

## Teacher Training Manual

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## Teacher Practices Overview

Thank you for serving with us to help others know God and His great love for them! Instead of describing Bible Correspondence Fellowship (BCF) 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. 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 is in a facility in the state of Texas 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)

## 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 on our website at: <https://toserve.org/>

Scroll to the bottom of the home page. There are two links you will use

- Teacher's Corner
- Kintone Log-in

### **Teacher's Corner**

**CLICK** on the link "Teacher's Corner" at the bottom of the home page on our website. The password is: Lu10@2Ke

**CLICK** "OK", then **CLICK** "OK" that password is correct.

There are 4 links under this Section:

1. Teacher's Manual
2. Address for Free Bible. If a student needs a traditional NKJ version of the bible and cannot get one through their resident Chaplin
3. **Click Here** to download template Letters
4. BCF Calendar

### **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**

- Review Announcements / "how to" information with links

## Apps in Kintone

### **App: Articles**

### **App: Answer Sheets**

**Note: New World translation book is not 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 version to do our lessons such as one of the ones listed on the back of our lessons. They can ask the Chaplin for a Bible. If they prefer the New World translation book, they need to speak to the person that provided them the book and see if they have some type of study they can do. We want to encourage them to continue our program. Free Bibles are available by mail (see the information for writing to receive one in your Teacher's Corner).**

### **App: Prayer & Praise**

### **App: Teachers**

### **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.

- Status: Active / Inactive.
- Office notes
- Teacher notes
- Date Blank lesson mailed to Student

## 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. Someone is in the office on Tuesdays and Thursdays from 9-1pm. After hours up till 5pm, lessons will be left in the pick up box hanging on our office door. The building is locked after 5pm.

## 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.
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

1. Login to Kintone through the toServe.org website at the bottom of the home page. When it loads, always look under "Announcement" 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 NAME, LAST NAME, or ID NUMBER, then press ENTER on your keyboard. When the *Search Results* opens, **CLICK** on the student you are looking for.

- a. When the Student's page opens, look at the ID# and make sure it's the student you are looking for.
4. 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. This is where we keep a copy of their BCF Certificate just in case they need another copy. 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, no .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 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 the student sign-up forms for your records. It is a good way to pray over your students.

## Reviewing a lesson

Use colored ink, but please not “red.”

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

Download templates by going to our website at <https://toserve.org/> Scroll to the bottom of the home page, **CLICK** on Teacher's Corner link. Enter password: Lu10@2kE. **CLICK** "OK", then **CLICK** on "OK" to confirm password is correct. **CLICK** on "Click Here to download template letters". This will download a zip file onto your computer, "Cover Letter Templates". These templates will help you start composing your correspondence to your students. If you **DOUBLE-CLICK** on the zip file in your downloads folder, it will open all the templates for your use. 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.

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.

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 you 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 to their last lesson mailed date you want to change 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. Below are suggested responses to direct your student on how to obtain a bible>

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.

You can also request a New King James Version (NKJV) study Bible from Living Water Project at the address below. It usually takes approximately 3 weeks to receive it.

**The Living Water Project**  
**P. O. Box 2**  
**Glide, Oregon 97443**

## STUDENTS INVITING OTHERS TO START THE STUDY

Teacher, an electronic version of this manual is found under "Teacher's Corner" link at the bottom of the home page on our website. You can copy and paste this suggested wording for each situation listed below or draft your own.

### **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. Below is 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 share this study the Bible with you. These lessons are available online for anyone to open, download, and print from our website and mail to us for review. Your friend, or family member can participate in these Bible studies and you to continue after you are released.

Please share this information with the person you want to do these lessons from home. They can mail their completed lesson to me and I will continue reviewing their lessons too.

Visit our website: [www.toserve.org](http://www.toserve.org). Choose Tab: Bible Correspondence; then select BCF Home Studies. They will download and print the introduction lesson. Carefully answer all the questions. Mail to us at: toServe Ministry, PO Box 2945, Weatherford, TX 76086 (put your teacher's name on the lesson.) When we receive it, I will review, make notes and suggestions on it and mail back to them. We will send them a text with the next lesson to download after we have reviewed each lesson. I look forward to hearing from you!

### **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. These lessons are available for anyone to open, download, and print from the website and mail to us for review. Send us an email to: [info@toserve.org](mailto:info@toserve.org), or write us at : toServe Ministry, PO box 2945, Weatherford, TX 76085. Let us know you have been released and your new mailing address. We will update your information on your student file and we will continue mailing or email you your next lesson. I look forward to hearing from you!

## **PRAYER AND PRAISE for toServe Ministry**

**If you would like, submit a prayer or praise for the team to pray with you!**

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

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

### **Pray as a Team!**

You’re invited to join us at the office on the last Friday of each month, at 8:30am to pray together. Nothing fancy. Not a time for chatting. Just a whole lot of praying for our students, for our ministry, for God’s kingdom to come and His will be done on earth as it is in Heaven! (Matthew 28:18-20, Luke 10:2)

## **GET TO KNOW YOUR FACILITY!**

In Kintone, use Facility App

- Read information about your facility.
- Click on Satellite Map – **PRAY** over the facility!
- Click on Facility Website – call the main number and ask to speak to the chaplain to build a relationship.
- Edit to type in Notes: anything you learn about mail process, chaplain’s name, etc.

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 Bible Correspondence Fellowship, 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 give prospective students? Let the office know, we can send the some intro lesson packets.
- How can you pray for the chaplain and the unit?

## **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.