

# THE COORDINATOR'S CORNER

## February 2014

### IF ONLY.....

...we had caught it. In the process of redesigning our Master Series course booklets we missed something. As you receive the new versions of *Knowing Jesus*, you will notice that something is wrong with the Return Sheet. It is moved over by one page. What this means is that students cannot easily tear out the Return Sheet as they normally would. This problem is a result of a formatting error that we did not catch. We have produced Return Sheets that are identical to the original ones, and we are sending these out with every copy of *Knowing Jesus* so that you can insert them into the booklets for your students to use. Please bear with us as we work through the inventory of faulty booklets. The problem has been fixed for the next printing, but we have to use up what we have.

On a more positive note, we have updated all of the Master Series Grading Keys. You may remember how we updated the first three – *The Way, God Has Spoken*, and *This is Good News* (see below). Now we have new grading keys for all Master Series courses. We think you will find them quite easy to use. They are more practical and cost less – only two sheets of paper now covers the entire series at only two thirds the cost of the old Grading Keys.

**World Bible School**  
**Introduction Course - THE WAY TO LIFE**  
 Thank you for your loving work for the salvation of many!  
 With these grading keys we also present some helpful notes about handling student responses. We pray your ministry to the lost is eternally fruitful.

**GRAD**

1) After you have your student names, prepare *The Way to Life* for mailing and send it to each of them. See Section 2 of the Postal Program Guide for detailed instructions for preparing *The Way to Life* to be sent to your student. If you need a copy of the Guide, just contact us and we will get one to you.

2) Now be patient and prayerful! It takes time for lessons to get to the students. Postal systems in some countries have problems, so correspondence may be slow. It may even get lost. Some students may need time to delve into their studies. After sending a course booklet, if you do not hear from one of your students within two or three months, write them a letter and ask if they received the lesson. Let them know you care and that you want to encourage them.

3) Continue on a weekly basis to send *The Way to Life* to new students. This will eventually build the base of students who will actually continue to study.

4) Responsive students who have the means will return their answers to you. Grade only the Choice Questions, using the appropriate grading key. Congratulate good efforts. Comment on Choice Questions answered incorrectly. Learn about your student from his answers to the Discussion Questions. Don't grade Discussion answers, and don't feel you must correct every misconception right away. Be positive and encourage the student's further openness. Try to answer the student's questions. Keep your answers simple and use Bible references (two provide Scripture references for you). If the student asks too many questions, try to answer the most important ones. If questions are too difficult, you may wish that you are researching the answer for a later response. Get help with your answers from fellow church members.

5) Note the religion of the student. If they are Muslim, please send them *The Prophets of God* instead of *God Has Spoken*, then *Jesus the Messiah* instead of *Knowing Jesus*. Note the age of the student. If they are 12 or under, please send them *Becoming Friends* the first of the three children's courses, then the other children's courses thereafter.

6) On Return Page 4 the student gives you personal information. This personal contact and background information that can prove important later for follow-up. Please file it. Section 2 of the Postal Program Guide tells you more about keeping such records.

7) Keep praying. The Lord cares the most about your student.

To order WBS materials:  
 Mail: World Bible School  
 P.O. Box 2169  
 Cedar Park, TX 78613  
 Email: orders@worldbibleschool.net  
 Phone: 1-877-993-0211

**GOD HAS SPOKEN**

Many believe in God, but do not know how to please Him. The student will learn the meaning of God's plan and the work of the Holy Spirit. The student will learn how to pray and how to live a life of obedience to God. The student will learn how to love God and how to love others. The student will learn how to be a witness for Christ. The student will learn how to be a disciple of Jesus. The student will learn how to be a member of a church. The student will learn how to be a Christian.

**GRAD**

1) After you have your student names, prepare *God Has Spoken* for mailing and send it to each of them. See Section 2 of the Postal Program Guide for detailed instructions for preparing *God Has Spoken* to be sent to your student. If you need a copy of the Guide, just contact us and we will get one to you.

2) Now be patient and prayerful! It takes time for lessons to get to the students. Postal systems in some countries have problems, so correspondence may be slow. It may even get lost. Some students may need time to delve into their studies. After sending a course booklet, if you do not hear from one of your students within two or three months, write them a letter and ask if they received the lesson. Let them know you care and that you want to encourage them.

3) Continue on a weekly basis to send *God Has Spoken* to new students. This will eventually build the base of students who will actually continue to study.

4) Responsive students who have the means will return their answers to you. Grade only the Choice Questions, using the appropriate grading key. Congratulate good efforts. Comment on Choice Questions answered incorrectly. Learn about your student from his answers to the Discussion Questions. Don't grade Discussion answers, and don't feel you must correct every misconception right away. Be positive and encourage the student's further openness. Try to answer the student's questions. Keep your answers simple and use Bible references (two provide Scripture references for you). If the student asks too many questions, try to answer the most important ones. If questions are too difficult, you may wish that you are researching the answer for a later response. Get help with your answers from fellow church members.

5) Note the religion of the student. If they are Muslim, please send them *The Prophets of God* instead of *God Has Spoken*, then *Jesus the Messiah* instead of *Knowing Jesus*. Note the age of the student. If they are 12 or under, please send them *Becoming Friends* the first of the three children's courses, then the other children's courses thereafter.

6) On Return Page 4 the student gives you personal information. This personal contact and background information that can prove important later for follow-up. Please file it. Section 2 of the Postal Program Guide tells you more about keeping such records.

7) Keep praying. The Lord cares the most about your student.

### POSTAL STUDENT NAMES AVAILABLE ONLINE—A REMINDER

Would you like to teach postal students from countries you're not teaching in now? We have an easy way to find them. Register as a teacher at [www.worldbibleschool.net](http://www.worldbibleschool.net) (at the "Become a Teacher" tab). After you register and receive your password from us, go to

[www.worldbibleschool.org](http://www.worldbibleschool.org). When you sign in, go to the "Student Board" and filter the list of available students by choosing the "Postal" option. From this list, you can choose names of waiting postal students from a variety of countries. Try it and let me know what you think!

## **SCANNING**

Did you know that you can receive postal lesson returns from your Zimbabwe students much more quickly than you do now? In fact, from the time a Zimbabwe student's lesson arrives at the postal service center in Harare, you can have a paper copy of the lesson in your hands in about a week (as compared to the 4-8 weeks it typically takes for that lesson to reach you through normal postal channels). How is that possible? By using scanning and the Internet we can get returns to you much faster, which means you can mail the next lesson to your student sooner. Sound interesting? Look for more detailed information in the next Coordinator's Corner.

## **FINALLY....**

Have questions, concerns, or ideas on how to make WBS even better? Contact me any time at:

Bill Colwell

512-345-8190

[bill@worldbibleschool.net](mailto:bill@worldbibleschool.net)