

Marvelous Mystery Tour

Information Sheet

Christian Family Fellowship Ministry
1575 State Route 571 W.
Tipp City, OH 45371
937-669-3090

General information:

- We suggest a class size of 5-10 new students. This will keep the class intimate and allow the class coordinator to get to know the students and how he can best help them. Every student will need to make the \$40.00 donation every time they attend the class. Exceptions can be made for the coordinator and his class crew when they repeat the class. Repeat students who are accompanying new students whom they have witnessed to and are undershepherding will not be required to make a donation. Remember this is designed to be an outreach tool, so maintaining the outreach thrust of new students is important.
- We suggest that the teaching series be run in a home and that you use for your fellowship location, if possible. This will familiarize the students with the home-fellowship concept and associate the blessings of what they learn with the people and place in which they learned it.
- We suggest you use a registration card and get a signed commitment to attend every session on time. The class coordinator keeps the part with the name and address of each student. The student receives the part with the class times. Because the class is so compact, there should not be a need for make-up sessions. Whether or not to do make-up sessions is at the sole discretion of the class coordinator. Students should not be allowed to continue in the teaching series if they have missed any of the sessions because the information builds from one segment to the next. New students who do not complete the teaching series may be allowed to attend the next class without another donation, but they should sign another registration commitment card.
- Everyone should be encouraged to bring a King James version of the Bible.
- Read this information sheet through entirely before submitting the planning form and keep it with you as you progress through the class.
- Stay in communication with Tipp City through out the planning process so we can make sure you have what you need. You can also call during the class to let us know how it is going and talk through ideas you have as the class progresses.
- Planning forms, registration cards, and promotional material are available from CFFM in Tipp City. You may request them in hard copy, or we can email you an electronic file to print.

Filling out the planning form:

- Once five people have fully registered, you may select the dates and submit the form along with the donations you have collected. You may still add students until the class actually starts. You may even have the first half hour as an open session and let people fully register after seeing the first half hour if you have room.
- The planning form should be completed and received by Christian Family Fellowship in Tipp City two weeks before the class is scheduled to start. The registration donations you have received should accompany the form. All checks and money orders should be made out to Christian Family Fellowship Ministry.

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- The Class Coordinator should be the person filling out the form and will be the person we will communicate with regarding the class. This individual should have already completed the class as a new student and have taken it a second time while undershepherding a new student through the class. That will give the coordinators some practical experience and exposure to what it is like and how they can help both the new students and those undershepherding them through the class. (We understand that this may be difficult as we begin running these classes. Although we may want to send out class instructors until local fellowship coordinators have taken the class, this will not always be available.)

Before the class starts:

- The class coordinator should choose an assistant whom he will train to conduct future classes. It should be someone who has enrolled one of the new students and therefore has a vested interest in its success. If the class coordinator feels he needs a class crew to help with the details of the class or to allow them more opportunity to give and serve, he should choose one and meet with them ahead of time. He should be able to explain exactly what he needs them to do (i.e. refreshments, student transportation, snow removal, A/V, etc).
- The most important responsibility of the class coordinator is to get to know each student and to follow their progress through the teaching series. Intercession through prayer in the spirit will go a long way to keep things positive and enthusiastic.
- Before passing out the syllabus at the first session, print up labels with your contact information and fellowship information on labels to go on page 24 of the syllabus being careful to keep them straight and nice.

Conducting the class:

- You may or may not want to read *Welcome and Congratulations* letter with the students at the start of the class. You may want to use the excursion theme to build excitement and move from one stop in the excursion (i.e. session) to the next.
- Details on breaks and refreshments are at the discretion of the class coordinator. It will be important to keep his opening, closing and transitional comments brief and motivational. He will not need to do much teaching, but should focus on how the students are receiving the information. The length of sessions should be kept between two hours and thirty minutes and three hours. Sessions over three hour should be atypical.
- We suggest 4-2 hour sessions with a break between them. If you have an open session #1- *What Has God Done?* the break may need to be a bit longer. At the opening session welcome the students and guests, than at the break invite any of the guests who would like to finish the teaching series to register. This transition can be made less awkwardly if you explain the procedure of how you are going to handle it before playing the segment. Do the normal or typical opening where you enthusiastically greet everyone and read the *Welcome and Congratulations* letter. Then, just before you begin *Stop #1* you may want to say something like: “We are thankful to have guests in here to enjoy this first segment with us. I trust that after you hear *What Has*

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God Done? you will want to continue with us. When it concludes we will take a break at which time you may decide what you'd like to do.

- Before you start the first segment you may want to have them open their syllabus to page two and point out the *Listening With a Purpose* questions. Explain that they are there to help them be active listeners. You may not want to go over *Listening With a Purpose* questions after every segment with the entire class but you may if you like. You may handle the *Listening With a Purpose* questions with the entire class a time or two. You may also direct them to figure it out with each other during break. Another option would be to have the people who are undershepherding the students to discuss them during the break. The point is, that if you handle each of the questions publicly it is going to add a considerable amount of time to each session. You will want to make sure the sessions do not get too long.
- The best way to handle questions is one on one. Familiarity with the material covered in the class will allow you to defer questions when you know they will be answered in a later session. When questions require substantial answers that take more than a minute or two, you may want to suggest that the students come back to fellowship at a later time so that the question may be answered to their satisfaction when there is more time available. You can also send them home with a CD of a session from *Living In God's Power* that elaborates more and handles their question in more depth.
- The Class Coordinator should prayerfully prepare and think through how to handle the closing session. Things may change from what you prepare, but the heart to pray and plan should never negatively affect the closing. You should decide whether or not to go over page 24 in the syllabus and encourage them to participate in your home fellowship. The class coordinator should be prepared to lead people into speaking in tongues, minister healing, allow student sharings, etc. This could be done with everyone together or individually utilizing the crew and class assistant.
- Use the excitement that the class has generated to rally the students to some kind of follow up session. This follow up could be your next home fellowship where you all are learning to apply the mystery together. The class coordinator should stay flexible, but you don't need to second guess yourself. Each class will be totally unique, and each closing may be also. Knowing your students and communicating with those undershepherding them will help you prepare and decide.

After the class is completed:

- Within 72 hours of the class closing, please return the DVDs and other class materials to Tipp City or to the next class location on the shipping label provided.
- Continue to follow up with the students and make sure they know they are welcomed at fellowship.
- Discuss with your fellowship outreach strategies for continuing to build the desire to hold forth God's Word and bring people into the family of God.