

to Serve
Bible Study

The title 'to Serve Bible Study' is written in a purple, elegant script font. The words 'to Serve' are on the top line, and 'Bible Study' is on the bottom line. The text is surrounded by several purple geometric shapes: a trapezoid above 'to', a trapezoid to the left of 'to', a trapezoid below 'Bible', and a large arrow-like shape pointing right below 'Study'. A small, faint watermark of the word 'Him' is visible in the purple arrow shape.

Teachers
Training Manual

2025- February

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 a packet from the office to review. When making corrections, you have a few choices: write the correct answer; instruct the student to go back and look at the verse again; send an article with information about the answer and ask the student to review and give you feedback.

We always give answers from the Bible. 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 changes 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)

Teacher Training Manual

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General Communication to ministry should be sent to: info@toserve.org

If you need database help, please contact:

Linda Sanchez: 827-298-0821 or linda@toserve.org

Cindy Shannon: 817-229-6707 or cindy@toserve.org

Mike Conner: 817-994-1632 or mike@toserve.org

For Spiritual Guidance, Prayer, Bible Questions contact:

Chaplain Fred Allen: 817-629-0442 or chaplain@toserve.org

Computer Training Overview

(with BCF office staff)

All the files and resources you will need to review lessons and correspond with students can be found in the Kintone database, you can access this from our website at: <https://toserve.org/>
Scroll to the bottom of the home page.

Kintone

Click ON THE link “Kintone Log-in” at the bottom of the home page on our website. Your sign in will be:

Username: _____

Password: _____

Click on the Kintone logo on the left side of the sign in page (do not log into Administrative)

Getting Familiar with the Home Page in Kintone

When you first open Kintone, please review Announcements section on the left side of your home screen.

We post system updates, procedure changes, important events and other information you may need to know.

Navigating in Kintone

It can get easy to get lost as you navigate around in Kintone. CLICK the



in the upper left corner of any page to return to the Home Page.

Apps in Kintone

-App: Common Missed Questions – Answered

We have identified questions our students commonly misunderstand or need an expanded explanation. This library of articles is arranged by Lesson Number and specific questions. You can print these out and send to your student to help their understanding of the lessons.

--App: Cover Letters- Letters from Paul This app contains the 26 cover letter templates for the lesson series, Letters from Paul. To select the correct template letter, select the lesson number for the blank lesson you are mailing. This lesson number can be found on the front of the envelope or at the top of the blank lesson.

-App: Cover Letters- Word and Holy Spirit This app contains the 13 cover letter templates for the lesson series, Word and Holy Spirit. To select the correct template letter, select the lesson number for the blank lesson you are mailing. This lesson number can be found on the front of the envelope or at the top of the blank lesson.

App: Facilities

This is a complete listing of facilities where our students are located. You can search a facility by name. This will provide you basic information about each location including the facility website and aerial map.

-App: General Articles

We provide articles you can print and send to your student that address commonly asked questions. They are organized by the type of article, the source, and the title.

-App: Inmate Search

Allows you to verify the location of your student. To locate inmates in county jails, you need to search by each county name. To locate inmates housed in a TDCJ State Jail or Prison, use TDCJ – Search by Name. To locate inmates outside of the State of Texas, look under “type” column for the State, then either county or State facility. Smaller facilities may not have their own inmate search site, you can also use vinelink.vineapps.com

-App: Lesson Answers- Letters from Paul This app contains the answer keys for all 26 lessons in this series in five different Bible versions. Look on the back of the student lesson to determine which answer key to use. If they use a version other than these five, select the one that is similar to the version your student used. For example: NIV is a phrase for phrase translation, NKJV is a word for word translation.

-App: Lesson Answers- Word and Holy Spirit This app contains the answer keys for all 13 lessons in this series in five different Bible versions. Look on the back of the student lesson to determine which answer key to use. If they use a version other than these five, select the one that is similar to the version your student used. For example: NIV is a phrase for phrase translation, NKJV is a word for word translation.

-App: Prayer & Praise

When your students asks for prayer over very hard circumstances that could use many prayer warriors, you can write a prayer request for them hear. The ministry prayer team and Chaplain will pray over these requests.

-App: Student Files

To Edit a student file, CLICK the pencil icon at the top right of the student's page. After changes are made, always CLICK the save button. The following are areas on the student file you will maintain.

1. Status: Active / Inactive.
2. Teacher notes
3. Date Blank lesson mailed to Student

-App: Teachers

Here you will find a roster of your students. Refer to Student Status section on how to maintain your roster.

How Do Teacher's get Lessons to Review

As lessons come into the office, the administrative staff will assign students by the unit or jail where they are located. We will prepare the Lesson Packets for the Teachers and place them in their boxes for pick up. A text will be sent to you that you have lesson to review on Tuesdays and Thursdays. Someone different volunteers on each day, so you may get up to two texts per week. Someone is in the office on Tuesdays and Thursdays from 8:30am-12:30pm to assist you or answer questions. When no one is in the office, you can access your box Monday-Friday 7:30am-5pm. To enter the office door punch in 4 digit code on keypad

Process a Lesson Packet

Overview of Steps to Process a Lesson Packet

1. Look on the back page of lesson for student info & translation used.

Note: New World Translation book is not a traditional Bible version.

If a student uses this book to complete their lesson, STOP. Do not review, this book will not work with our lessons. Write them a letter explaining they will need a traditional Bible to do our lessons such as one of the ones listed on the back of our lessons. Suggest they ask their Chaplain for a Bible and also include the .pdf document (located in APP: Cover Letters– Word and Holy Spirit) that gives them publishers who will mail them a FREE Bible. If they prefer the New World Translation book, they will need to speak to the person who provided them with that book and see if they have some type of study they can do. We want to encourage them to continue our program.

2. In Kintone, use “Student Files App” to locate your student’s file. Verify their information.
3. Make sure the facility on envelope matches info in student file.
4. Look at the blank lesson & contents to make sure it’s correct.
5. Open Bible Lesson Answer Sheets. Review the lesson.
6. Write the cover letter. Print.
7. Return to Kintone “Student File App”. Enter date the lesson is mailed in the “Date Blank lesson mailed to student” field.
8. Enter any teacher notes in the “Teachers Notes” field, **CLICK** save.
9. Seal packet and mail.

Processing a Lesson Packet in Kintone Step by Step

1. Login to Kintone through the toServe.org website at the bottom of the home page. When it loads, always look under “Announcements” on the left side of the Home Page for any new announcements.
2. On the right side of the Home Page under “APPS”, **CLICK** “Student Info Files”.
3. In the search box in the upper right-hand corner of your screen, you may enter either First and Last Name, or ID number, then press enter key on your keyboard. When the search results opens, **CLICK** on the name of the student you are searching for, it will be in a blue color.
4. When the Student’s page opens, look at the ID# and make sure it’s the student you are looking for. Pay special attention to the “Office Notes” field. This is where new information about the student is relayed to the teacher by office staff.

5. Teachers may type a note in the "Teacher Notes" box. Any new note you make should start with the 6-digit date mm/dd/yy. In this field you can make notes for your future reference such as information articles you've sent the student, notes about prayer requests, future court dates, etc. This will help you stay on top of what is important to your student and for future letters. Note: this student may transfer to another facility. Keep in mind that other teachers may access these notes, which will help them to get to know the student's history.
6. The "Correspondences" field is an area where we can upload any files we may want to save that goes with this student. To save a document in this field, from the student's file, CLICK on the pencil icon at the top right of the screen to go into edit mode. In the correspondence field CLICK on browse, locate the file you want to attach to this record, select, then save the file. Note: only attach PDF, do not attach .jpeg or .png files please.
7. When you are ready to mail the packet, CLICK the pencil icon at the top right of the screen to go into edit mode. Scroll down to the Lessons Tables. **CLICK** on the Lesson Series name, the tab will turn blue and open that lesson table. To the right of each lesson title you will see a column named "Date Blank lesson mailed to student". CLICK in the date field for the blank lesson you are mailing. Choose the date from the drop-down calendar. Note: Teachers edit the "Date Blank Lesson Mailed" column only. The office staff edits the column named "Date Received" with the date this lesson was received at our P. O. Box. CLICK save.
8. New sign-up form: If this is a new student, there will be a sign-up form in the packet. You keep this student sign-up form for your records, do not return to the student. It is a good way to pray over your students.

Reviewing a lesson

Use colored ink, but please not "red." NO MARKERS PLEASE!

Make at least one comment on each page. If they are all correct answers, you can make comments like: "Yes!" "What Good News!" "This is a wonderful promise/verse."

If a student has the main concept of the correct answer, you can choose to leave it alone. Meet your students where they are.

If your student struggles with answers, you can suggest the idea of working with a buddy to talk through their answers.

If the student's answer is off, you have several options:

-Write in the correct answer. If it's a partial answer, you can write in the rest of the answer.

-Write: "Please go back and re-read this verse."

-Write on the lesson that you enclosed an article for them to read. On the article, handwrite: This goes with (pg. 2 #5). I'd like to hear what you think about it.

You can write lengthy responses in your cover letter. It's nice for them to see your handwritten notes if they are short. **Be sure to address prayer requests!**

If there is something significant, add it to Teacher Notes in Kintone. Students are often transferred between units and info for the next teacher will be helpful.

When you are done, handwrite on the first page of the lesson & sign your name, something like:

-"(Name) I enjoyed reviewing your lesson. Good job!"

-"(Name) I can tell you put a lot of thought into this lesson. Great work!"

-"(Name) I hope you enjoyed this lesson and keep at it!"

Writing Cover Letters

You will write a letter to every student after you review their lesson. Cover letters can be found in one of two APPS:

Cover letters– Letter from Pau

Cover letters– Word and Holy Spirit

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.

If you choose, you can develop folders on your computer to save cover letters written to individual students. Or you can simply edit and print. There is no need to save a cover letter unless you want them. **PLEASE DO NOT SAVE YOUR LETTER ON KINTONE.** These are generic and all Teachers use them.

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.

You may choose to add articles to answer questions from the student, or to address a comment they made. If you have added more than 1-2 pages in your packet, you will need to check the weight to see if you need additional stamps.

You have now completed the lesson review and packet. Be sure the following things are in the envelope.

1. Finished lesson with your review and comments
2. Your letter to your student
3. The next blank lesson
4. Return envelope and referral card

Your packet is now ready to mail! Don't forget to enter the date your mailed it on the student file and **CLICK** save.

CHANGING A STUDENT STATUS

You will need to clean up your student files monthly. If a student hasn't responded in 60 days, go to inmate search app in Kintone and look to see if they have been transferred to a new unit. If your student was in a county facility and is no longer on the roster, be sure and also check the State Facility to see if they have been transferred from county to a State-run facility. If yes, email or call the office so we can resend their last lesson to their new location. If no, then edit their status in their student file changing them to "inactive in the "Status" field. Then, **CLICK** in the field "date moved to inactive", and using the calendar that drops down, select the date you changed the status. **CLICK** Save. This helps us keep an accurate count of active students.

WHEN A STUDENT REQUESTS A BIBLE

Most Chaplains have bibles available for students. We also have two Resources that will provide Bibles FREE to our students. The .pdf document with free Bible information is located in the APP: Cover Letters– Word and Holy Spirit.

Below are suggested responses to direct your student on how to obtain a bible

Suggested Wording:

Here are 2 options for you to get your own Bible:

Check with your chaplain. He/she should have a free Bible for you. If possible, we recommend that you request a translation like New Living Translation (NLT) for easier reading or New American Standard Bible (NASB) for an accurate translation to interpret the meaning of the text. I have enclosed addresses for ministries that will mail you a free Bible, all

PRAYER AND PRAISE for toServe Ministry

If you would like, submit a prayer or praise for the team to pray with you! In Kintone, open the Prayer & Praise App.

1. **CLICK** the “+” icon to add a prayer or praise request from your students. Today’s date will automatically auto-fill.
2. In the “Requested by” box, **CLICK** the drop-down arrow to select your name.
3. Write your request Save.

We ask you to go in monthly and edit or delete your request to keep it current.

STUDENTS INVITING OTHERS TO START THE STUDY

We encourage our students to share their testimony of how God has changed their lives. We also ask they to share this Bible Study with others in their unit, family members and friends. However, to comply with the rules in the facility of non-solicitation, each person must personally sign up for the study. Below are suggestions of how to handle situations when the students tries to sign up others.

When a student fills out a sign-up card for someone else

Some students want to sign-up a friend and send a form they filled out for the new student. The office will return the sign-up card in the packet with the lesson. As their teacher, you will send the sign-up form back to the student and explain in your cover letter that we cannot send unsolicited mail. *(suggested wording)*

I noticed you sent a sign-up card for a friend. New students must complete their own form for us to send lessons. We are only able to send lessons to students who have personally requested it to be sent to them. I have enclosed a form for you to give to them to sign up to start lessons. Thank you for sharing with others!

Instructions for student who wants lessons for a family member

(suggested wording)

I am glad that you want others to study God's Word with you. Your friend, or family member can participate in these Bible studies, information about signing up is found on our website at

<https://toserve.org/home-studies.html>

Please share this information with friends and family. *(con't on next page)*

Instructions for student who wants lessons for a family member (con't)

(suggested wording con't)

Visit our website: www.toserve.org. Select the Bible Study drop down Menu and choose the Home Study Option. They can email or write us and request to start Bible Study, it will be mailed to their home.

Instructions for a student who wants a lesson after they are released

(suggested wording)

You mentioned that you would like to continue lessons after you are released. **BEFORE** you are released, you must provide us with your new mailing address. We will update your information on your student file and we will continue mailing or email you your next lesson. If you do not provide us with a forwarding address we will not know where to find you. If you do not know what your new address will be, you can visit our website: www.toserve.org, look under the Bible Study drop down Menu and choose Home Studies. It will provide you with email or mailing address so you can send a request to continue your lessons. Be sure and let us know you are a former student so we can continue where you left off in your studies.

GET TO KNOW YOUR FACILITY!

In Kintone, open the Facility App


Click on Facility Website – Read information about your facility. You will learn about programs, work opportunities, size and scope of the facility, and more.

Click on Satellite Map – **PRAY** over the facility!

Get to know your Chaplain. Call the main number and ask to speak to the chaplain to build a relationship.

Some questions you can ask when you make contact:

- What Bible study resources are available to students? (Bibles, other literature, services, etc.)
- If the chaplain is familiar with toServe Bible Study, is there anything they would like to address that we can do differently? Has the chaplain seen the Bible lessons make a difference?
- Would the chaplain like to have intro lesson packets to make available to other inmates?
- How can you pray for the chaplain and the unit?

Click on  icon, put the notes field any information you learn that might be helpful such as Chaplains name, special mail handling, etc.

If the Chaplain does want intro lessons or sign-up cards, please email the office and make a request. Be sure and include the name of the Chaplain so we can mail them to their attention.

Guidelines for Communicating with Students

Our goal is to mentor and disciple students. Here are some guidelines regarding the information you share.

Do's

- Pray for your students.
- Keep a record of prayer requests and mention them in future letters so they know we are listening and we care.
- Provide answers to their questions. All answers should come from the bible or a reputable source that uses the bible as its authority for response. See our list of articles that may help you with that endeavor.
- You can send articles to help your student find the answers to their questions. Be sure they are based on scripture and do not support any specific doctrine by denomination but are supported by the Word of God. Limit your inserts to 1-2 pages. Additional postage may be required.

Don'ts

- Don't share your last name, personal address, or phone number. All correspondence should have toServe Ministry's PO Box only.
- Don't share personal information about you or your family. If you are relating a story, share first names only.
- Don't send money or put money on their commissary account. toServe Ministry provides paid postage to participate in this program, it does not cost the student anything.
- Don't agree to accept collect phone calls or provide 3-way calls from your student. All communication should be done through the mail as part of our lessons.
- Don't agree to write or contact friends or family members for your students.

Contact After Release

If a student wants to follow up with you after their release, advise them to write to you here at toServe and provide you with their contact information. You can be the one to initiate contact. We have had graduates who have been released and are attending churches with us. You still want to follow these guidelines after release. You should not provide any financial support or housing. You can provide emotional support and fellowship.

EXPLANATION OF DATES UNDER LESSONS TABLE

Date The Blank Lesson Mailed to Student (This is the only column the teachers will fill in)

This is the Date a new lesson is mailed to a student. Date entered by the Teacher when a packet is mailed to the student.

Date This Completed Lesson Received Back

This is the date that this COMPLETED lesson is received back to us in the Post Office.

Date Next Packet Placed in Teachers Box:

This is the date that this COMPLETED lesson along with the next lesson and return packet is placed in the teacher's box.

How to Respond to Questions about the Bible

Our students may have questions about the study they are doing or general questions about the Bible or their faith.

We have a library of 1 page articles to help you answer their questions. They can be found in Kintone, under “Apps” General Articles or Common Missed Questions.

If you cannot find an article to help you respond to their questions, you can search on several reputable sites such as:

Got Questions.org

Billy Graham.org/answers/

Enduring Word at <https://enduringword.com/bible-commentary/>

Biblehub.org

Biblequestions.org

Bibleask.org

If you research a question and find an article, please review it carefully before sending it to your student. It should:

- Provide answer from the bible

- Not be opinion or swayed by doctrine from a specific denomination

- If you find an article and are not sure, please send it to us at

 - toServe.org and we will be happy to review it before you mail it.

Notes:

Notes:
