeting, personally speak with each prospective leader. Make certain each candidate knows Jesus Christ personally as Lord and Savior. Share with them in greater depth the opportunities of a leader and review with them "Responsibilities of a Discussion Leader," page 24, or "Responsibilities of the Children's Leader,"

page 31. Pray with them and instruct them not to make a decision immediately, but to pray and seek God's will.

About a week after your initial personal conversations with the prospective leaders, follow up to see who believes they have been called into leadership.

☛ After the class is in session, encourage all leaders to continue to pray for additional leaders.

Instruct them to watch for potential leadership and give names of candidates to you. You or the teacher should sit in on the prospective leader's discussion group several times to observe their interaction with the group. If you decide to invite them into leadership, proceed as outlined above.

☛ At the end of the Bible study course or class year, encourage leaders to pray about returning to leadership for the next session. Leadership is very rewarding, and most leaders spend many years in leadership.

### SCHEDULE LEADERS' MEETINGS

• Schedule at least one or two leaders' meetings to be held prior to the first day of class. Schedule regular leaders' meetings throughout the year as well. You may choose to meet weekly, on alternate weeks, or even once a month, whatever works best for your class.

Many have found it convenient to meet on the day of the class, prior to, or immediately following, the class. You may also wish to schedule a leaders' prayer time before each class session, if a leaders' meeting is not being held at that time.

Give each leader the dates, times, and place of the meetings. (See "Meet with Leaders" and "Suggested Agenda for Leaders' Meeting," page 19.)

• During a portion of the initial leaders' meetings, if you have several teachers, discussion leaders, children's leaders, and/or praise team leaders, you may choose to break into separate groups to make plans for the coming year. Teachers can sign up for the dates they will speak and review teaching goals; discussion leaders can review

first-day procedures and discussion techniques; children's leaders can review first-day procedures and plans for the class year; and praise team leaders can schedule practices and praise-time content for the class year.

## ORGANIZE FINANCES

The administrator, or a treasurer, oversees the finances. Your church may absorb the cost and pay any bills, or a checking account may be opened for the class. *If you are an interdenominational group, the host church may be willing to process deposits and pay bills through its finance department.* Sometimes an individual personally takes the responsibility of paying for the studies, and is reimbursed from class registration fees or offerings.

If your class wants to open a checking account and the bank requests a tax exempt number, you may ask the church to allow you to use their number, or incorporate your class legally as a nonprofit organization. *Joy of Living* cannot give out its tax-exempt number because it acts only as a publisher; individual classes are not legally connected to it.

### DETERMINE CLASS EXPENSES:

- ☛ Study materials
- ☛ *Will you pay a rental fee for use of the facility, or will you give the church a love offering to cover the cost of utilities, janitorial service, etc?*
- ☛ Are there paid childcare workers?
- ☛ Will there be costs incurred for refreshments and paper goods, luncheons, special speakers, etc?

### DECIDE WHEN AND HOW THESE EXPENSES WILL BE MET:

Some classes charge a registration fee for the entire year or for portions of the year. This fee would be calculated to cover the above expenses. If you choose to do this, you might want to have scholarships available for those who cannot afford the fee.

Some classes take an offering at each meeting to pay for expenses. To receive the offering, baskets may be placed in each discussion group classroom, or baskets may be placed by the door(s) of the room where the lecture is given. It is important to stress

that if a person does not have the money, they can still come to class.

Operating on an offering basis may be more difficult financially, since *Joy of Living* requires study materials to be paid for within 30 days of shipment (extended payment terms are available for longer spiral-bound studies). If a class operates on an offering basis, usually a church or an individual pays for the materials in advance, and the class reimburses them from the offering receipts.

Some classes combine both methods, charging a registration fee for the study materials and using the offering to pay for other expenses or to help members of the class who could not otherwise afford to attend.

## DECIDE WHAT COURSE TO STUDY

In making this decision you may want to consult the teacher(s), other leaders and previous class members. The number of weeks you plan to meet may be taken into consideration.

## ORDER STUDY MATERIALS

We suggest you place your order with *Joy of Living* as soon as you have chosen which course the class will study and have determined how many copies are needed. This will help ensure that we have sufficient stock available for the course you have chosen.

We normally ship orders within one business day; however, at your request we will delay shipping and billing your order until the date you specify. If you make certain we receive your order at least two weeks in advance, you should receive the materials in time for your class at the least possible cost (unless the studies are on backorder).

If you're not certain how many will be joining your class, but want to keep your shipping costs down, you can order in one of several different ways.

- ☛ Order a few more than you think you will need. The 10% restocking fee for returned unused materials is generally less than expensive "rush" shipments for additional materials.

☛ Order what you know you'll need in time for us to ship them UPS Ground. If you have to order additional materials, it will be less expensive to send a few studies "rush" than to send your entire shipment rush.

☛ If you wait until the last moment and you are doing a loose-leaf format study, you may find it is less expensive to have us ship only the first lessons of the loose-leaf study "rush" and the remaining lessons by ground.

If you're not certain, ask us. We are here to assist you and are familiar with the various methods of shipping. We'll be pleased to help you.

You may place your order by phone, fax, email, postal mail, or on our website, [www.joyofliving.org](http://www.joyofliving.org).

#### BILLING AND PAYMENT

Joy of Living endeavors to keep prices affordable for all classes, whether large and small.

Shipping costs are charged on all orders and vary according to quantity ordered and method of shipment. Orders placed through our website are charged a freight amount that is calculated as a percentage of the sale amount. Orders placed through all other methods are charged the actual freight amount charged by the carrier, plus \$1.00 handling per package.

Sales tax is added to California orders.

Several payment options are available:

☛ You may charge the order to Mastercard, Visa, American Express or Discover.

☛ You may choose to have the order billed to you. An invoice (payable within 30 days) will be sent for each order. Monthly statements will be mailed.

☛ You may pay for your order in advance by including a check with your order.

☛ Extended payment terms are available for spiral-bound courses over seven lessons long. See order form for details.

Orders placed through our website must be paid by credit card or a Paypal account. Use another order method if you wish to pay by check or receive extended payment terms.

#### WHEN YOUR SHIPMENT ARRIVES

Be certain to open the package(s) as soon as your shipment arrives, and check that the correct study and quantity are present. We are happy to correct any errors as soon as you notify us, but don't wait until the day before class begins to check the shipment!

If you are using Joy of Living loose-leaf format lessons, and will be handing out a complete set of lessons at the start of the study rather than one lesson a week, plan to collate the sets before the first class day. Your order from Joy of Living will arrive sorted by lesson number (i.e. all of Lesson #1 together, Lesson #2 together, etc.).

#### SCHEDULE THE CLASS CALENDAR

Daytime classes should check with the public schools to determine when the school holidays are, and also with the church calendar to make sure that the class is free to meet each day planned.

Plan the calendar for the full class year, and distribute it to the leaders by the beginning of the year so that they can plan their schedules accordingly.

Give the class calendar to the pastor or administrator of the church, so the facility will be ready and available whenever class is in session.

#### SUGGESTED CALENDAR FOR A DAYTIME CLASS:

Note: this is based on the traditional school schedule. Since many school districts have changed to year-round schedules, some classes continue to meet through the summer, taking time off around holidays or at selected intervals.

**Beginning date**—2 to 3 weeks after school begins

**Thanksgiving holiday**—1 week off

**Christmas holiday**—3 weeks off

**Spring (Easter) vacation**—1 week off

**Closing date**— a week or two before school ends



## PLAN CLASS TIME SCHEDULE

The following is a sample schedule with time variations:

### ☛ Opening period

10-15 minutes: announcements/singing

5 minutes: brief devotional tied to the day's lesson to focus thoughts for the day

### ☛ Discussion groups

45-60 minutes: discussion time

15-30 minutes: prayer time

☛ Transition time      10 minutes

☛ Lecture period      20-30 minutes

## ARRANGE FOR CHILDCARE

If you have not selected a separate Children's Leader (see "Select Leaders," page 13), but plan to provide childcare/babysitting for the class, you will need to make appropriate arrangements. See "Responsibilities of the Children's Leader," page 31, for ideas.

## PUBLICIZE THE CLASS

The Joy of Living Promo Packet (available free on our website or as a purchased copy from our office) contains a reproducible brochure and posters, news releases, and clip art (see samples, page 38). Use your creativity to increase awareness of your Joy of Living class.

The more people see and hear about the study, the more likely they are to attend. Most important of all—pray, pray, pray. Enlist others to pray for the class as well, asking God to draw people to your class.

☛ Send a brief news release to the Religion Editor of your local newspaper – this is usually free of charge. Include date, time and a number to call for further information. The Joy of Living Promo Packet includes several sample news releases. You can insert your information into the blanks, or you may write your own news release. You may find it necessary to submit your news release every week for the newspaper to continue to include your information in their weekly listing.

☛ Christian radio stations frequently broadcast announcements of local upcoming activities free of charge (i.e., Christian Calendar of Events). Call your local station to obtain details for submitting your class information. The same news release you submitted to the newspaper may be appropriate for submission to the radio station. Again, you may have to submit your information every week (or every month) for them to include your information on a regular basis.

☛ Create a web page for your group, and/or list your group on other web resources. For example, your church may have a web page listing various ministries of the church, and may also have a web-based calendar in which your meetings can be entered. Many of the other ideas listed on these pages may also have equivalents on the internet (i.e., web pages sponsored by newspapers, radio stations, etc. may allow you to post information.)

☛ Many communities have a Christian newsletter or circular that lists a calendar of events. Check the yellow pages for the telephone number (your church office may be able to assist you in locating a phone number). Again, you may be able to use the same news release that you submit to the local newspaper.

☛ *If your group is interdenominational, many churches may include your announcement in their bulletins. You may want to contact various pastors or do a mailing to local churches announcing the Bible study. A phone call is generally more effective than a letter. Offer them a copy of your news release and a poster to place on their bulletin board. If your budget allows, you may want to offer them a quantity of the Class Promotional Brochure (from the Joy of Living Promo Packet) containing your information.*

☛ You may insert your class information on the Class Promotional Brochure (from the Joy of Living Promo Packet), and then have it photocopied (two-sided) and folded. The brochure may be used in a variety of ways: insert in the church bulletin; hand it out at your church or in other locations; place a stack on the information table at church or any other public place that will give you permission.



- ☛ Laundromats and grocery stores often have a bulletin board for public notices. Post a colorful flyer inviting visitors to your study. The posters in the Joy of Living Promo Packet are reproducible and may be copied on plain or colored paper. Again, include date, time and a number to call for additional information.
- ☛ Place a poster on your church bulletin board. Give a poster to each member of the class. *Ask them to place it on the bulletin board of their church or give it to a friend.*
- ☛ *Contact the Women's Ministry or Christian Education department of local churches. They may know of individuals interested in a community-wide Bible study. Offer them a copy of your news release, a poster and some brochures.*
- ☛ Use the clip art from the Joy of Living Promo Packet to draw attention to items placed in church bulletins, or create small handouts to be placed in the bulletin or distributed to the congregation.
- ☛ Let your local Christian radio station know that you or another person from your group would be available for an interview. You may want to have several suggested questions written for the interviewer to ask you. Keep in mind what you want the listeners to know and write questions so that your answers would give the information.
- ☛ Create an information packet to pass out to members of your congregation or to include in a mailing. Your information packet could include...
  - ...a brochure or flyer (i.e. the small poster from the Joy of Living Promo Packet) giving information about the class (when, where, what course, teacher, number to call for more information, etc.);
  - ...a registration form;
  - ...to encourage those who think the study may be too difficult or take too much time, you might complete a lesson and run copies of the completed lesson (Joy of Living grants permission to copy for promotional purposes. If needed, contact the Joy of Living office for written permission).
- ☛ The first lesson of each Joy of Living study is posted on our website. You can download one and email it to those who might be interested.
- ☛ Have a registration table set up before and/or after church services.
- ☛ Ask your pastor to announce the study, or allow you to speak briefly to the congregation about the study. If possible, ask those who have attended a Joy of Living class to share how the class benefited them.
- ☛ Plan a special dinner or dessert time specifically designed to introduce the study to individuals that might be interested. After explaining how the study is going to be done, break up into small groups, have them look up a few of the questions, then discuss the answers, just as you would in class. This will give them opportunity to see how easy and how beneficial the study will be. Have registration sheets available for them.
- ☛ Encourage those who have attended the class, or plan to attend, to bring a friend.
- ☛ If you are able, or have the volunteers, make telephone calls inviting members of your church to attend the study.

#### PREPARE FOR FIRST DAY OF CLASS

##### **DIVIDE CLASS MEMBERS INTO DISCUSSION GROUPS**

Ask God to guide you as you divide the Class Members into discussion groups. Some classes divide groups by age, while others prefer a mix of ages in each group. Assign discussion groups that have members with physical disabilities to easily accessible rooms. If you have pre-registered individuals using the "Sign-Up Form" on page 33, the information obtained should help you. There should be approximately 15 in each group.

Notify class members of their discussion groups in advance by postcard, email, phone call; or verbally at the first class session.

In a class of 25 or more people you might consider having a newcomers' group for visitors. The newcomers' group leader will help the administrator assign visitors to a permanent group for the following week. See "Tips for discussion group time on the first day of class" and "Topics

to cover during discussion group time on the first day of class," page 25, which may be used in the newcomers' group.

#### PREPARE NAMETAGS

If desired, provide re-useable nametags in each classroom. These may be prepared ahead for those who have pre-registered, with blank tags available for visitors. You may want to use different color nametags for each discussion group.

Sort nametags by discussion group and place, by group, in large envelopes labeled with discussion leader's name. Give envelopes to leaders prior to class, or place in classrooms. Leaders then return the envelopes at the end of each discussion time.

#### PREPARE THE FACILITY

Make certain the room where the lecture is to be given is clean and ready with enough seats. Heat or air conditioning should be turned on as appropriate. If a sound system is being used, make certain it is ready.

Make certain classrooms are clean and have the correct number of chairs. Put nametag envelope in each room, unless you are passing them out to the discussion leaders.

If an offering is being taken, place containers(s) near the door(s) of the room where the lecture is to be given, or in each discussion group classroom.

Designate classrooms with signs, such as "Mary Smith's Discussion Group."

If necessary, hand out maps of classrooms, childcare facilities, lecture room and restroom locations.

#### GREETERS AND PARKING LOT DIRECTORS

After reviewing the expected size of your class and the parking situation at the church, decide if you will need parking lot directors.

You may also want to have greeters at the church entrance before class and at the lecture room entrance during the transition from discussion groups to the lecture time. Greeters can hand out printed information such as a facilities map.

Contact reliable individuals whom you know will be attending the class that are not already designated as teachers, discussion leaders or children's leaders.

Ask the greeters and parking lot directors to arrive early. Instruct them on their procedure beforehand.

#### FIRST DAY OF CLASS

GATHER ALL LEADERS AND HELPERS FOR PRAYER BEFORE THE CLASS BEGINS.

BEFORE CLASS, MAKE CERTAIN...

...all children's leaders are at doors to their rooms;

...all discussion leaders are present.

If any leaders are absent, assign substitutes.

#### DURING CLASS:

Gather first in the room designated for the lecture. After opening prayer and brief remarks, introduce discussion leaders to the class. Announce that since the members will not have prepared a lesson yet, the first day discussion group period will be shortened to 20 to 30 minutes. Then have each discussion leader stand at the front of the room, and give the leader's name and the names of the members of the discussion group. The leader and group then leave together to go to their classroom.

Notify each discussion group when there is about 10 minutes of discussion group time left. This may be done by a buzzer, public address system, ringing a bell outside the classroom door, etc.

Notify the groups again at the beginning of the transition time between discussion and the lecture.

#### AFTER CLASS:

☛ Make certain all paperwork (such as attendance or nametags) that is to be handled by you has been turned in.

☛ If desired, gather leaders for prayer.

☛ Make certain facility is in good condition.

#### RESPONSIBILITIES DURING THE CLASS YEAR/SESSION

MAINTAIN A GOOD WORKING RELATIONSHIP WITH THE CHURCH STAFF.

Obtain approval for all class functions and make certain they don't conflict with church activities. Verify that class functions are posted on the church calendar, so that other uses of the facility are not scheduled at the same time.

Always make certain that all areas used by the class are left in good condition after class meetings. If anything is damaged during class functions, be certain the class offers to pay for or replace the item.

#### MAINTAIN CLASS LIST

- ✦ The class list information may be kept in a database on a computer, or on file cards alphabetically arranged according to last name. As new people join the class, their information should be added to this file.
- ✦ In each database record, or on each file card, list the class member's name, if they hold a position of leadership, their address, phone number, email address and the name of their discussion leader. Having this information will help you find them easily during the discussion period if an emergency arises; or if the member has forgotten their discussion leader's name you can send them to the correct discussion group.
- ✦ For the following session/year, add the new discussion leader's name with the date, plus any changes in address and phone number. This will provide a record of who each person's discussion leaders have been.
- ✦ Keep this file separate from the discussion group records, which the discussion leaders will give you at the end of the session/year, so that a duplicate list of group members is always available.

#### REGISTER NEW MEMBERS

When a new person joins the class, have them fill out a registration form, assign them to a discussion group and make a nametag for them. Their personal information should be added to the class list database/file (see above).

#### KEEP AND DISTRIBUTE NAMETAGS

At the end of each discussion time, discussion leaders will return the group's nametag envelope to you. These should be kept in a safe place and re-distributed to discussion leaders prior to each class, or placed in their classrooms. (See "Prepare Nametags, page 18.)

SEE THAT THE CLASS TIME RUNS ACCORDING TO THE PRE-DETERMINED SCHEDULE.

#### ☛ Discussion groups

Notify each discussion group when there is about 10 minutes of discussion time left. This may be done by a buzzer, public address system, ringing a bell outside the classroom door, etc.

#### ☛ Transition time

Notify each group again at the beginning of the transition time between discussion and the lecture.

#### ☛ Lecture period

If it has been agreed upon, signal the teacher when there are about 5 minutes of lecture time remaining.

#### HANDLE FINANCES

Unless another person has been designated as treasurer, the administrator continues to collect and keep track of all money and pay all bills (see "Organize Finances, page 14).

#### MEET WITH LEADERS

See "Schedule Leaders' Meetings" on page 13.

Plan on at least two or more substitute discussion leaders to always be in attendance at the leaders' meetings, so that they may fill in when needed. Classes with multiple teachers may ask the teacher(s) who are not lecturing that week to serve as substitute discussion leaders.

Begin promptly whether all have arrived or not. Stress promptness. If you wait for people, they will feel you don't mind their being late. If someone is consistently late, talk with them privately. Perhaps the scheduled meeting time conflicts with another commitment. If they are consistently late without good cause, you may consider releasing them from their commitment to lead.

#### SUGGESTED AGENDA FOR LEADERS' MEETING

##### ☛ Brief Opening prayer

##### ☛ Announcements

##### ☛ Leader Training (this should be done by a qualified leader)

Review principles of leading (see pages 24-25).

If a leader has some special problem in their group, use it as a teaching opportunity for the entire group to learn some additional techniques for dealing with difficult situations in a discussion group.

If a leader has had success in dealing with an issue, such as a shy person or someone who is a compulsive talker, ask them to share how the Lord helped them handle the issue.

If you are meeting on a weekly basis prior to the class meeting, you may choose to go over that week's Study Questions with the leaders. If you do this, give opportunity for leaders to share any difficulties they might have had with a question in the study and help clarify the answer.

Stress again and again that everything in the leaders' meetings is confidential and nothing discussed in the meeting should be discussed with anyone else.

#### 🙏 Group Prayer

Designate someone to open and close the prayer time, then allow time for the leaders to pray for one another and for the requests.

Encourage everyone to pray aloud, even if it is something as simple as saying, "Thank you, God, for your blessings." The more they pray aloud, the more comfortable they will become with praying aloud in a group.

Remind those in the group that saying "Amen" means you are agreeing to the prayer and that it is not necessary for each person to pray for the same thing.

You may allow individuals to share their requests prior to praying. This, however, can take up a lot of time. Instead you may choose to have pens and 3 x 5" cards available. Ask everyone to write requests as they come in and have a designated place to put them (i.e. basket, bowl). Pass requests out immediately before prayer time, so that each request will be prayed for by one of the leaders during prayer time.

Other than requests for salvation or understanding, do not share personal requests for class members without their permission.

Don't allow prayer requests to be turned into a gossip fest.

Although you want everyone to pray for what is on their heart, remind the group to be considerate of others and give everyone an opportunity to pray.

*Prayer requests to remember* (these requests could be written and passed out to members of the group before you begin to pray):

- Pray that we may all be cleansed by Jesus Christ and be guided by the Holy Spirit; also that we may be the leaders God wants us to be.
- Pray for all leaders' strength, health, and travel safety.
- Pray for God's protection and blessing for the class's paid childcare helpers. Pray that if any of these workers do not know Jesus Christ personally, they will be drawn to Him through this job.
- Pray that children's leaders will have God's wisdom and strength.
- Pray for the children's hearts to be responsive, and for them to be healthy and safe.
- Pray for all those in the class who do not know Jesus Christ personally.
- Pray that God will give members who do not usually have the lesson done a desire to spend time in His Word by doing the lessons.
- Pray that the Holy Spirit will prepare hearts for class.
- Pray for new substitute leaders. Praise God for those He has given.
- Pray for other Joy of Living classes.
- Pray for the visitors who come to your class and for the newcomers' class and its leader.
- Pray for greater outreach to people in the surrounding area.
- Pray that God will guide in the sharing of testimonies at all fellowship times.

## COORDINATE LEADERS' LUNCHEONS.

You may choose to periodically schedule a luncheon for the leaders to provide a time of relaxed fellowship. Keep the luncheon simple with sack lunches or a potluck, so no one feels burdened with preparation. Most leaders appreciate this opportunity to get to know one another. Be sure to arrange for childcare.

## END OF THE CLASS YEAR/SESSION

During the last 3 weeks have class members pre-register for the following year/session.

Before the year/session ends, decide what course will be studied in the next year/session. Order copies of the course for the teacher and discussion leaders to study over the break. You may also place the class order early, giving the date you would like to receive the materials. The Joy of Living office will hold your order and ship it at the appropriate time.

Some suggestions for keeping in the Word during the break:

- ✚ Distribute a suggested reading list to the class before the year/session ends. You could suggest some particular portions of the Bible for devotional reading as well as devotional books.
- ✚ Order a short *Joy of Living* study for the members who would like to do one on their own over the summer, so they don't get out of the habit of having a daily study time.
- ✚ Meet weekly for a simple Bible study without homework. Select portions of Scripture to read aloud together and then discuss. The leader can ask one or two "thought questions" pertaining to the passage to stimulate personal application.

Plan the dates of the leaders' meetings for the next class year/session and give these to the leaders before the final class year/session meeting.

You and/or the teacher(s) might like to write personal "thank you" notes to each discussion leader and worker in the class, or give an appreciation coffee or luncheon.

We suggest you also write a note to the pastor or church board thanking them for the use of the facilities and letting them know what has been going on in the lives of class members. This would

be a good time to inform the church of what the next year's Bible study subject will be and request permission to once again use the facility.

## PLAN FINAL CLASS SPECIAL EVENT.

For the last meeting of the year or session, plan a luncheon, dinner, or other special gathering for the entire class.

You can make it as simple (bag lunches or potluck) or as elaborate (catered) as you want.

You may choose to have special music, but instead of a speaker, allow class members to briefly share what God has done in their lives through the study. (Prior to the gathering you may want to instruct discussion leaders to encourage their class members to be prepared to share a brief two- or three-minute testimony.)

You may want to have a registration table for the next class session/year. Encourage members and guests to sign up early.

End the event promptly at the designated time for the sake of the children in childcare and those with other appointments.

## REOPENING THE CLASS FOR THE NEXT YEAR/SESSION

Contact the discussion leaders during the class break to make sure they will continue to serve.

One month before the first leaders' meeting of the new class year remind leaders of the time and place.

Meet with others in leadership to form discussion groups for the next session. Pray for the Holy Spirit's guidance as you do this.

At the first leaders' meeting, three weeks before the class begins, distribute the members' forms to their assigned leaders.

Instruct discussion leaders to contact their assigned group members, inviting them to the first class meeting, and then to follow up about a week after making the initial contact.

After contacting the individuals assigned to their group, discussion leaders should inform you if they need new members added to their groups. (During the break some may move or drop out.)

## RESPONSIBILITIES OF A TEACHER

Some groups have a main teacher with one or more substitute teachers. This is the viewpoint of the material below. Alternatively, your class may choose to rotate the lectures among a group of teachers, who will then share the following responsibilities.

### LECTURE ON THE LESSON

#### LECTURE PERIOD:

☞ 10-15 minutes announcements/singing

Instead of giving announcements verbally, you may choose to hand them out in printed form after the lecture.

☞ 20-30 minutes lecture

Give a brief lecture each week covering the essential teaching of the Bible passage that was studied during the prior week and discussed in the small groups. Clarify the passage and challenge class members to live a more committed daily life.

#### SAMPLE LECTURE FORMAT:

- Introduction. (This might include humor or an interesting incident. It will help capture the attention of the class.)
- How it was. (Provide Biblical background. Include Scripture references.)
- How it is. (Apply the Bible lesson to life today.)
- Summary. (Highlight main points and what God wants to teach us through this passage.)
- Closing prayer.

#### THE FOLLOWING ARE TIPS THAT MAY HELP YOU PREPARE AND DELIVER THE LECTURE:

- ☞ Ask God to establish your thoughts and help you speak the words and teach the truths He wants the class to hear.
- ☞ Ask God to touch the mind, will, and emotions of each person, causing them to seek Him and His ways.
- ☞ Keep the words simple so all will understand. Don't use Christian terminology that new Christians or non-Christians will not understand.
- ☞ Apply the Scripture passage to everyday life. The commentary on that passage in the following

lesson will help you do this. If appropriate, share how God made this passage relevant to your life or the life of someone you know. You may also listen to lectures by other teachers on that passage to see how they have applied it (contact the Joy of Living office for audio lecture series).

- ☞ Be well prepared. Begin preparation at least a week in advance. Verify all information. Make comprehensive notes first and then condense them, if possible, to key phrases and concepts.
- ☞ Never read your notes! Study your material and know it by memory, if possible, so that you can maintain eye contact with your class. If you want, rehearse aloud in front of a mirror. Practice smiling where appropriate and practice gestures. Speak clearly and loudly enough so that everyone can hear you. Don't speak too rapidly or too slowly—avoid unnecessary pauses. Don't speak with a monotonous tone. Be enthusiastic.
- ☞ If you use a computer and have a color printer, change the font color (or, if hand-writing, ink color) as you pass from one subject to another in your notes; this prevents you from losing your place while lecturing. Use a larger or a bold font (or, if hand-writing, a wider-point pen than ordinary ballpoint) for greater ease in reading your notes while lecturing.
- ☞ Be creative. Use some humor here and there when appropriate. Some teachers occasionally enjoy bringing a relevant object as a visual aid, or dramatizing a certain passage to make it come alive, or singing a solo that illustrates the topic. Use the gifts the Lord has given you as He leads.
- ☞ Begin your message with a short prayer for yourself and for your audience. Always finish promptly, even if it is necessary to leave something out of the lecture. Plan ahead of time what to omit if you run short of time. Never hold an audience overtime; many people have tight schedules and may have other appointments or responsibilities scheduled after the class.

✚ When closing in prayer, don't repeat your message in the prayer. Keep it short and again pray for the class.

✚ Save your lecture notes for future reference.

### ILLUSTRATIONS

Verbal illustrations can help capture and hold the attention of your audience. They can also help make or clarify a point. Don't, however, force them into your talk just because you think you need one.

Make sure the illustration relates to the message you are trying to get across. You can use illustrations from your own experience or from other sources. Make certain any facts quoted are true.

You may want to collect illustrations as you read articles in newspapers, magazines and Christian periodicals. If a story or illustration helps clarify a passage of Scripture to you or helps you understand a truth, you may want to use it when speaking on that particular subject. File these articles under categories of your choice.

Each time you use an illustration from your file, note on the illustration the date and group you shared it with before returning it to your file, to avoid repeating an illustration to the same group.

When referring to articles from newspapers or magazines, attach them to the appropriate page in your lecture notes. Underline or highlight key phrases in the article to remind you of what you wish to say; but try not to read for an extended period of time; instead, tell the story!

Never use an illustration from a class member's experience unless they've given you permission.

### TRAIN SUBSTITUTE TEACHERS

- ✚ Begin to teach them how to prepare a lecture. You might suggest they take a public speaking class at a community college.
- ✚ Show them what you use as resource materials for preparation, such as commentaries, Christian periodicals, newspaper and magazine articles, recorded or transcribed sermons, etc.
- ✚ Tell them how you organize your week—when you do your lesson, and when you begin and complete your lecture for the class.

- ✚ Show them the notes you prepare for your lectures and suggest other helpful tools that may be used, such as an overhead projector, a dry-erase board or blackboard (to write references on so the class can look them up ahead of time) or even a PowerPoint presentation. Show them maps, charts or other visual aids that they may pass out, such as a printed list of the Scripture references the lecture refers to.

- ✚ Ask the class administrator to order resources from Joy of Living for the substitute teacher, such as:

- ✚ *Audio Lecture Series*: available for each Joy of Living course (actual lectures given by experienced Joy of Living teachers.)

- ✚ *Teacher's Starter Kit*, which includes:

- ✚ Guidelines for Preparing a Lecture (audio CD)
- ✚ Leadership Training Guide
- ✚ Caring and Sharing in Small Groups (audio seminar)
- ✚ *Reproducible Maps, Charts, Timelines and Illustrations*
- ✚ Adding Dramatic Elements To Your Teaching (audio CD)

- ✚ Ask the substitute teacher to give the lecture several times during the first year of training. Do not tell the class ahead of time that you are going to be absent (the attendance sometimes drops off and this is discouraging to the substitute.) Ask if it will make the substitute nervous if you attend the lecture. Assure them that if you attend you will pray for them the entire time.

- ✚ Suggest they record their lectures. They can critique themselves. You can also listen to their lecture, if you didn't attend it, and can give them any suggestions you may feel are needed.
- ✚ Be sure to stress that as a beginning teacher, they should lecture no longer than 20 minutes, or 30 minutes at the most.
- ✚ Remind them that the Holy Spirit will help them. He will establish their thoughts and help them remember the lecture that they have prepared.

# RESPONSIBILITIES OF A DISCUSSION LEADER

---

## LEAD A DISCUSSION GROUP

---

The Joy of Living class is built around discussion groups to encourage individuals to get into the Word of God for themselves. Keep in mind that your responsibility is to guide the discussion, *not to teach*. Let each member share with the group what God has taught them as they have studied His Word daily. Pray that He will make you, as discussion leader, sensitive to the needs of each class member.

Call the administrator if you are going to be absent on the class day, so that a substitute may be assigned to take your group. Do not tell your group ahead of time if you are going to be absent. Attendance may drop, and this may discourage the substitute leader.

### GENERAL TIPS FOR LEADING A DISCUSSION GROUP:

- ☛ Make certain you have completed your lesson and have read the commentary for the next lesson.
- ☛ Before the group arrives, make sure the room is ready and nametags are available.
- ☛ Begin promptly with an opening statement, such as:  
*“I found this lesson helpful.”*  
*“This lesson was so good. Let’s get started so we can enjoy all of it.”*  
*“Shall we get into the questions now?”*
- ☛ Be firm in a pleasant manner.
- ☛ Do not wait for latecomers to arrive before starting the discussion. To wait for others encourages tardiness.
- ☛ Always take time to introduce a visitor or new member. After introducing them, if your class is interdenominational, stress to the entire group once again that they should avoid discussion of particular churches or denominations.
- ☛ Encourage group members to enter the discussion of questions only if they have written answers on their lessons. This encourages them to study God’s Word through the lesson daily.

- ☛ Ask for volunteers to answer the question. Suggest that they signal with their hand, or look up at you and smile if they want to answer. If someone does not volunteer quickly, call on someone you know will not be embarrassed.
- ☛ Encourage the quiet members to share on easy questions or opinion questions where there is not a right or wrong answer.
- ☛ Avoid telling a member that they have given a wrong answer. Instead, ask if anyone else has something they would like to contribute to the answer. Then if it seems wise to summarize, say, “It seemed to be generally thought in the leaders’ meeting that this was the meaning of the Scripture passage...” Or you can say, “In the commentary for this passage in the next lesson...” then go on to give a short summary of the correct answer, only never use the word “correct.”
- ☛ For Challenge questions, ask for volunteers; if no one answers, call on someone you feel could answer.
- ☛ For Personal questions, indicate that if someone wants to share, they may do so, or suggest that the members may answer in their hearts. Sometimes if you, as a leader, have something to share, others in your group will also be more willing to share.
- ☛ Don’t let a compulsive talker take over the class. Say, “Thank you for your contribution. Now (another name), do you have something to add?”
- ☛ Avoid asking “extra” questions. If a class member raises a doctrinal question or any other question that distracts from the lesson, tell them you will discuss it after class or by phone later that day.
- ☛ Remind your group that discussion group time is not the appropriate time to share what a pastor has said or to quote from a book. Urge them to rely on the Scriptures alone and let the Holy Spirit speak to them personally for the answers they write down to the daily study questions. If desired, group members may consult additional



commentaries after answering the questions on a particular passage.

- ✚ If you are asked a question and don't know the answer, don't be afraid to admit it. Say something like, "That's a good question. I don't know, but I'll do some research and get back to you next week" (or whenever you believe you'll have obtained the answer). Check with the teacher or your pastor to obtain an answer. Be certain to get back to the person who asked the question.
- ✚ To protect privacy, do not hand out class members' addresses and phone numbers. Individuals may exchange phone numbers informally, if desired.
- ✚ Administrator will notify discussion groups (by pre-arranged signal) when there is about 10 minutes of discussion group time left.
- ✚ There will be a 10-minute transition time between the discussion group and the lecture time. The administrator will notify you again when the transition time begins. This is the last notification, which means that whether the discussion is finished or not, members must take off their nametags and return to the main hall for the lecture.

#### ADDITIONAL TIPS

- ✚ Use nametags. They help members get acquainted.
- ✚ Emphasize that newcomers must not get discouraged. Members will build knowledge and understanding as they continue to study and come to the class.
- ✚ Members remain in the same group each week. However, if a person is not happy with their discussion group, the administrator will reassign them to another group.
- ✚ If desired, you may take roll in class or collect attendance slips.
- ✚ If your discussion groups will have luncheons, explain that they are opportunities for fellowship. Mention where and when the first group luncheon will be held, and encourage everyone to participate.

- ✚ If an offering is taken, let members know what it pays for, such as study materials, paid childcare, and a gift to the church to cover utilities, janitorial service, etc. You may suggest a weekly amount, but emphasize that if a person cannot give that much they should feel free to come anyway.

#### TIPS FOR DISCUSSION GROUP TIME ON THE FIRST DAY OF CLASS:

- ✚ You may contact your group members with your group's room assignment one week before the first day, or announce it on the first day of class.
- ✚ *If you are an interdenominational group, start off by mentioning that since this is an interdenominational group, no one should mention what church they attend. (This will also save embarrassment for those who do not attend church.)*
- ✚ Have the members give their names, where they live, and how they happened to come to the class. After the first year, they can also share with the group what the class meant to them the previous year that they attended.
- ✚ Give your phone number and possibly your email address to the group members so they can contact you if they have any questions about the study.

#### TOPICS TO COVER DURING DISCUSSION GROUP TIME ON THE FIRST DAY OF CLASS:

- ✚ Explain what the study is this year.  
Hand out to each member and go over as a group the "Bible Study Class Information" (see page 34). This explains the nature of the discussion groups and includes other helpful information.
- ✚ Explain how to work through a Bible study lesson.  
Explain that in the first lesson the Commentary introduces the study, and the Study Questions cover the first chapter or portion of the Bible book. In succeeding lessons, the Commentary reviews the Bible passage covered in the previous week's study questions, and then the Study Questions for the current lesson cover a new Scripture passage.

If you are using looseleaf format lessons and the complete series is not given out at the beginning of the study, explain that they will receive one lesson each week.

Emphasize that only a Bible is needed for this study and that it is important to let the Holy Spirit lead them through the Bible passage as they work through the Study Questions. If desired, they may consult additional commentaries after answering the questions on a particular passage.

Encourage daily study. Show how the lessons are planned for this.

Go through a few questions to show how to find the answer.

Remind the members that it is better to have the written answers prepared before coming to class. Encourage them, however, to come even if their lesson is not completed and to write the answers in as others give them in class.

#### MANAGE GROUP MEMBERS WITH SPECIAL NEEDS

Remember you have an equal responsibility to all members of your group. All people have needs, but some do not express them as freely as others. Be sensitive to the needs of all of your group members. Avoid letting one person, whose need for prayer or for attention is great, rob others of your ministry to them. Listen, pray and care for the needy person as God lays it on your heart, but do not let one person consume time and energy that belongs to others in the group, or to your family.

Do not encourage constant phone calls from needy members of your group. If there is a person in your group with whom you have prayed about a problem on numerous occasions, but whose problem still seems unsolved, ask that person if you can help them arrange counseling with a pastor, or other professional counselor.

At the leaders' meetings you will be taught techniques for dealing with difficult people and you'll be encouraged to rely on the Lord as you lead your discussion group. Remember, God will give you all that you need in wisdom, tact, understanding, tenderness, patience, and compassion as you rely on Him (see James 1:5).

#### FACILITATE PRAYER

Encourage group members to pray for one another. One method is to choose a prayer coordinator (a mature Christian) to whom written requests can be given on the day of class. Designate a brief time for the prayer coordinator to announce the requests during the discussion time, leaving out any inappropriate or unnecessary details. Encourage group members to call the prayer coordinator during the week in case of an emergency. The prayer coordinator then calls the group members at their homes and passes on the prayer request.

A second method for handling requests is to have each class member verbally give their own prayer requests (this can be time consuming so you must make certain they keep it brief). The rest of the members may write down the requests and pray for them during the week.

#### CONTACT DISCUSSION GROUP MEMBERS REGULARLY

You may contact them by phone or email. This contact will build up friendship and help you discover each member's needs. It will also enable you to begin to pray for each person individually.

Pray before you make contact and ask the Lord to guide you and give you the words you need to say.

When calling group members, have the member's phone record (see "Discussion Leader's Phone Record," page 35, for a format to follow), the current lesson, Bible and a pen available.

On your initial call, just get acquainted. Inquire about hobbies, family, etc. Encourage the member to tell you the best time of day and which day they prefer you to call them.

Ask them if they have had any trouble with the lesson or with some particular question and give them immediate help.

Give them your phone number and encourage members to call you when they become discouraged with a question or if they have some special problem. Keep all information given to you strictly confidential.

If a member asks for special prayer, stop and pray with them immediately. Ask if they would like to have the leaders pray for the request in the leaders'

meeting. Always get permission before giving a request to the leaders, and, if it is very personal, do not take the request to the leaders at all.

If someone is absent, contact them that same day if possible, and inquire if they were ill. Let them know you missed them. Every member needs to be assured that their absence was noticed. Also, if there has been an emergency, this will allow you to pray and help.

### DISTRIBUTE NAMETAGS

The administrator will provide nametags for each member of your group. These will be given to you in a large envelope, prior to class, or will be placed in your class room.

When the discussion is over, collect the nametags, put them in the large envelope and return them to the administrator each week. If a substitute leads the group, this envelope will be available to them.

### REQUEST SELF-ADDRESSED ENVELOPES, IF NEEDED

If your class is using Joy of Living looseleaf format studies and you hand out a lesson each week, ask members to bring 3 to 4 stamped, self-addressed envelopes at the beginning of the year to mail the lesson to them if they are absent. Keep these self-addressed envelopes in the large envelope with the nametags.

### ATTEND LEADERS' MEETINGS

At leaders' meetings you will have opportunity to pray together with other leaders, learn techniques for leading discussion of the lesson, and receive guidance on dealing with problems within your discussion group.

Be on time! Wasting other people's time by making them wait for you to arrive is unfair. If you know you are going to be late or absent, notify the administrator in advance.

If the leaders of your class review the questions together during the leaders' meeting each week and you miss a meeting, you may want to attend a different discussion group as a class participant on the class day. A substitute leader who has attended the leaders' meeting will lead your discussion group on the class day.

## PLAN FELLOWSHIP LUNCHEONS FOR YOUR GROUP

Fellowship luncheons can be held as often as your group wishes. The purpose of these luncheons is for the discussion group members to get to know one another, to share more freely, and to learn to pray together. Questions that cannot be fully discussed in the discussion group time can be saved for this extended time.

### PLANNING GROUP LUNCHEONS:

- ☛ Plan whether to meet in a home, in a park or at a restaurant.
- ☛ If desired, arrange for childcare.
- ☛ Let your group decide each time what they want to do about the food and beverage. The choices could include individual sack lunches or a potluck salad luncheon. (At least 4 salads, 1 dessert for a group of 10 to 15 people.)
- ☛ If desired, appoint a luncheon coordinator to be in charge of planning luncheons.

### AT THE LUNCHEONS:

- ☛ Begin with a prayer of thanks before eating. Never surprise anyone by asking them to pray before a group. If you want a class member to pray, be sure to ask them ahead of time.
- ☛ Be sensitive to seating arrangements. Sit next to newcomers or those without close friends to make them feel welcome.
- ☛ After about ten minutes of general conversation, call for everyone's attention. At the first luncheon you might ask each one to share about their family, hobbies, etc., and perhaps to share how they came to the class or what they have enjoyed studying most in the current course.
- ☛ If this is an interdenominational Bible study, remind those present not to mention their church.
- ☛ Don't be discouraged if there is little sharing in the first luncheons. Members tend to share more freely as they get to know the group better.

### SUGGESTED TOPICS FOR LUNCHEON DISCUSSIONS:

- ♦ How do you find time for Bible study and prayer?

*Suggested topics for luncheon discussions (continued)*

- ✦ Scripture memorization ideas.
- ✦ Sharing blessings. If someone has shared by phone with you, ask if they would share this with the luncheon group. If they agree to share, make a note to remind yourself to call on them.
- ✦ How to know the will of God.
- ✦ How to be a Christian witness to neighbors, friends and relatives.
- ✦ Teaching children about God through everyday experiences.
- ✦ Family devotions.
- ✦ Good reading for the whole family. Share books that you have read and have been blessed by. If you loan books, you may wish to use a sign-up sheet. The discussion leader should be the only one to share books in this way. Otherwise class members could bring some questionable literature to share. The church library is a great resource center.
- ✦ How to make Christmas meaningful to a Christian family.
- ✦ Teaching children to pray.

## RESPONSIBILITIES OF A SUBSTITUTE DISCUSSION LEADER

A substitute discussion leader will lead a discussion group when the regular leader is absent or unprepared for the discussion. If you have agreed to, you may also be called upon to help with childcare if there are not enough helpers.

Plan to attend the Leaders Meetings so that you are prepared to step in and take over a discussion group whenever necessary.

### WHEN YOU ARE CALLED UPON TO LEAD A GROUP

- ...if Leaders Meeting is on the same day as the class, take note of all announcements given at the meeting and relay this information to the leader for whom you are substituting.
- ...get the envelope from the administrator containing the group's nametags (and self-addressed, stamped envelopes, if using).

- ...take roll for attendance, or make sure someone in the group does it.
- ...lead the discussion.
- ...return the envelope with the nametags to the administrator.
- ...if necessary, mail the lessons to absentees on the day of class, using the provided self-addressed, stamped envelopes.
- ...if necessary, mail the lesson to the absent discussion leader.
- ...call the discussion leader and relay the attendance of that day, how the discussion went, and any special prayer requests from the members.

## TURNING DISCUSSION GROUP PROBLEMS INTO OPPORTUNITIES

### PRAY ABOUT YOUR PROBLEM

When you encounter a problem, pray. Philippians 4:6-7 urges us, "Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus."

### SEEK THE WISDOM OF OTHER LEADERS

You may also want to ask another leader or the administrator to pray with you about the problem. In Matthew 18:19-20 Jesus says, "Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there am I with them."

The leader's meeting is an excellent time to get godly advice on dealing with a problem that has developed within your discussion group (see Proverbs 19:20). If the problem deals with personal or private issues, seek counsel privately. Remember not to betray a confidence as you seek advice.

### HOW TO HANDLE DIFFICULT QUESTIONS

Don't be afraid of saying, "I don't know." You can always find the answer later, or have someone else research it, or a member of the group may have a good answer. There is no merit in being known as a "Know-it-all." If you always have the answer, your discussion group will turn into a lecture.

Be sure to remain in control of your group and do not let controversial issues dominate the discussion. Just say, "You know there is a difference of opinion here among Christians. Let's just leave this subject and go on to the next question."

Smothering honest questions and convictions is detrimental to the growth of the members and the study. The best way to handle controversial topics is to see what the Bible has to say. Handle controversial questions on an individual basis. Ask the person with an honest question to meet with

you after class, or tell them you will phone them this week to discuss the question further. Never give your own opinion on controversial topics. Give the person Scripture references to look up and ask them to let the Holy Spirit reveal the truth to them. Many sincere Christians differ on some topics. Never let your group become involved in debate over a controversial issue.

### HOW TO COVER THE PASSAGE OR CHAPTER

Make a determined effort to cover the entire lesson's study questions during the discussion time allotted. You do not need to ask every question in the lesson. Select ahead of time questions you want to emphasize. Spend more time on these. Keep an eye on the time. Keep the discussion moving. If a good answer is given to a question, don't feel that you have to rephrase it and give it again. Just say "thank you," or "I like the way you expressed that." Encourage Scripture memorization by memorizing a verse yourself and sharing it.

### HOW TO LEAD A LETHARGIC GROUP

Generally the group will respond to the attitude of the leader. Pray for enthusiasm for yourself and the group members. The source of enthusiasm is a desire for the Lord Himself and for His Word. Depend upon the Holy Spirit to develop this desire and enthusiasm within you and your group members.

### HOW TO ELICIT GOOD APPLICATIONS

Pray that God will speak through His Word so the members will realize it applies to them. The Holy Spirit will use passages to cause them to think about their lives.

Be direct in your approach where the Word is direct. You can help people see the relevance of the Scriptures for themselves by asking them application questions such as, "What does this mean to you?" or "Is there anything you can do about this today?" Learn how to share your own applications with honesty and humility. If you are open, they will feel more free to be open.

## HOW TO ENCOURAGE PARTICIPATION

It's important for you to give approval and encourage members to participate. You can do this by acknowledging an answer with comments like "good" or "that's right," or by giving a positive nod of the head, a smile, or other subtle behavior.

You also can encourage participation by supporting an anticipated response. For example: "Take a moment to think. I know you can answer this."

Even when a wrong answer is given you can encourage discussion by saying: "That is a thoughtful answer." Too often leaders are pleased with answers but fail to show any outward sign of their pleasure. On the other hand, overuse of a particular word, inappropriate exhortation, or insincere enthusiasm will discourage group discussion.

## HOW TO INCREASE LISTENING ABILITY

Listening is not only being able to hear what people really say but what they can't and won't say. This ability requires sensitivity, concentration and attention to the other members of the group.

Some members tend to think more about what they want to say rather than about what the others are saying. They often become preoccupied with their own thoughts. One way to end this lapse in listening is to occasionally have a person summarize what the previous person has just said. Doing this requires the members to concentrate on every contribution to the discussion.



## HOW TO AVOID POTENTIAL PROBLEMS

- ☛ Remember that you are a *discussion* leader, not a teacher. Participate—don't lecture. Lecturing by the leader is the "kiss of death" for a discussion group.
- ☛ Make the questions sound conversational as you read them aloud.
- ☛ Don't be afraid of silence after asking a question. Don't be impatient or nervous. Give everyone time to think.
- ☛ If you are running short on time, combine two questions into one where appropriate.
- ☛ Explain what you want the group to do. You're in charge.
- ☛ Don't hesitate to step in from time to time to influence the direction of the discussion, to end the discussion time, to call on someone, to pray, and so on.
- ☛ Don't try to maintain too much control. If the discussion "takes off" don't worry about it as long as the group doesn't wander too far from the Scriptures.
- ☛ Don't emphasize your own viewpoint or application. Don't expect everyone to be deeply impressed with the same things in Scripture that deeply impress you.
- ☛ Be familiar with the material. If you don't feel comfortable with the material, then you won't feel free to lead the study.
- ☛ Summarize the main ideas as they are presented. Summarizing allows you and the other group members to stay focused on the subject and reach the session's goals.
- ☛ Allow time to discuss how Scriptural truths can be applied. It's possible to concentrate so much on understanding the Word that we never apply it.
- ☛ End the discussion on time.

## RESPONSIBILITIES OF THE CHILDREN'S LEADER

### OBTAIN SUITABLE HELPERS

You may have only volunteers, only paid helpers or a combination of both. Substitute discussion leaders can be used as childcare helpers if needed and if they are willing. If needed, periodically ask for volunteers from the class to help.

It is critical that you take appropriate precautions to make certain that your childcare helpers are both safe and capable. You must decide, based on your knowledge of each person, what safeguards you will implement. You may want to check the National Alert Registry, a nationwide database of nearly 500,000 registered sex offenders. California provides a database at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov); other states may offer similar resources.

### PROVIDE A SUITABLE ROOM AND APPROPRIATE TOYS

You can visit [www.churchnursery.com](http://www.churchnursery.com) where Nursery Guidelines and Checklist are provided free for your use. Other outstanding suggestions for childcare are available online.

### CHOOSE A CURRICULUM

If you plan to teach the children, decide what material you will use. Joy of Living has several preschool studies available, which contain instructions for administering the class, distribution of responsibilities, coordinating and training volunteers, room arrangements, snacks and games.

### PROVIDE FIRST AID KIT(S)

Make certain there is a first aid kit in each room where the children will be cared for. Except in the case of a life-threatening emergency, call the child's parent to tend to any accidents or sickness.

### CHECK-IN AND CHECK-OUT

Decide what security precautions you will take regarding the pick-up of each child. You may make them as simple or elaborate as your situation demands.

☛ You might simply have a sign-in sheet. Only the person who dropped off the child would be allowed pick the child up.

☛ For a large group: Take a photo of each child registered in your class. Laminate the photo on a 5.5" x 8.5" page with the child's name, parent's name and the Nursery and Childcare instructions printed on it. When the child is checked in, give the laminated page to the person checking in the child. Only the person with the laminated page would be allowed to pick up the child.

☛ Many additional security and check-in ideas and items are available at [www.churchnursery.com](http://www.churchnursery.com).

### WHEN CHECKING IN A CHILD FOR THE FIRST TIME:

Have the parent fill out an information sheet (sample on page 37). Give them a copy of the Nursery and Childcare handout (sample on page 37). The parent should label all personal items. Provide stickers or tape for this purpose, if needed. Implement the security precautions for pick-up that you have decided on.

### LABEL THE CHILDREN.

A sticker on the back of the child works well. Include the name of the child, their parent's name and the name of the parent's discussion leader. This will help you find the parent quickly in case of an emergency. If there are any special instructions, you could make note on the sticker to look on the child's information sheet.

### ADDITIONAL GUIDELINES

As we mentioned before, additional guidelines for organizing your class's childcare for preschool age children are available in each Joy of Living Preschool study.

### PROGRAMS FOR SCHOOL-AGE CHILDREN

Joy of Living also has a number of studies available for year-round or home schooling families. These "Youth" studies have been developed for children ages 6 through 13 with the ability to read. Ideas for organizing the class for this age group are included with each study.

## APPENDIX:

The following items are forms and handouts you may find useful. Please feel free to modify them to fit the circumstances and needs of your class. These pages may be duplicated.

<b>SIGN-UP FORM</b>	<b>33</b>
To be filled out by individuals signing up to attend the Bible study. If desired, give each individual who signs up a page or brochure with specific class information. See tri-fold brochure in “Promotional Packet Information,” page 40.	
<b>BIBLE STUDY CLASS INFORMATION</b>	<b>34</b>
Hand this out to everyone at the first discussion group session, and subsequently to each visitor or new member as they are assigned to a discussion group.	
<b>DISCUSSION LEADER’S PHONE RECORD</b>	<b>35-36</b>
A record-keeping tool for discussion leaders to use as they contact group members. There is space for recording 29 calls. If additional call record lines are needed, make additional copies of page 37.	
<b>NURSERY AND CHILDCARE INFORMATION</b>	<b>37</b>
Hand out to each individual who has a child in the nursery/childcare. This may be handed out in advance to everyone who signs up for the study, or handed to each individual as they check their child(ren) into the nursery/childcare the first day.	
<b>CHILDCARE SIGN UP FORM</b>	<b>37</b>
To be filled out for each child in the nursery/childcare. May be filled out in advance as the parent signs up for the Bible study, or at the class as the children are checked in.	
<b>PROMOTIONAL PACKET INFORMATION</b>	<b>38</b>
Information on promotional materials that may be downloaded from our website free of charge, or you may order a printed copy to be shipped to you.	
<b>DOCTRINAL STATEMENT</b>	<b>39</b>



# Joy of Living Bible Studies

PLEASE PRINT!



Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Church affiliation (optional) \_\_\_\_\_

Special Needs (i.e. wheelchair access, difficulty climbing stairs, etc.) \_\_\_\_\_

\_\_\_\_\_

Children to be Enrolled in Childcare—Name & Birth date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## BIBLE STUDY CLASS INFORMATION

Welcome to Joy of Living. Whether you are new to the Bible or you are a more knowledgeable Christian, Joy of Living Bible Studies can help you study and know God's Word.

Please write your discussion leader's name, phone number and email address here so that you will be able to contact them with any question or concern:

Leader's Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

☞ Only a Bible is needed for this study series. While outside commentaries may be helpful, it is not recommended that you consult them until after you work through the daily study questions. It is important to first let the Holy Spirit lead you through the Bible passage and apply it to your heart and life. Then, if you wish, you may consult additional commentaries.

☞ Most Joy of Living studies are based on the New International Version of the Bible, but you may use whatever translation you prefer as you answer the study questions.

☞ Try to make time each day to do your lesson rather than doing it all in one sitting each week. Plan approximately 1/2 hour daily. It is much easier to "digest" God's Word in small bites. Just as you feed your body daily, you need to feed yourself spiritually from God's Word daily.

☞ Pray before you begin your study each day. Ask God to help you understand.

☞ As you read the commentary, underline or highlight Scripture passages, themes, and personal applications that are helpful or meaningful to you.

☞ When a Bible verse is listed...  
...the name of the book is listed first ("John").  
...the chapter is listed second ("John 3").  
...the verse is listed last ("John 3:16").

☞ Personal questions are designed to help you apply God's Word to your own life. You may choose whether to share the answers to these questions with your group.

☞ Challenge questions are optional. These questions may be more difficult or may take more

time to answer, and are for those who have the time and interest.

☞ Don't be discouraged if you're unable to answer every question. As you continue to study, you'll grow in your understanding of the Bible, and will soon be able to enjoy and answer more and more questions. It will take less time to complete the questions, too!

☞ Call your discussion leader for help if you do not understand what a question means, or if you become frustrated with a particular question.

☞ When possible, contact your discussion group leader if you know you will be missing a class.

### PARTICIPATING IN A DISCUSSION GROUP:

- You will meet regularly with the same group. The people in your group have a common goal with you—to study the Bible.
- There may be members from many different churches in your discussion group. *Make it a point not to discuss your church affiliation or whether you attend a church. We discuss only the Bible questions and what they mean to us personally.*
- Be willing to share personal experiences and ways the Lord has helped you. This may be just the encouragement someone in your group will appreciate and find helpful for their life also.
- If you share what a passage means to you, you may help someone else understand the passage.
- You will not be called upon if you do not wish to share.
- If you tend to be talkative, try not to monopolize the discussion. Give quiet people a chance to express themselves.

## DISCUSSION LEADER'S PHONE RECORD

Member's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Children's Names and Ages: \_\_\_\_\_

Best Time for Phone Calls: \_\_\_\_\_

Miscellaneous Information, Prayer Requests, etc.: \_\_\_\_\_

<b>Date Called</b>	<b>Coming: Yes/No</b>	<b>Questions: Sent/Done</b>	<b>Information Gained</b> (reason not coming, special prayer, favorite question for week, etc.)

Date Called	Coming: Yes/No	Questions: Sent/Done	Information Gained (reason not coming, special prayer, favorite question for week, etc.)

## CHILDCARE SIGN UP FORM

Child's Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Child's Birthday: \_\_\_\_\_

Names and Ages of Siblings: \_\_\_\_\_

Special needs or instructions (regarding food intolerances, etc.): \_\_\_\_\_

**Please be certain to pick up your child immediately after your class.**

---

## NURSERY AND CHILDCARE INFORMATION

- ☛ The nursery and childcare are not just for baby-sitting. Children learn to play with others and learn about God and His Word.
- ☛ Because childcare is provided, please do not bring children, other than nursing babies, into your discussion group, the lecture or a luncheon.
- ☛ Please do not bring your child if he or she is ill. If you cannot get a baby sitter, please stay at home with your child. Your leader will mail your lesson to you, if necessary. If your child is brought to the nursery ill or becomes ill, you will be notified in your group and asked to take your child home.
- ☛ Please be prompt in picking up your child immediately after the lecture.
- ☛ Remember the following:
  - ...Bring a sweater or jacket for your child.
  - ...Always bring an extra diaper.
  - ...Label bottles, diaper bags, jackets and other items with your child's name.
  - ...Do not bring your child's toys to class. They tend to get lost.
  - ...Always be sure to sign your child into the nursery or classroom; please include your discussion leader's name so that we can find you quickly in case of an emergency.
  - ...If you have children in childcare or if you enjoy being with children, please sign up to work as a volunteer in the children's area at least once during the year or session.

# PROMOTIONAL PACKET INFORMATION

Joy of Living provides a free, downloadable Promotional Packet at [www.joyofliving.org](http://www.joyofliving.org). This promotional material includes items for publicizing your class, such as reproducible posters, flyers, brochures, sample news releases, and ideas for promoting your class. Below is a list of the items in the packet, which may be downloaded from our website free of charge, or you may order a printed copy to be shipped to you.

## NEWS RELEASE SUGGESTIONS

**News Release Suggestions**

Consider several pages of text (1-2) for the "Joy of Living Calendar" or weekly living of religious events. (3) What is the deadline for submission of information? (4) Do they have a specific format or form for submitting information for their "Joy of Living Calendar"? If so, how is it received? It is possible to submit your information on a sheet of paper (5) or (6). If you do not have a deadline, you will save about 10% of the cost. (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

The following news releases are available, insert your information where appropriate, or you may write your own. Be creative on each item, some suggestions of items, features and a time to submit further information.

Many papers will allow you to submit your information every week.

**Sample for church sponsored Bible study for both men and women**

The church group of adults offers the public to join their Bible study. The study is held on the 1st of the month at 7:00 p.m. in the church. (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

**Sample for an interdenominational group that includes both men and women**

The church group of adults offers the public to join their Bible study. The study is held on the 1st of the month at 7:00 p.m. in the church. (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

**Sample for a Women's Bible Study**

The church group of adults offers the public to join their Bible study. The study is held on the 1st of the month at 7:00 p.m. in the church. (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

## CLIP ART

Use these logos and artwork to create bulletin inserts, design your own posters or enhance announcements in church bulletins, etc. All items are reproducible and may be reduced or enlarged as needed.



## TRI-FOLD BROCHURE SIDE A

**Would you like to join us?**

**We'd love to have you!**

**Would joy of living be right for you?**

**Here's what some have said...**

**They've loved the joy of living Bible study because they've opened the scriptures for me. Each lesson is so exciting.**

**"I love this in-depth study of God's Word, which means, making people great as well as caring hearts."**

**"You constantly pull out the hidden gems of the Word and make them so relevant to our everyday walk as Christians."**

**You Can Experience the Joy of Living**  
A Place to Grow in God's Word

**Revolution 3:20 MW**

**Joy of Living Bible Study**  
hashtag

## SMALL POSTER

**JOY OF LIVING BIBLE STUDIES**

Enriching Lives  
Through the Study of God's Word

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Time: \_\_\_\_\_

For Additional Information Contact:

\_\_\_\_\_

Joy of Living International Office • 2300 Kaul Dr. #1 • Ventura, CA 93003 • (805) 999-2700

## LARGE POSTER

**JOY OF LIVING BIBLE STUDIES**

Enriching Lives  
Through the Study of God's Word

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Time: \_\_\_\_\_

For Additional Information Contact:

\_\_\_\_\_

Joy of Living International Office • 2300 Kaul Dr. #1 • Ventura, CA 93003 • (805) 999-2700

## TRI-FOLD BROCHURE SIDE B

**What about you?**

Have you ever wanted to study the Bible, but have been intimidated or not sure how to begin?

**Would learning God's Word in a friendly, warm and accepting environment be encouraging to you?**

It has been for many people who've experienced the joy of living Bible Study!

**Who are we?**

We are people of all ages who enjoy studying God's Word and sharing our lives together. We come from different churches, backgrounds, and walks of life.

**What do we do?**

We meet weekly for a study of the Bible. The study includes lessons, discussion groups, music, and talks given by a variety of speakers. Sometimes we meet just for food and fun!

**What do you need to be involved?**

You just need a heart for learning and a Bible. (If you don't have a Bible... just tell us—we can fix that.)

**When do we meet?**

**Where do we meet?**

## DOCTRINAL STATEMENT

Joy of Living Bible Studies cooperates with Christians of many denominations, standing firmly within the historic evangelical Christian faith.

We believe in one God, eternally existent in three persons, Father, Son, and Holy Spirit.

We are Christ-centered, believing in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His approaching personal return in power and glory.

We believe in salvation by grace through faith.

We recognize the Bible as the inspired, infallible Word of God and the authority for what we believe and how we live.

We desire to manifest the love of God, blending the teaching of personal salvation and the imperative of acting in Christ-like compassion toward the hurting people in our communities and the world.

We believe in the absolute necessity of regeneration by the Holy Spirit for the salvation of lost and sinful man; and in the present ministry of the indwelling Holy Spirit who enables each believer to live a godly life.

We believe in the spiritual oneness of all who believe in the Lord Jesus Christ.

We believe in the resurrection of all people—they that are lost unto damnation, and they that are saved unto eternal life.

Persons of all denominations and creeds are welcome to use our materials for studying God's Word of Life, the Bible.

# Joy of Living



P.O. Box 5828

Ventura, CA 93005

Phone: (805) 650-0838

(800) 999-2703

Fax: (805) 650-6730

E-mail: [info@joyofliving.org](mailto:info@joyofliving.org)

Website: [www.joyofliving.org](http://www.joyofliving.org)