

Ideas for ABF Leaders and Teachers

Facilities

1. Better too few chairs than too many chairs
2. Better “familiar” than “fancy”
3. Better doors closed during the lesson than doors open
4. Better clean than cluttered

Testimonies

1. In large crowds, repeat what was said so that all hear
2. Limit testimony time to approximately 5 minutes
3. Offer topics to stimulate interest
4. Occasionally you may want to ask someone in the class to share a testimony. If so, give specific guidelines about the time frame and purpose.

Schedule

1. “Variety is the spice of life.”
2. Plan your work and work your plan.
 - All teachers should know and follow the schedule of the morning.
 - On occasion it is well to distribute and discuss the schedule to give everyone the impression that the class time frames are under control.
3. Teaching time should be approximately 35 minutes.
4. Table leaders should graciously and clearly introduce the teacher.

Lesson Time

1. Avoid lecture and encourage participation.
2. Utilize group discussions that correspond with the lesson.
3. Offer take-home assignments and verses to memorize.
4. Use handouts and visuals.

Welcoming Guests

1. Avoid the word “Visitor.” Use “First Timer” or “Guest.”
2. Clearly identify the guests to class. Where are they from? Who did they come with?
3. Every few months wear name tags and introduce everyone to everybody else.
4. Table leaders should attempt to meet all guests prior to class and introduce them around to others.

Outreach

1. Follow-up on absentees and guests.
2. Constantly be finding non-attenders to invite.