

ENROLLMENT

The Bible Study *Enrollment* is the most important statistic in the church. It is more important than the attendance, the offerings, and even more important than the number of baptisms because, to a large degree, *Enrollment* controls these items.

The Importance of *Enrollment*:

- At the moment of enrollment, ministry begins.
- Bible Study attendance is controlled by enrollment.
- Worship attendance is controlled by enrollment.
- Offerings are controlled by enrollment.
- Baptisms are affected by enrollment.

Open Enrollment

Open enrollment means anyone can be enrolled in Bible Study anywhere at any time - as long as they agree to be enrolled.

Ways to Use *Open Enrollment*:

- Carry enrollment cards to use as you contact prospects.
- Enroll guests when they attend Bible Study.
- Enroll persons during worship services.
- Enroll persons participating in special church events.
- Enroll persons during evangelistic visitation.
- Use the "Application for Church Membership" card to enroll new church members in Bible Study.

Follow-Up Is The Key!

When enrolling someone using open enrollment, immediate follow-up is key for connecting with the new member. The follow-up visit should include the following:

- Deliver Bible Study materials.
- Provide pertinent information about the class:
starting time, location, parking information,
appropriate dress, etc.
- Volunteer to provide transportation if necessary.
- Offer to sit with the new member in Bible Study and in worship service.
- If the person is joining the church, offer to stand with them when they are presented to the congregation.

<p>Current Enrollment:</p> <hr/>
<p>Formula Goal:</p> <p><i>Increase</i></p> <p><i>from</i></p> <p><i>previous quarter</i></p>
<p>Evaluation:</p> <p>A B C D F</p>

PROSPECTS

To be poised for growth, a church should have a ratio of one prospect for every person enrolled in Bible Study. A prospect is defined as: *Anyone who is not attending Bible Study for whom contact information is recorded.*

Ways to Discover Prospects:

- "I-Know-A-Prospect" cards
- Opinion Polls
- Discover information on new residents
- Record information from persons who attend special church events such as Fall Festival, Easter/Christmas services, VBS, camps, youth events.

When using "I-Know-A-Prospect" cards one can expect about seventy-five percent participation. These are the best prospects that you can garner because they are referrals. They are not suspects; they are prospects. Have participants return the cards immediately, even if incomplete. If additional information is needed the person giving the information can be contacted.

I HAVE A FRIEND
Who do you know who may want to attend Bible Study?
Name: _____
Address: _____
City & Zip: _____
E-Mail: _____
Age/Grade: _____
My Name: _____

Enrolling Church Members who are not Enrolled:

1. Make a list of un-enrolled church members.
2. Tabulate these by age.
3. Divide them into groups of thirty, fewer if needed, beginning with the oldest.
4. Provide leadership, organization, and activity.
5. Start *new* adult classes with the un-enrolled church members, and almost every new class will thrive.

**Current Number
of Prospects:**

Formula Goal:
*One prospect for
every member
enrolled*
1:1

Evaluation:

A B C D F

UNITS/CLASSES

The Bible Study ministry is the largest organization in the church. When the Bible Study ministry grows, every other organization within the church grows.

*Once a Bible Study class has been established, it reaches its maximum size in twelve to eighteen months. There is a danger after that amount of time that the class could become a **closed** group rather than remaining an **open** group. Bible study units must continually be: repositioning themselves for growth; sending out workers; discovering and accommodating new people; ministering to members and prospects; and evangelizing unsaved people.*

Be Wary When Any Of The Following Occur:

- Class members become overly attached to the teacher
- Class members become overly attached to the room
- Class members become overly attached to each other
- A class stops growing
- A class retains members instead of sending them out to serve

Ministry is the key to growing Bible Study classes. Concentrate on the small-teaching-unit concept. In terms of both numbers and relationships, smaller classes grow faster than larger classes. An acceptable class enrollment for adults is twenty-five. The ideal size for attendance is twelve to eighteen adults.

Potential Classes To Start:

- Classes for un-enrolled Church members
- Classes for college students away
- Telephone classes for homebound persons
- Week-day classes for week-end employees
- Pastor's class for newcomers, new members and seekers
- Cradle Roll class for unborn babies and their moms
- Internet classes
- Single moms
- Special needs children or adults

"When properly supported, a new teaching unit will produce twenty-three new enrollees in twelve months."

**Current Number
of Units:**

Formula Goal:

*One unit/class
for every 20 people
enrolled in
Bible Study*

Evaluation:

A B C D F

LEADERS

Committed and trained leaders are vital to an effective Bible study ministry. A leader can be defined as someone who does the work of teaching, reaching or ministry related to members or prospective members of a Bible study group or department. There should be one leader for every five persons enrolled in Bible study.

Attendance is Linked To The Leader/Learner Ratio.

<i>Ratio of Leaders to Learners</i>	<i>Percent of Enrollment in Attendance</i>
1:5 -1:7	58 % in attendance
1:8 -1:9	43% in attendance
1:10/more	36% in attendance

Who to Count As Leaders In This Ratio:

- Bible Study teachers
- Apprentices
- Class Outreach leaders
- Division/Department Directors
- Division/Department Outreach leaders
- Pastor and Staff members
- Bible Study Director
- Outreach Director
- Care Group leaders

Other workers in the Bible Study ministry are pivotal, but, in this ratio, only those listed are counted.

Regularly Conduct Training for Potential Leaders

- Pray for new leaders.
- Enlist apprentices and new workers regularly
- Do not place potential leaders under obligation while they are in training

On the average, 80% to 90% of those who enroll in Potential Leader Training will work in the Bible Study ministry, because:

- 1. They have been prayed for.*
- 2. They have been enlisted individually.*
- 3. They have been trained for specific responsibilities.*
- 4. They are placed in positions where God wants them.*

Current Number of Leaders:

Formula Goal:

*One leader for every
five members
enrolled
1:5*

Evaluation:

A B C D F

***Leaders should
serve according to
their
Spiritual gifteds
and
passion.***

APPRENTICES

An Apprentice is a Bible Study leader who is intentionally preparing to begin a Bible Study unit or assume responsibility for an existing unit. Each Bible Study teacher should enlist an Apprentice to mentor, train, encourage, and share teaching responsibilities.

The Bible Study Leader should involve the Apprentice in some meaningful way during each Bible Study session.

To Involve The Apprentice Have Him/Her:

- *Introduce the lesson with an activity, personal testimony, or object lesson.*
- *Give an exegetical mini-lecture on the text.*
- *Lead the discussion regarding application of the text.*
- *Coordinate a class project as a result of the lesson.*
- *Lead the entire class session on a regular basis.*
- *Lead the entire class session when the Leader is absent.*

What Apprentices Expect from Their Mentor/Teacher:

- *Leading by example*
- *Strong ethics/integrity*
- *Knowledge of class leadership*
- *Fairness*
- *Competence*
- *Recognition/Appreciation*

**Current
Number of
Apprentices:**

Formula Goal:

*One Apprentice
for each
teaching unit
1:1*

Evaluation:

A B C D F

TRAINING

Every leader should participate in leadership training. The goal is to have at least 75% of all leaders meeting regularly for coordination, training and prayer. The focus of these sessions is people. The thrust of these sessions is preparing, planning, training and coordinating to effectively reach and meet the needs of those within the influence of the Bible study group. While weekly leadership meetings are ideal, monthly meetings may prove to be more conducive to greater attendance.

The Value of Weekly Leadership Meetings:

- Fellowship is developed.
- Better leadership skills are developed.
- Commitment is developed.
- Prayer life is developed.
- Ministry is planned and coordinated.
- Preparation takes place.
- Outreach is emphasized and becomes intentional.
- Correlation and coordination of effort occurs.
- Evaluation is done.
- Growth occurs.

Why Leaders' Meetings Often Fail:

1. Directors/Pastors do not know how to lead them.
2. Classroom leaders do not know what to do.
3. Leaders do not attend.

Suggested Schedule:

Activity	Minutes
Encouragement from Pastor	5
Coordination by Bible Study Director	10 – 15
Specific Planning	30 – 45
Coordinate sessions/plans/strategy	
Plan outreach efforts/strategy	
Pray	
Closing: Report and Pray	10

**Current Number
of Leaders
participating in
Training:**

Formula Goal:

*75% of the Leaders
participating in
Some type of
Leader Training*

Evaluation:

A B C D F

SPACE

Every Bible study unit requires space. Developing non-traditional and off-campus units can resolve some space issues. Consider approaches such as these: telephone classes, students-away classes, nursing home classes, classes meeting in homes; classes meeting in public places near the church and weekday classes.

Every Church Has Three Types Of Space:

- Worship
- Parking
- Education

Usually, when any one of these spaces is full, growth will stop. When any of these spaces reaches 75% to 80% capacity, the space is considered "full".

**For Most Churches,
when preschool space is full,
the church virtually ceases to grow.**

Space can often be discovered right where you are:

- *Available space:*
Empty classrooms
Rooms being used for storage.
- *Adjusted space:*
Rooms that can be renovated
Rooms that can be used by multiple groups at different times
- *Adjacent space:*
Nearby homes, apartments, or businesses
- *Adaptable space:*
Fellowship hall, hallways, gymnasium, worship center may accommodate one, three or more classes with or without moveable partitions.

**Current Number
of
Class Spaces:**

Formula Goal:

*One space
for every
Bible Study unit*

Evaluation:

A B C D F

CONTACTS

Some people think a Bible study ministry exists only to *teach the Bible*. While teaching people the Bible is certainly a part of such a ministry, it can and should do much more. A part of the Bible study ministry is meeting needs of members and prospective members.

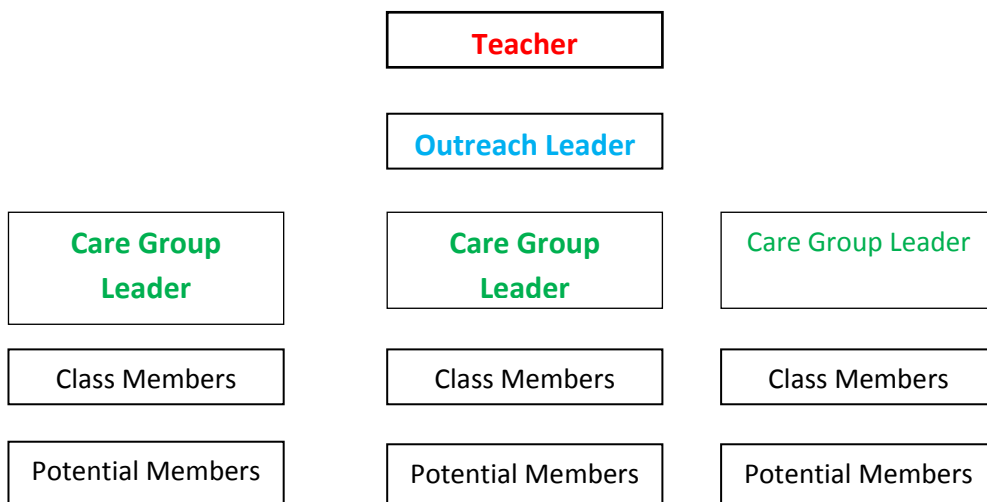
The most effective way a church can care for needs is through its Bible Study ministry. Bible study groups exist for this purpose, are organized for this purpose, and has trained leaders and members for this purpose.

Staying in contact with members and prospective members on a consistent basis is the avenue by which needs are discovered.

The number of contacts each week should equal half the number of people enrolled in Bible study. Most Bible study units average about half their enrollment. The least that should be done is to contact absentees weekly.

Every absence has a reason. By regular contacts to members and prospective members, a "We care" message is conveyed. The Bible study group should be organized to accomplish this goal.

A Suggested Class Organizational Chart



Current Number of Contacts per week:

Formula Goal:
Weekly contacts equal one half of the enrollment each week

Evaluation:
 A B C D F

People don't care how much you know until they know how much you care.

OUTREACHERS

There is no substitute for a personal visit to a member or potential member. No other personal effort requires more time or reaps more benefit. Visits do not have to be stressful or confrontational. Necessary components of a church's outreach ministry are evangelistic visits and ministry visits. On-site or in-home visits are key in ministering to people and reaching them for Christ and His church.

Each Bible Study unit should have members participating in an Outreach ministry on a weekly basis. The goal is to have at least one *outreacher* per class per week. The following example can be used to determine who will be reaching out on a given week.

Outreach Registration Card	
We will represent our class in reaching out this week.	
1.	_____
2.	_____
3.	_____
4.	_____

Prospect files are necessary for an effective outreach ministry.

Key Components of a Good Outreach/Visitation Ministry:

- Visitation assignments
- Accountability
- Accurate records

Each Bible Study Unit Should Have An Outreach Record Book Composed Of Three Sections:

- *A section for a "Card and Pocket" for every person enrolled in the class.*
- *A section composed of Enrollment Prospects.*
- *A section for Evangelistic Prospects.*

**Current Number of
Outreachers:**

Formula Goal:

*One Outreacher
each week
for every
Bible Study unit*

Evaluation:

A B C D F

***When we are obedient
in going,
God will be faithful in
sending people our
way!***

***Going
is the key element.***

ATTENDANCE

If Bible study attendance is below 40% of the enrollment, there probably is a need for stronger ministry within the group. If attendance is above 60%, there likely have been people who have been dropped from the rolls because of chronic absenteeism. Use extreme caution in removing people from the Bible study rolls. Remember, the roll is the only means of keeping up with people for ministry.

The goal is not merely to get people to attend Bible study; it is to minister to them and help them become Christ-followers.

Attendance Follows Effective Ministry.

Meeting people's needs is vital. People will become chronic absentees when they feel their needs are not met.

Encourage Members Who Minister Effectively:

- Praise growing classes.
- Praise classes that send members into service.
- Praise classes that send members to start new classes.
- BUT: Never praise classes for percentage attendance.

Factors Which Influence Attendance:

- **Enrollment:** Attendance in healthy Bible Study classes will average between 40 and 60% of enrollment. Increase the enrollment and the average attendance potential increases.
- **Weekly Contacts:** Attendance will increase based on the increase in number and types of contacts made.
- **Ratio of Leaders to Members:** Attendance is influenced by increasing the number of leaders and decreasing the ratio of leaders to members.
- **Number of Units:** Attendance is increased by starting and strengthening new units which target unreached groups.

Current Weekly Bible Study Attendance

Formula Goal:

40-60% of the Bible Study Enrollment

Evaluation:

A B C D F

Attendance often reflects the health of a class or a church.

WORSHIP

The worship attendance is typically ten percent more than Bible Study attendance.

If worship attendance is more than ten percent above Bible study attendance, there is a strong possibility that there are people in worship who would join Bible Study if given the opportunity.

Each week worship attenders should be encouraged to join a Bible study group. This encouragement could come in verbal form or in written form. Bible study enrollment cards could be printed and available each week to everyone in attendance. The pastor's influence in speaking briefly to the issue every week cannot be stressed too much.

By knowing the seating capacity of the worship center, it is possible to discern in advance when there is a need for multiple worship services or additional space.

**Current Weekly
Worship Attendance:**

Formula Goal:

*10% more than Bible
Study Enrollment*

Evaluation:

A B C D F

10% is the guideline

OFFERINGS

Usually, members of a Bible study unit reach people like themselves. As a church grows, it generally grows by reaching people with similar incomes.

By discovering the per capita income of the church it is possible to project the church's future income.

The per capita income usually remains about the same.

Most people who attend worship service only, give a negligible amount of money to the church.

These principles are based on the assumption that Biblical instruction concerning God's plan of Christian stewardship is taught to the new members.

To determine the per capita giving of the church, divide the weekly undesignated offerings by the Bible study attendance. If your church receives offerings only during the worship service, divide by the worship attendance.

Current Weekly Offerings:

Formula Goal:

*Attendance multiplied
by per capita giving*

Evaluation:

A B C D F

***“Now it is required that
those who have been
given a trust
prove faithful”***

BAPTISMS

There is no definitive projection of the increase in baptisms; however, most churches using principles found in the *Church Growth Growth Plan* will double their evangelism results within the first year.

Quality Bible teaching, quality ministry and quality discipleship are important elements of an effective Bible study Ministry. However, the priority of the Bible Teaching ministry is evangelism. It is imperative that unsaved people be enrolled in Bible study. Evangelism is best done through the Bible study ministry.

Those Who Have Employed these Principles Have Found:

- 1. The best methods for discovering evangelistic prospects are through the Bible study ministry.*
- 2. One-half of the people enrolled in Bible Study through open enrollment are unsaved.*
- 3. One out of two unsaved people enrolled in Bible study will be saved and baptized within a year.*
- 4. One out of about 400 unsaved people not enrolled in Bible study will be baptized within a year.*
- 5. After a person has been enrolled in Bible study and then led to Christ, assimilation into the church is all but guaranteed.*
- 6. Discipleship is much more effective when a new convert is involved in small group Bible study.*

Through Small Group Bible Study,

- Prospective members are discovered;*
- Lost people come to Christ; and.*
- Converts are discipled.*

Enroll lost persons; get them in Bible study; train every leader to be a soul winner and evangelism will result. Churches with a growing Bible Study ministry are baptizing about ten times more people than other churches.

**Current Baptisms
per Year:**

Formula Goal:

*Increase from
previous year*

Evaluation:

A B C D F

***"...baptize them in the
name of the Father,
Son, and Holy Spirit."***