Your Name: _____

toServe Bible Course

Him

Teachers Training Manual

As of

Oct 2, 2026

Overview

Thank you for serving with us to help others know God and His great love for them!
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 a pre-approved article with information about the answer and ask the student to review it and give you feedback.

The answers and responses we give to students should come from Scripture. Please avoid denominational doctrine in your answers. Within toServe.org/Teacher Corner there are articles with solid Biblical answers to download and print to be mailed back with a lesson.

Our role as teachers is to mentor students to study God's Word. We do not necessarily consider our lessons as the teacher. 90% of our questions have the Bible chapter and verses where the answer can be found. Our lessons are designed to get our students to open their Bibles to find the answer. We want the Bible to be the teacher.

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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

On specific questions such as changes in Students or Facilities, ALWAYS send to info@toserve.org, or text or leave voice message to 817-609-4001

toServe Computer Training Overview

You will need to get familiar with two websites where you will be entering information and retrieving data:

First is: **toserve.kintone.com**. This is a third party data base website where we house our Student Information files, including dates lessons are received, dates lessons are mailed, track student location, facility information, and more.

Second is: **Teacher's Corner** which is located inside our website at www.toserve.org. Once on the website please spend some time getting familiar with it.

Scroll down to the bottom of the home page, inside the footer. You will see **Kintone Log-In** , Clicking here will open a new tab in your browser. It opens in our "Login" page for toserve.kintone.com.

Clicking **Teacher's Corner** will open our "Login" page for Teacher's Corner.

Let's Start with Kintone - Click on **"Kintone Log-in"**:

Please write down your assigned Username and Password.
DO NOT share outside our Ministry,
NEVER email or text a Username, or Password!

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 can find:
Student Info Files, Teachers, Facilities, and Praise & Prayer

Apps

Listed to the right of the Home Page are the **Apps** that you will want to get familiar with.

1. App - Student Info Files:

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 Magnifying 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.

To Add to, or Edit this page, you will first need to **CLICK** the **Edit record icon** on the right side, towards the top of this page.

Inside your student's File, bout halfway 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 (06/16/26). Below that are four tabs (at this time) that represent the four different 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** in the cell in this column, to the right of the lesson you are mailing to add the DATE you plan on mailing the lesson.

Make sure to CLICK **‘Save’** at the top of this page after your edit.
These are the **ONLY two fields** you will need to edit,
all other fields will be edited by Office Staff.

2. APP - Teachers App:

When you CLICK on this App, it will open a table that lists all the teachers.
Look down the column Titled: **Total # of Students.**
Scroll down this column until you find your name and **CLICK** the **File icon** to the far left. You should see a list of all your students.

3. App - 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 facilities 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 best way to access this App is: Go to one of your students inside **“Students Info File”**. The third field on the top line is **“Student’s Location”**. That field should be a Hyper Link to the facility where your student is located at this time.

4. App - 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. To add a Praise or Prayer, **CLICK** on this App to open it. When it opens, **CLICK** the 'New Record icon'. On the **top, right side of the this page**.

At toServe, we have a monthly prayer meeting.
Please check the **toserve.org/teachersCorner** Home Page
as well as the **toserve.kintone.com** Logged In Home Page
for current Pray meeting times.

ALL are welcome to attend.

Lesson Pick Up Notification

From the Home Page of toserve.org, **CLICK** on **'Lessons'** in the Navigation Bar at the top of the page. Here, you will see a 'Drop-Down' Menu of all the Lesson Packet Drop Locations we now have.

CLICK on the one that you were assigned to open a PDF file. Make note of Delivered/Put up Date & Time, check for your name, and ensure whether you have lesson to pick up or not.

“Teacher’s Corner” inside www.toserve.org

Scroll 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, the Great Commission**) **CLICK** OK.
A small window should open towards the top:
“Password is Correct. Click OK to enter”.

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, **PLEASE** look them over for anything new.

For the rest of this section in the Manual, we will be concentrating on the:
“Navigational” Bar at the Top 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

2. Answer Articles

3. Cover Letters

1. Lesson Answers:

When clicking on this you will get a ***Drop Down Menu*** with a list of the Answer Sheets for the four Lesson Series we now have, by Bible Translation/Version. These files are PDF's that should be viewable from your browser.

We have these Lesson Answers for 5 different Bible Versions: ESV, KJV,

NIV, NKJV, and NLT. Make sure to check the back page of a completed lesson from a student to see what Version/Translation they were using.

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

2. Answer Articles:

Click here and you will see a ***Drop Down Menu*** of Articles/Commentaries on Bible Lesson questions, either Series Specific or General. These files are pdf's that should be viewable from your browser before you print or save them. 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 students writes "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 don't tell the student they are wrong or right, we are having him/her read (from the Bible) where the correct answers are, and we are starting a conversation about it.

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

3. Cover Letters:

When you CLICK here you get a ***Drop Down Menu*** by Lesson Series. Once you are in the series you are working on, you can CLICK on the Cover Letter file to the lesson you are sending out.

This will open a Word Doc file for you to download. You can do this each time you send out a lesson, or create a folder on your computer and go ahead and download all of the Cover Letters by Series. Once you open a file you can edit any way you feel led, as well as based on the feedback you received from your student.

For a more convenient location, Cover Letters can also be located inside the Lesson Answers Pages of: "ITB" Series and "WHS" Series.

What's inside the 6 X 9 Addressed, Metered Stamped, 'Envelope Lesson Packet'

A New First Time Student

- Four page Intoduction Bible Lesson
- Sign up Card (4 X 6 Card Stock with a Metered Stamp)
- Sign up Form (a Sign up Form to be mailed back inside the Re-Turn Envelope)
- 'Steps to Salvation' Book Mark
- #10 Metered Stamped Re-Turn addressed Envelope
- Students Orginial Sign up Card or Form (Teacher PLEASE REMOVE!)

A Returning Lesson Student

- A student completed Bible Lesson
- Eight to twelve page Bible Lesson (next one in the series)
- Sign up Card (4 X 6 Card Stock with a Metered Stamp)
- Sign up Form (a Sign up Form to be mailed back inside the Re-Turn Envelope)
- Different Book Mark's in lesson 2 and 3
- #10 Metered Stamped Re-Turn addressed Envelope
- Mentor/Teacher generated Cover Letter for the new lesson to be mailed

Processing a Lesson Packet

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

Note: If students uses 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 your 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 questions that state: **“In your own words”.** You will not see an answer in these types of questions in ’Lesson Answers’ inside Teacher’s Corner, that’s because we are asking for the students opinion, Our response should be to guide them in the correct direction, making sure what they write is Biblically sound.

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 form a “RED” ink pen when writing notes on the lesson to the students. Find a color that stands out, that is a contrast from the ink or pencil color they may be using.

7. Included in the first three lessons are “Bible Book Marks”. All three have their own purpose and design. Below is an explanation of each ones 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. These give 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 that a Sign-Up Card and Form:
'Must be completed by the person signing up for the course'.
If not, it would be considered: Us mailing in 'Unsolicited Mail'

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 who 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?
Answer: ——-———- In Prison!

- Do not add ANYTHING to these Lesson Packets 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, it's MAIL ROOM STAFF 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 <u>of our students</u>**
  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 start-ed: 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:

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www.toserve.org

Salvation Questions?
817-994-1632