



Teachers Training Manual

August 1, 2025

Overview

Thank you for serving with us to help others know God and His great love for them! Instead of describing toServe Bible Study as a prison ministry, we prefer to describe our ministry as, “We review lessons for students in facilities.”

As a teacher, you receive Lesson Packets from the office to review. When making corrections, you have a few choices: write the correct answer; instruct the student to go back and re-read the verse(s) again; send an article with information about the answer and ask the student to review and give you feedback.

The answers and responses we give to students should come from Scripture. Please avoid denominational doctrine in your answers. In Kintone there are articles and website links to utilize for solid Biblical answers.

Your role as a teacher is to mentor students to study God’s Word and understand how Truth can change their life. Our goal is to reach every student who submits a request with Bible lessons. Your ultimate goal is to add to the Kingdom by souls in heaven and to increase the Kingdom on earth. (Matthew 6:10, Matthew 28:19)

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General Communication:

Email: info@toserve.org

Text or Call: 817-609-4001

Tech Support: Passwords, Kintone, Teacher's Corner, Your PC or Printer

Contact Mike Conner: Call or Text: 817-994-1632, Email: mike@toserve.org

For Spiritual Guidance, Prayer, Bible Questions

Contact: Chaplain Fred Allen: 817-629-0442, Email: chaplain@toserve.org

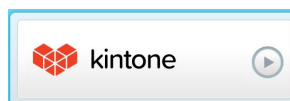
toServe Computer Training Overview

All the resources you will need to review lessons and correspond with your students can be found in our **Kintone database** or **Teacher's Corner** on our website. You can access both of these from our website at: **www.toserve.org**. Once on the website, scroll to the bottom of the home page. You will see [Kintone Log-In](#) and below that, [Teacher's Corner](#)

Let's Start with Kintone Click on "[Kintone Log-in](#)":




Your Username Is: _____ **Your Password Is:** _____

Click on the Kintone logo:



You should now be on **Kintone Home Page**.

Listed below are the three areas you will be using and working in.

1. **Home Page Return:** Right above the wording "Home Page" you will see an icon that looks like a small house. No matter where you go inside the Kintone Database you can always CLICK on this icon to return to the **Home Page**. 
2. **Announcements:** This is an area right below the wording "Home Page" for Notes & Reminders from the staff to the teachers. You'll want to glance over these every time you log-in, just in case they have something new for you. 
3. **Apps:** This is the area on the right side of the "Home Page" where you will be spending most of your time. 

“Apps” inside Kintone

Listed below are the **four (4) Apps** that you will want to get familiar with. All others Apps have better accessibility inside “**Teacher’s Corner**”. We will cover that later in this Manual.

- **Student Info Files App:** When you click on this App it will fill your screen with all the Students we have in the Database.

To find a specific student, CLICK inside the “Search Box” in the upper right hand corner.



You can enter, First Name, Last Name, or ID Number. ID Number should be your first choice. Next, CLICK on the Magnified Glass. When your search results appear, CLICK on the student’s name you are looking for to open their file. After that page opens, first thing is: verify you have the correct student pulled up.

About half way down the page you will see a field, “**Teacher’s Notes**”. This is where you can keep notes about your students. When adding new notes always start with the date, in this format: Month/Day/year (06/16/25). Below that are two **tabs** that represent the two Lesson Series we offer. CLICK on the one your student is doing. Below that you will see a **table** that lists all the lessons in this study. In the third column, “**New Lesson Mailed**” you will CLICK to add the DATE you plan on mailing the lesson to the student. These are the **ONLY** two fields you will need to edit, all other fields will be edited by Office Staff. To edit these two:

CLICK on the **Edit** icon in the upper right hand corner.




(Wait for the screen to flicker before making an entry)

Make sure to CLICK **Save** at the top when finished.

Save

- **Facilities App:** The only reason to go here is for you to get a better idea of the environment that your student is living in. Here you can access that facility website, as well as see an aerial view of the whole prison; a great place to pray for students , including all inmates in this facility. The way to access this App is: Go to your students Info file, the third field on the top line is “Facility”. That field should be a Hyper Link to the facility they are in at this time.
- **Praise & Prayer App:** This is where you can add a Praise or Prayer that you feel needs to be brought up to all the teachers and Chaplain. As a ministry we have a prayer meeting the first Thursday of each month. These prayers are a big part of that meeting. ALL are welcome to attend.

You can add a prayer by clicking on the “PLUS” icon,  top/right of the page, then simply follow the instructions.

- **Teachers App:** When you CLICK on this App, it will open a table that lists all the teachers, and a column listing total # of Students.

Scroll down until you find your name and CLICK the File icon to the left. This is where you can find a list of all your students



“Teacher’s Corner” inside toServe.org

Now on to Teacher’s Corner by scrolling to the bottom of www.toServe.org. CLICK on [Teacher’s Corner](#). A window will open asking you to enter a password: (*think Chapter and Verse, Great Commission*)

CLICK OK.

A blue oval button with the text "OK" in white.

A window will open “Password is Correct. Click OK to enter”.

A blue oval button with the text "OK" in white.

This will open a new web page, [CLICK HERE](#) and you will be inside “Teacher’s Corner”.

Toward the top of this page will be a few update notes, but the main thing you will be looking at is:

Lesson Pick Up Notification

Make sure to pay attentions to these instructions. This is how you will know if you have Lesson Packets to pick up in your Teacher’s OutBox.

The rest of this section of the Manual, we will be concentrating on the “Navigational” Bar at the Top, or Top Right of www.toServe.org/teachers_corner. This may vary depending on the screen size of the computer/Tablet/Pad you are working with.

We will start with the main three (3) you will be working with:

1. **Lesson Answers:** All Lessons with the answers, by Bible Version.
2. **Answer Articles:** Commentaries on Bible Lesson questions.
3. **Cover Letters:** Suggested Template letters to your students by lesson.

Lesson Answers: is a section where you can open a pdf file of all lessons with the answers from the main Bible Versions that our students use, ESV, KJV, NIV, NKJV, and NLT.

These Answered Lessons should be used as guidelines. One of the first things you will want to do when you get in a completed lesson from a student, is look on the back page to see what Bible Version they indicated they used.

Answer Articles: The main reason for this is to assist a teacher in helping a student who may struggle with a particular question.

Here is an example. One of the questions in the Letters from Paul Series is: *“Can you lose your salvation?”* If a student wrote “Yes”, We have a one page article written by Billy Graham that talks about “Once Saved, Always Saved” with scripture references to back up what he writes (this is the most important part). So what a teacher can do is: write next to the student’s “Yes”, *“Please read this article along with all the scripture references and let me know what you think”*. We didn’t tell the student he was wrong, we are having him/her to read (from the Bible) where the correct answers is, and we are starting a conversation about it.

Important: As you go through these lessons with your students and you start to notice common missed question, let us know. We would love to come up with an article or commentary (with scripture references) on that question to increase our library to help other teachers and students.

Cover Letters: You will need to write a letter to each student after you review their lesson.

You can edit cover letters to fit your writing style, but more importantly to discuss anything the student has mentioned in their lesson. This is where you would bring up teaching about a key principle they did not fully comprehend in the lesson. Each cover letter has a section in “Purple”. This is where you can insert your own personal comments, answer questions, and write prayers to your students. Highlight everything in Purple, and add your own words. Be sure and change the font color to black to match the rest of your letter.

When you first get started the best practice is to open a new folder on your hard drive, or wherever you save your files, and name it something like “toServe Bible Study Cover Letters”. Inside that folder create folders by Student Name.

Accessing the Cover Letter Template:

1. CLICK **Cover Letters** in Navigational Bar at the top of the webpage
2. CLICK the **Lesson Series** you are working in
3. CLICK the **Lesson Name** you are fixing to mail back to your student
4. That will open a window on your computer where you can navigate to the folder you created for the student you are writing to.

Now it’s time to re-name the file. The suggested example is:
yy-mo-dd, Lesson #, Lesson name, student name.

25-06-20 WHS-03 John 2 of 5 Jane Doe.docx

The wording in these cover letters is a suggestion only. Let God direct you on what to say. Most of the text that goes in here is usually a response to what the student may have put in the question & comment section of the lesson you just reviewed.

Process a Lesson Packet

Steps to Process a Lesson Packet

1. First, look on the back page of lesson to see what Bible Version the student used.

Note: *If students enters New World Translation (NWT), this is a Jehovah's Witness book and will not work with these lessons.*

DO NOT REVIEW THE LESSON.

Send lesson back to student with this note: Sorry, but these Bible Lessons will not work with the book you are using. You may ask the person that gave you that book if they have any lesson that goes with their book. Or ask the Chaplain or any Christian organization that comes in, for a Bible. We also have a list of Ministries that mail Bibles to inmates, free of charge. Let me know, and I'll send you the list.

2. Log-in to "Teacher's Corner". In the Navigational Bar, CLICK "Lesson Answers", now CLICK to open the Lesson Series your student are in.
3. You are now looking at the titles of all the lessons in this series. CLICK on the lesson title for the Bible Version your student is using. If we don't have the version you student is using, try and determine if what they are using is a "word-for-word", or "thought-for-thought" translation. If word-for-word, try using ESV, NKJV. If thought-for-thought, try using NIV or NLT. If you have any other issues here, don't hesitate to contact Chaplain Allen, or Mike Conner for assistance.

4. Each lesson always has several question that state: “In your own words”. You will not see an answer in these types of questions because we are asking for the students opinion, Our response should be to guide them in the correct direction.
5. Just remember, we are not “Correcting” these lessons. We want to guide them to Scripture so they can find the answer. Ultimately, the Bible is the teacher. We should view our responsibility as teaching them, “How to Use the Bible”.
6. Stay away for “RED” ink pen when writing notes on the lesson to the students. Find a color that stands out, that’s a contrast from the ink or pencil color they may be using.
7. Included in the first three lessons is “Bible Book Marks”. All three have their own purpose and design. Below is an explanation of each and purpose:
 - Steps to Salvation:** Ask the student to please read over and discuss with you. Let them know they are good witnessing tools and we have more if they need them.
 - Track Your Reading:** A way to keep track of what Bible Books they have read, and the date they read them.
 - ADMIT ONE—Free Ticket:** Great witnessing tool, let your students know we can send them more, give us stories on who they handed them to.
8. Also included in the Lesson Packet is: Sign Up Cards & Forms. Gives your students a chance to get others involved, maybe form a “Study Group”. Let them know it’s another way to witness.
Make Sure they understand: Sign-Up Cards & Forms:
Must be completed by the person signing up for the course.

Important Security:

- Everything that you write to a student WILL BE READ by the Prison and Jail staff before your student receives it. As you are writing, be aware of who'll be reviewing your letter to your student.
- Never use your last name, Never give out your address, Always use our P. O. Box 2945, Weatherford TX 76086. Please, use this address for students that are released and want to stay in touch.
- No matter how innocent it may sound, NEVER volunteer to call, email, or write to any friend, child, or family member, NO EXCEPTION.
- Never volunteer to call, email, or write to any prison system, Parole/Probation Office, Attorney, or Court Official.
- Please, DO NOT offer to mail your student Bibles, Study Books, Dictionaries, etc. Your home address is most likely going to be on the package.

Trivia Question? Where is the easiest place in the world to get a free Bible ————— In Prison!

- Do not add ANYTHING to these Lesson Packet that we have not already discussed in this manual. With digital mail being a large percentage of mailing to all our facilities we make sure what can be in the mailed envelopes and what can't. In several of our facilities, we had to get approval of what we can send in. One or two Lesson Packets with the wrong item in them can cause us to lose the privilege of mailing to them. In most of the facilities we mail to, MAIL ROOM PEOPLE are who we have to keep happy.

Home Studies—Two Types

- **Continue Bible Lessons Once Released**

All your student needs to do is send us his or her home address.

- **Lessons For Friends or Family Members of our students**

Our lessons are available to any friend, or family member who would like to work along-side anyone that is incarcerated. It's easy to get started. Have them send us an email at info@toserve.org. Let us know your friend or family member's name and we will start sending them lessons.

After completing a lesson they mail it back to us at the address below. We will go through it, make notes about their answers, then mail it back to them along with the next lesson.

toServe Ministry

P. O. Box 2945

Weatherford, TX 76086

Notes:

Notes:

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