



The Five Step Formula for
SUNDAY SCHOOL GROWTH
2.5 Hour Adult Sunday School Teaching Plan

Target Group: Adult Sunday School teachers, class leaders, and potential leaders.

Objective: Through this lesson learners will identify a five step process for growing healthy Adult Sunday School classes and developing plans for accomplishing the steps.

Overview: This teaching plan is designed to be used with the book, *The Five Step Formula for Sunday School Growth*, David Francis. There is a PowerPoint and handouts that are needed to teach the plan. If PowerPoint is not an option, the slides may be printed and used as overhead transparencies. The plan may be modified and used for any of the following training opportunities

For local church training

- The pastor, Sunday School director, or minister of education should invite teachers, potential teachers, and any adult class leaders.
- In order for the training to result in substantial changes in the organization, the leader should be aware of the present organization and how it could or should be changed to facilitate growth including grouping of classes, possible new classes, space issues, and past growth history. This information is vital to session two.
- Information regarding an organizational structure for adult Sunday School may be found in *The Five Step Formula for Sunday School Growth* by David Francis and the book, *Essentials for Excellence: Connecting Sunday School to Life* by Louis Hanks and Alan Raughton.
- Each class should have a list of members and prospects provided.
- Any community information that will help define the churches possibilities should be available as well. See pages six and ten for information on how to gather this type of information.
- Copies of all handouts should be prepared for each participant.
- Copies of *The Five Step Formula for Sunday School Growth* should be provided for each participant.

For State and Associational Training

- Each person enlisted to provide training should be given this teaching plan, handouts, and PowerPoint.

- Copies of *The Five Step Formula for Sunday School Growth* should be provided for each participant.
- Copies of the handouts should be provided for each participant.

Suggested Schedule

Session One	50 minutes
Break	5 minutes
Session Two	50 minutes
Break	5 minutes
Session Three	40 minutes

Session One (50 minutes)

Preparation

- Review the PowerPoint or prepare overhead transparencies from the PowerPoint slides.
- Place a pencil and the book, *The 5 Step Formula for Sunday School Growth* in each chair.
- (Optional) Purchase prizes for the **Fact or Fiction** game, such as individually wrapped candy, pencils, and pens.
- Cut apart slips of red and blue paper, or purchase red name tags and blue name tags.
- Have on hand a timer with a buzzer.
- Tear sheets or poster paper for the various teaching activities.
- Copies of the **Handout: My Field to Harvest**.
- Copies of the **Guest Registration Card** located in the Adult Sunday School section of the CD-ROM accompanying the book, *Essentials for Excellence: Connecting Sunday School to Life* or provide copies of your church's current worship guest registration card.

Presentation

Step One: Introduction-Fact or Fiction Game (15 Minutes)

- Give each person a red slip of paper or a blue slip of paper as they enter. Red and blue name tags could be substituted for the red and blue paper.
- Everyone with red slips of paper should group together, and those with blue should group together and introduce themselves.
- Introduce yourself, and explain the **Fact or Fiction** game:
 - Question will be read.
 - A team will have 10 seconds to answer.

- If they answer incorrectly the opposing team gets the point. If they answer correctly they get a point.
- Use the PPT slides or overhead transparencies for the questions. If neither is available read the questions and wait for a response.
- **Fact or Fiction Game:** Keep score and use the timer to keep time.
- Total score at the end of the game and award the prizes. (*Prizes are optional.*)

Step Two: Five Steps for Successful Sunday School (10 Minutes)

- Find someone with the opposite color of paper (red should find blue and blue should find red).
- Have them introduce themselves and list five things they believe needs to happen in order for a Sunday School class to be successful.
- Discuss their answers-List their answers on a tear sheet.
- Review the five bullets listed on PowerPoint slide: PEOPLEQUEST. Emphasize that a healthy Adult Sunday School accomplishes the following:
 - Identifies the possibilities for reaching adults.
 - Designs an organization that will reach adults.
 - Provides space for Bible study groups.
 - Trains effective leaders and teachers.
 - Reaches adults.
- As these five steps for a successful Adult Sunday School are addressed during the sessions, they should compare their steps to the one's given.

Step Three: The Possibilities (5 Minutes)

- Display the PowerPoint slide POSSIBILITIES.
- Review Matthew 9:36-38 emphasizing the great possibilities God has provided for reaching adults. Explain how they just have to look at what God is doing in their church and community to understand this.
- Remind the group that perspective is everything.
- There are a variety of churches. There are more than 300 Southern Baptist churches averaging more than 1,000 in Sunday School, and over 90 percent of churches (40,000 or so) average less than 250.
- This variety is not just in churches but in Sunday School classes. Ask the group to share how many attend their class and to describe the class make-up. Point out the variety of sizes and make-up of Adult Sunday School classes. Emphasize that God has a plan for every class, no matter the size or make-up.

Step Four: Factors that will help determine class possibilities- pages 6-10 (20 minutes)

- Community Census data: If census data is available for the local church, review the data and discuss the implications for Adult Sunday School.
- Primary Ministry Area (PMA): Explain how there is one PMA for churches and there is one PMA for classes as well. Ask the group to describe the primary groups of individuals their class reaches-this could include singles, parents of youth, parents of children, senior adults, newly retired adults, young adults and so forth. Explain that, although they may reach adults that don't specifically meet these descriptions, the core of an Adult Sunday School class will be made up of a specific group of adults with common needs. This reveals the Primary Ministry Area for the class.
- Direct the group to turn to pages 7-9. Instruct them to group together as red team and blue team groups, review the pages, and discuss ways in which an Adult Sunday School class could use the ideas to discover prospects and define their possibilities for growth. Give the group 10 minutes to develop their plan. Call for a time of reports. Supplement the reports with the following handouts:
 - **My Field to Harvest**
 - **Guest Registration Card**

Session Two (50 minutes)

Preparation:

- **Handout: Adult Class Organization Guide** (A text file of this handout may be found in the Adult Sunday School section of the CD-ROM accompanying the book, *Essentials for Excellence: Connecting Sunday School to Life*. This file may be customized for your church's needs.)
- **Handout: Checklist for Starting a New Unit/Class** (Located in the Adult Sunday School section of the CD-ROM accompanying the book, *Essentials for Excellence: Connecting Sunday School to Life*.)
- **Handout: Process for Starting a New Sunday School Class**

Presentation:

Step One: Organize (5 minutes)

- Display the PowerPoint slide quote: "You can't keep doing the same things you have always done and expect different results." Ask the group to discuss what they believe this has to do with organization.
- Arthur Flake Quote: See PowerPoint slide. Emphasize how reaching more people requires planning for ways to accommodate and assimilate them.

Step Two: Enlarging the Organization for Adults (15 minutes)

- Instruct the red and the blue groups to read page 14, *Enlarge the Organization for Adults*, and to prepare a list of as many ways possible in which their class can help the church enlarge the organization. Call for discussion. During the discussion emphasize the following:
 - Age Grading: Discuss the four reasons outlined on the PowerPoint for age-grading. Discuss how this relates to the class. Remind the group of the previous exercise related to their PMA (Primary Ministry Area) and what they discovered.
 - Organizing the Class: Distribute the *Adult Class Organization Guide* and briefly review. Emphasize that each individual class needs to be organized for the adults that are reached. Explain how this will be discussed further when dealing with enlisting leaders.
 - Birthing New Classes: Another means of Enlarging the Organization is by Starting New Classes. Distribute the **Handout: Checklist for Starting a New Unit/Class**. Review the checklist, and ask if any of the items mentioned indicated their class needed to start a new unit. Distribute the **Handout: Process for Starting a New Sunday School Class**. Explain how this worksheet may be used as a two-year plan for starting a new class.
- Ask the red and blue groups to review their list of ideas and consider the other ideas discussed. They should identify at least three ways in which they can immediately begin to help the church enlarge the organization. Discuss their three ideas.
- **Note: If this training is being conducted by a local church, goals should be set for enlarging the organization based on the discussion.**

Step Three: Space & Equipment (15 minutes)

- Explain how space is another important factor for Adult Sunday School. Display Flake's quote regarding space (PowerPoint).
- Display Dr. Thom Rainer's Quote (PowerPoint).
- Ask the group to sketch out their room arrangement on a sheet of paper. Ask them to consider if their room arrangement or room size has enhanced growth. Discuss possible options if space is full. Remind the group that 80 percent full is 100 percent full. A class can't sustain 100 percent capacity. The average capacity for any room is 80 percent.
- **Note: If this training is being conducted by a local church, the group should discuss possible options that will provide space-moving classes to other rooms, trading rooms with other classes, and so forth.**

Step Four: Room Set Up-Optional step. Skip if time is limited. (10 minutes)

- Use the PowerPoint slides related to Room Set Up to discuss the following: **Focal wall and the learning environment**
 - Make sure that everything on the focal wall points to the lesson that is being taught. Announcements, pictures, or bulletins should be placed on a bulletin board somewhere away from the focal wall.
 - Place something on the focal wall—a poster, a question on the board, an outline, a statement, or a quote-related to the lesson topic.
 - Remove all old posters from previous lessons.
 - You don't have to have walls to have Sunday School. All you need is the learners' attention.

Chairs

- Anticipate the number of chairs needed for class members plus any guests.
- Always have more chairs than participants. Practice the empty chair principle—there is always room for one more.
- Arrange the chairs—don't create relationship or learning barriers.
- Consider changing the chair arrangement from time to time.

Tables

- Avoid using tables if they create a barrier between you and others.
- Don't use tables if they keep you from adding people.
- If tables are used, there should be enough room for everyone.
- Consider using tables if you have adults with physical disabilities.

(taken from chapter 5, *How to Sunday School Guide: A Curriculum Workshop for Adult Leaders*, by John McClendon)

Step Five (5 minutes)

- PowerPoint Slide: Never Let Space Dictate Your Ministry!

Session Three (40 minutes)**Preparation**

- 3 by 5 index cards for each participant
- **Handout: Adult Class Organization Guide**
- **Handout: Leadership Development Challenge**
- **Handout: Matching Members with Ministry Inventory**

PresentationStep One: Finding Workers for Sunday School (5 minutes)

- PowerPoint slide: "The enrollment potential of any Sunday School is seldom higher than 10 times the number of workers."

- Emphasize how the entire Sunday School depends on the adult classes for leadership. That is why the development of leaders through adult Sunday School is vital.
- Developing leaders for each adult class accomplishes two things: (1) Every member is challenged to take ownership for the purpose of the class by serving in a ministry area; (2) As members serve, skills are developed and sharpened that leads to other opportunities for ministry—starting a new adult class, serving as a preschool, children, or student teacher, or other leader.
- The adult class becomes an incubator for developing leaders as it leads members to serve as class leaders.

Step Two: Adult Class Organization Guide (10 minutes)

- Call attention to the **Adult Class Organization Guide**. Overview the leaders needed. Challenge the group to consider involving at least two other leaders—the Apprentice and the Ministry Coordinator. Emphasize starting with Basic leaders and treating the other positions as “functions” until leaders are found.
- Point out the key role Care Group Leaders play and discuss developing this group of leaders as the next priority based on the relational emphasis of adult Sunday School.
- PowerPoint slide: Enlisting about 95 percent of our problems—Alan Taylor
- PowerPoint slide: Steps for Enlisting Workers. Instruct the group to highlight the steps on page 20.
 1. Praying publicly and privately for workers.
 2. Making a list of prospective leaders.
 3. Securing the consent of those selected to serve.
- Ask everyone to list leaders they need to enlist and the possible positions they could serve in. Then they should list leaders who are ready for service outside of the class.
- Distribute the **Handout: Matching Members with Ministry Inventory** and discuss the use of this to help discover and enlist leaders.
- Use additional PowerPoint slides to emphasize the importance of effective leadership enlistment.

Step Three: Training (5 minutes)

- You will need to be able to answer three questions with everyone you enlist: (1) Why me? (2) Is this job important? (3) Will you provide training and resources?
- Review training ideas: Weekly / Monthly Meetings, CD’s, DVD’s, Books, Tapes, Study Courses, Attend Associational / State / National Training Conferences.

- **Handout: Leadership Development Challenge.** Distribute and discuss this as possible ways to provide training for leaders. Encourage teachers to meet with their class leaders at least 3 to 4 times per year to keep their work on target and focused. Discuss ways in which this can be done.
- **Note: If this training is taking place at the local church plans should be developed for the training of all the adult class leaders including the teacher. these could be communicated during the session.**

Step Four: Go After the People! (15 minutes)

- PowerPoint quote: “In a sophisticated, technological society like ours, isn’t visitation a little old fashioned?”
- Groups Activity #1
 - **Red Team**—Why is personal contact still needed in today’s electronic communication society? List reasons on a tear sheet, and be prepared to defend.
 - **Blue Team**—Discuss among your group and list on the tear sheet provided, five successful ways you’ve made face-to-face contact with your Sunday Guests and other prospects.
- PowerPoint quote: “There is absolutely no substitute for face-to-face contact with the customer or the prospective customer.”
- Groups Activity #2: Give everyone a 3 by 5 card. In two minutes write down the following:
 - Red Team—Write down items that could be left at a prospect or guest door that would encourage them to make a return visit or benefit them spiritually.
 - Blue Team—Compile at least 20 different ways in which a prospect could be contacted to continue follow-up.
- **Note: If this is a local church training develop a strategy with leaders on ways to follow-up with guests and prospects.**

Step Five: Conclusion (5 minutes)

- While there is no absolute guarantee for church health and growth, following these five checkpoints in your People-Quest journey will move you down the road toward a stronger healthier church.
- Read Galatians 6:9-10, and conclude in prayer.

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