

# RCBS Study Group Planning Guide

## 1. Prepare in Advance

- **Be sure to give people an advance notice** that you are starting a group study through Rhema Correspondence Bible School. Allow participants ample time to plan or save for payments.
- **Choose a day or night** of the week that works best for your group to get together, as well as the length of time for each session.
- **An application must be submitted for each person enrolling in the course.** Each student should put the same shipping address on their application. (i.e., the church address or the contact person's address.)
- **Applications should all be mailed together with a single payment** (i.e. a church check) to cover the initial payment for all of the students enrolling at a given time. This will ensure that everyone in your group receives his/her lesson at the same time. You may purchase either one or two lessons at time of enrollment. Only one unit may be open at a time. Therefore, purchasing two lessons means that the students would receive the first two lessons of the chosen unit. With the two lesson plan, you will be able to submit a test for grading with payment for another lesson while you have one to work on.

### **Include a cover sheet listing the following:**

1. Name of each person enrolling in the course.
  2. Name, address, phone number, and email address of the contact person. This will be someone we can contact concerning any questions we may have, and who will represent the group in contacting us with any questions or concerns that may arise throughout the course.
  3. Shipping address for student lessons.
- **A student file and ID number will be prepared for each student** once we receive the applications for your group with the initial payment.
  - **You will soon receive a package containing the first lesson(s)** for each student in your group.

## 2. Stay Organized

- **Commit** to keep up with the schedule (This can be done by the contact person, or can be a shared project)
- **Provide** students with a schedule for your class sessions

- **Collect** fees
- **Distribute** lessons and tests
- **Give reminders** to students

### 3. Announce a Schedule

- **Sample schedule:**  
Every Monday evening  
6:00 p.m. to 6:15 p.m. – Snack and fellowship time  
6:20 p.m. to 7:20 p.m. – Teaching session  
7:20 p.m. to 7:30 p.m. – Allow students to go over answers

### 4. Make it Appealing

- Provide snacks, coffee, etc. before each session. This can be beneficial for students who may be coming straight from work, plus it adds some extra fun to the learning experience. (Snack time *before* sessions will eliminate the need for anyone to stay longer to clean up *after* sessions.)
- Meet, greet, fellowship, have a praise and worship song, and get into the teaching session.
- You may wish to provide child care during the classes.
- Allow students to go over answers after the session. This can be a great bonding time for students helping each other find answers.
- Present certificates at a designated Sunday morning service.
- Make it a *special occasion* when presenting diplomas. (i. e. make it a graduation ceremony, honor the graduates, and possibly give them a gift from the church.)

### 5. Have a Test Format

- Students are responsible for reading each book in each lesson, and completing the exams.
- Closed book exams are to be returned for grading. Open book exams are for self-checking with test keys provided with each lesson, and can be completed at home.
- Completed test forms should be collected on test night, and mailed to us with payment for the next lesson. Students should put the same address on test forms that they put on the application.

- If a student is unable to attend on test night, you may wish to have him/her complete the test at home *before* the next session. This will help keep the student from falling behind the others.

## 6. Include New Applicants

- Once your group has completed a unit, you will likely find that more people wish to enroll. It is ok to enroll new students when you are ready to start the group on the next unit. Applications for any new students will need to be submitted with the initial payment in order for the first lesson to be issued. The newer students can start on the same unit as the current students are ready to start. As you continue with the cycle, these students will earn the diploma once they have completed all six (6) units.

## Tips for the Instructor

- When teaching from the Self-Evaluation textbook, do *not skip* chapters, but *touch on something in every* chapter. As led, you may spend more time on a specific chapter, and be brief on other chapters. As some points in the book are covered in multiple chapters, you may wish to come back to previous chapters and combine them in the teaching.
- You may find it wise to go at a slower pace, and stick to a point as necessary for people who are *newer* to the material, and more quickly for others who know the material.
- As other Scriptures come to your heart, you may wish to share from the Bible and emphasize what is currently being studied. However, any *additional* Scriptures *must* fit into the *theme* of the unit your group is studying at the time.

## Instructor Teaching Guideline

- By following the [sample Instructor Schedule](#), you will be able to lead your group through the entire course in a three-year time frame. This suggested guideline is based on one session per week during a 9 month school year from September through May, and completing two units per school year. This guideline is designed with the idea that the instructor will cover *only* the closed-book, Self-Evaluation textbook for each lesson during a given session.
- Allow three weeks per lesson.
- During the first class session, teach from the main scriptures in the Self-Evaluation textbook, as well as the main theme in each chapter of the first *half* of the book.
- Teach from the second *half* of the book during the second class session.
- Reserve the third class session for students to take the closed book, Self-Evaluation test.
- If necessary, add a fourth session on the following week, making it the test night.

## Testimonies

- **“The Rhema classes offered are so life changing, the students can’t wait for class to start. We have one Praise & Worship song, and it is ON!**
- **The overwhelming response we are getting from our church is ‘RHEMA CLASSES ARE AWESOME!!’ RCBS is one of the Most Exciting, “Fruit Producing” ministries we have the privilege to be a part of!” –Pastors Phillip & Janet Hill**
- Pastors Phillip and Janet Hill started their first group in 2009 with 11 students, and currently have a group of 17 students enrolled in RCBS. Over the course of time, including past and current RCBS students, they have enrolled approximately 74 RCBS students.