**Teaching Children Effectively Level 1**

**Course Syllabus**

The following information can serve as your checklist as you navigate through the course. Printing this sequential checklist and checking off each activity or assignment as they are completed will help keep you on track throughout the course.

**IMPORTANT: Before the course begins**

🞏 Review course description

🞏 Review course syllabus

🞏 Acquire an (ESV) English Standard Version of the Bible

🞏 Create an account on the Children’s Ministries Institute® website.

<https://www.cefcmi.com/wp-login.php>

You can get a head start by viewing the Wordless Book Demonstration to familiarize yourself with your first assignment.

After signing in, to access the content for the first time, click the blue “Take this Course button and then “Start Course.”

The next time you sign into the site, *The Wordless Book* Demonstration will be included under “My Courses.”

🞏 Add your instructors’ information to your email contacts:

 [Name, email address, and cell phone number of each instructor.]

🞏 Familiarize yourself with how to get on Zoom

**How to Join a Zoom Meeting:**

If you already have the Zoom App installed,
Simply click on the LINK sent by email to you, and it will take you directly to the meeting.
You will use the same link for every meeting.

If you do not have Zoom installed yet:

* If you are using a laptop or desktop
	+ 1) Download the Zoom App to your computer here:  <https://zoom.us/client/latest/Zoom.pkg>,
	+ 2) Go to Sign up and enter your information.
	+ 3) Once you are signed in, you can use the ID and PASSWORD we have provided above. For the other meetings you will only need to use the link.
* If you are using a tablet or smartphone
	+ 1) Download the Zoom App to your device:
	+ 2) Go to Sign up and enter your information.
	+ 3) Once you are signed in, use the ID and PASSWORD provided above. For future Good News Club meetings, simply click on the link

This is your TCE 1 Course Zoom Link and password for all class session: \_\_\_\_\_\_\_\_\_

Meeting ID:

Passcode:

***Be sure to log into your session at 8:40 am on the first day (to trouble shoot if necessary), and at 8:55 am for the next class sessions and wait for your session to start.***

**NOTE: All assignments should be completed by Wednesday 6:00 PM.**

**Teaching Children Effectively Level 1**

Twelve-Week Schedule Virtual Course

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Session** | **Instructor** |
| ***Week 1*** | 9:00-9:20 | Orientation |  |
|  | 9:20-10:00 | Child in the New Testament |  |
|  | 10:05-10:45 | Importance of Conversion  |  |
|  | 10:50-11:30 | Leading a Child to Christ 1 |  |
| ***Week 2*** | 9:00-9:20 | Devotions – *Getting to Know God* |  |
|  | 9:20-10:00 | Leading a Child to Christ 2 |  |
|  | 10:05-10:45 | Leading a Child to Christ 3 |  |
|  | 10:50-11:30 | Leading a Child to Christ 4 |  |
| ***Week 3*** | 9:00-9:20 | Devotions – *God is Omnipresent* |  |
|  | 9:20-10:00 | The Importance of the Teacher |  |
|  | 10:05-10:45 | Leading a Child to Christ 5 |  |
|  | 10:50-11:30 | **Study Hall – Optional**  |  |
| ***Week 4*** | 9:00-9:20 | Devotions – *God is Omniscient* |  |
|  | 9:20-10:20 | **Wordless Book Practicums** |  |
|  | 10:25-11:15 | Scripture Memorization 1 |  |
| ***Week 5*** | 9:00-9:20 | Devotions – *God is Omnipotent* |  |
|  | 9:20-10:05 | Scripture Memorization 2 |  |
|  | 10:15-11:00 | Bible Lesson Preparation and Presentation 1 |  |

**Week 1 [Dates]**

Welcome! This first week of TCE Level 1 will help you to become more aware of God’s view of children and their need of salvation. There are various ways to share the Gospel; this week you will begin to learn how to share the message of salvation with a child, using *The Wordless Book*.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:40 am.

🞏 Orientation will begin at 9:00 am sharp!

🞏 Memorize Matthew 18:6 and Mark 10:14,15

🞏 Read *The Wordless Book* Dialogue (pages 29-33 in your student manual).

🞏 Use the “link cards” to memorize the linking sentences between the Gold page and the Dark pages of *The Wordless Book*.

🞏 Bookmark and highlight the verses in your Bible for the Gold page of *The Wordless Book*.

🞏 With another person, practice the introduction and gold page of the *Wordless Book* (page 29, TCE 1 Student Manual).

**Week 2 [Dates]**

In Week 2, You will continue to learn how to share the message of salvation with a child, using *The Wordless Book*. You will be learning about the Dark, Red, Clean and the Green page. You will need to be especially careful with the three sections of the Clean page, to avoid giving assurance of salvation to a child who has not yet received Christ as Savior.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **Getting to Know God**

🞏 Use the “link cards” to memorize the linking sentences for the Dark and Red pages of *The Wordless Book*.

🞏 Bookmark and highlight the verses in your Bible for the Dark and Red pages of *The Wordless Book*.

🞏 With another person, practice presenting the Gold, Dark and Red pages of *The Wordless Book*.

🞏 With another person, practice presenting the Clean Page teaching of *The Wordless Book*.

Pay careful attention to each of the three sections of the Clean page: **Invitation to Receive Christ**, **Assurance of Salvation**, and **Confession of Sin**. Each section must be presented in order, using the appropriate scriptures. Refer to pages 24-26 and the **Evaluation Sheet Message of Salvation—*Wordless Book* (TCE Level 1)**, in your Student Manual.

**Week 3 [Dates]**

This week you will learn about the importance of your ministry as a teacher. You will also be learning about the Green page of the *Wordless Book* Green. You will want to become adept at using your Bible and your *Wordless Book* as you prepare for your **Message of Salvation** **Practicum** next week (Due 02/19/21).

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Omnipresent**

🞏 Use the “link cards” to review the linking sentences for the Gold, Dark and Red, Clean and Green pages of *The Wordless Book*.

🞏 Bookmark and highlight the verses in your Bible for the Clean and Green pages of *The Wordless Book*.

🞏 Practice presenting the Clean Page teaching of *The Wordless Book*.

🞏 Using the **Evaluation Sheet Message of Salvation—*Wordless Book* (TCE Level 1)**, found on page 157, practice presenting *The Wordless Book.*

🞏 Prepare to present *The Wordless Book* to your instructor and small group in the Breakout Room. Your presentation should be 10-12 minutes and cover all the points on the **Evaluation Sheet Message of Salvation—*Wordless Book* (TCE Level 1)**. Be sure to time yourself and practice out loud several times!

🞏 Present *The Wordless Book* to 2-3 people during the week. You can do this with members of your household, on Zoom, or even on the phone.

🞏 Fill out the questionnaire **“Using the Wordless Book”** found on page 161 of the TCE 1 Manual.

🞏 Email **“Using the Wordless Book”** to your instructor by **Wednesday 6:00 PM.**

**Week 4 [Dates]**

This week you will present your **Message of Salvation—*Wordless Book* Practicum** to your instructor and your group in the Breakout Room. You will also begin to learn the *IPEAR* method of teaching a Bible verse and be assigned a scripture memory verse.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Omniscient**

🞏 Be prepared to present *The Wordless Book* to your instructor and small group in the Breakout Room. Your presentation should be 10-12 minutes and cover all the points on the **Evaluation Sheet Message of Salvation—*Wordless Book* (TCE Level 1)**.

🞏 Bookmark your assigned Bible memory verse. Your **Scripture Memory Verse Practicum** will be due on (03/05/21).

🞏 Complete the “**Working Out the Steps to Teach a Bible Verse”** worksheet on pg. 121 (You may refer to the Romans 3:23 sample on page 38 as needed).

🞏 Email **Working Out the Steps to Teach a Bible Verse”** worksheet to your instructor by **Wednesday 6:00 PM.**

**Week 5 [Dates]**

This week you will continue learning how to effectively teach and review Scripture memory verses. You will also receive an introduction to Bible Lesson Preparation and Presentation. You will receive your assigned Bible lesson and Scripture passage.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Omnipotent**

🞏 If your instructor asked you to make corrections on your **“Working Out the Steps to Teach a Bible Verse”** worksheet, make those necessary changes and email the assignment back to the instructor by **Wednesday 6:00 PM.**

🞏 Become familiar with the Scripture passage for your assigned Bible lesson by reading it at least twice.

🞏 Using the **Evaluation Scripture Memorization— (TCE Level 1)**, found on page 155, practice presenting your assigned Bible verse, using the *IPEAR* method*.*

🞏 Prepare to present assigned Scripture verse to your instructor and small group in the Breakout Room. Your presentation should be 8-10 minutes and cover all the points on the **Evaluation Scripture Memorization (TCE Level 1)**. Be sure to time yourself and practice out loud several times!

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| --- | --- | --- | --- |
| ***Week 6*** | 9:00-9:20 | Devotions – *God is Immutable* |  |
|  | 9:20-10:20 | **Scripture Memorization Practicums** |  |
|  | 10:30-11:10 | Bible Lesson Preparation and Presentation 2 |  |
|  | 11:15 - noon | **Study Hall – Optional**  |  |
| ***Week 7*** | 9:00-9:20 | Devotions – *God is Holy* |  |
|  | 9:20-10:00 | Bible Lesson Preparation and Presentation 3 |  |
|  | 10:05-10:45 | Bible Lesson Preparation and Presentation 4 |  |
|  | 10:50-11:30 | Bible Lesson Preparation and Presentation 5 |  |
| ***Week 8*** | 9:00-9:20 | Devotions – *God is Gracious* |  |
|  | 9:20-10:00 | Bible Lesson Preparation and Presentation 6 |  |
|  | 10:05-10:45 | Visual Communication in Teaching |  |
|  | 10:50-11:30 | Teaching with Music |  |
| ***Week 9*** | 9:00-9:20 | Devotions – *God is Truth* |  |
|  | 9:20-10:10 | Bible Lesson Preparation and Presentation 7 |  |
|  | 10:15-11:05 | Bible Lesson Preparation and Presentation 8 |  |
|  | 11:15-noon | Importance of Reaching the Child in your Community |  |
| ***Week 10*** | 9:00-9:15 | Devotions – *God is Love* |  |
|  | 9:15-9:55 | Teaching Children to Pray |  |
|  | 10:00-11:00 | Counseling the Child for Salvation |  |
|  | 11:05-11:45 | Organizing the Good News Club  |  |

**Week 6 [Dates]**

This week you will be presenting your **Scripture Memory Verse Practicum**. You will also dig deep into God’s Word as you get to know a little about the characters that have an active role in your Bible lesson passage. You will also identify the locations where the activity took place, as well as the time in history. Make a list of the events that you see unfold within the passage. This Progression of Events will serve as the outline for your Bible lesson.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Immutable**

🞏 Read the Bible passage assigned to you following the procedure presented in class.

🞏 Use **“Studying the Bible Passage”** Worksheet—Assignment 2 on page 129, to make a list of the characters, places, and the time in your assigned Bible passage. List 8 to 20 story facts.

🞏 Email **“Studying the Bible Passage”** Worksheet—Assignment 2 to your instructor by **Wednesday 6:00 PM.**

🞏 Use **“Working on the Bible Lesson”** Worksheet—Assignment 2 on page 131, to make a list of events (Progression of Events) that transpire in your assigned Bible passage.

🞏 Email **“Working on the Bible Lesson”** Worksheet—Assignment 2 to your instructor by **Wednesday 6:00 PM.**

**Week 7 [Dates]**

This week you will continue learning how to prepare and present a Bible lesson by working on the comprehension aspect of the Bible passage. For Assignment 3, you will answer questions that will help you determine the biblical principles that are observed in the passage. Then you will determine what one biblical principle stands out among the rest as the main biblical principle that was true for the original receivers of this narrative and is still true today. Ask God to guide you in this process.

You will also be analyzing the Scripture passage for the evangelistic Bible lesson you are working to develop to determine where the message of salvation truths will be taught. Give yourself plenty of time to think through this step in preparing an evangelistic Bible lesson.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Holy**

🞏 If your instructor asked you to make corrections on either of your **Bible Lesson Assignment 2** worksheets, make the necessary changes and email the assignment back to the instructor by **Wednesday 6:00 PM.**

🞏 Read your assigned Bible passage again. Using the **“Comprehending the Bible Passage”** Worksheet—Assignment 3 on page 133, answer the questions listed.

🞏 Email **“Comprehending the Bible Passage”** Worksheet—Assignment 3 to your instructor by **Wednesday 6:00 PM.**

🞏 Using **“Applying the Bible Passage”** Worksheet—Assignment 4, answer the five key questions listed.

🞏 Email **“Applying the Bible Passage”** Worksheet—Assignment 4 to your instructor by **Wednesday 6:00 PM.**

🞏 Using **“Working on the Bible Lesson”** Worksheet—Assignment 2, completed during week 6, place symbols in the margin, to indicate where you will teach each part of the message of salvation.

🞏 Email updated **“Working on the Bible Lesson”** Worksheet—Assignment 2, to your instructor by **Wednesday 6:00 PM.**

**Week 8 [Dates]**

This week you will be writing out three message of salvation applications (Problem, Offered Solution, Love of God) for the evangelistic Bible lesson you are developing. This assignment will transform your Bible Story into a Bible Lesson that speaks to the hearts of the unsaved children. Determine how you will make your lesson flow smoothly by using links. Give yourself plenty of time to complete your assignments; plan to get started on this assignment early in the week. In “Teaching with Music,” you will learn that the steps to teaching a song are the same as the steps for teaching a verse.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Gracious**

🞏 If your instructor asked you to make corrections on your Bible Lesson Assignments 2, 3 or 4, make those necessary changes and email the assignment back to the instructor by **Wednesday 6:00 PM.**

🞏 Use **“Working Out the Teaching for a Bible Lesson”** Worksheet—Assignment 5, on page 137. Develop your assigned Bible passage by writing out the message of salvation Bible Story Facts, Link in and out of the story, and the application for the unsaved child (you may refer to page 75 in TCE 1 Student Manual.) Email to your instructor by **Wednesday 6:00 PM.**

🞏 Using **“Working on the Bible Lesson”** Worksheet—Assignment 2, completed during week 6 to write the link from the introduction to the story.

🞏 Email updated **“Working on the Bible Lesson”** Worksheet—Assignment 2 to your instructor by **Wednesday 6:00 PM.**

**Week 9 [Dates]**

An evangelistic Bible lesson is not complete if it does not include an opportunity to respond to the message of salvation truths. While the evangelistic Bible lesson is geared primarily for the unsaved child, there will likely be saved children in your class, as well. Planning to address the saved child—even in an evangelistic Bible lesson—will challenge them to grow spiritually. Don’t neglect those young believers! You will determine where the application for the saved will best fit in your Bible lesson narrative, and what helps or steps to include. Trust God to guide you in this process.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Truth**

🞏 If your instructor asked you to make corrections on your Bible Lesson Assignments 2 or 5, make those necessary changes and email the assignment back to the instructor by **Wednesday 6:00 PM.**

🞏 Use **“Writing an Invitation”** Worksheet—Assignment 6 page 145, to write an invitation for your assigned Bible lesson.

🞏 Email **“Writing an Invitation”** Worksheet—Assignment 6 to your instructor by **Wednesday 6:00 PM.**

🞏 Complete the **“Developing the Saved Child Application”** Worksheet—Assignment 7 page 147.

🞏 Email **“Developing the Saved Child Application”** Worksheet—Assignment 7 to your instructor by **Wednesday 6:00 PM.**

🞏 Prepare for your Bible Lesson Practicum due 4/23/21 (last week of class).

**Week 10 [Dates]**

This week you will glean ideas on teaching children how to pray. We are praying that God will use you in the future to establish new Good News Clubs. The Organizing the *Good News Club* class session will help you to develop a strategic plan.

Each time you prepare a Bible lesson and invitation, you will want to be prepared to counsel any children who respond to the Invitation. The “Counseling the Child for Salvation” class session will help you with this. Continue putting the finishing touches on the lesson you have been faithfully developing since Week 5. You have come a long way in this course! Keep up the good work!

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Love**

🞏 If your instructor asked you to make corrections on your Bible Lesson Assignments 6 or 7, make those necessary changes and email the assignment back to the instructor by **Wednesday 6:00 PM.**

🞏 Use **Evaluation Sheet Evangelistic Bible Lesson (TCE Level 1)** page 159,to prepare for your Bible lesson practicum (due on Friday).

🞏 Prepare to present assigned **Evangelistic Bible Lesson** to your instructor and small group in the Breakout Room. Your presentation should be 15-18 minutes and cover all the points on the **Evaluation Sheet Evangelistic Bible Lesson (TCE Level 1).** Be sure to time yourself and practice your lesson out loud several times!

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Session** | **Instructor** |
| ***Week 11*** | 9:00-9:20 | Devotions – *God is Faithful* |  |
|  | 9:20-10:45 | **Bible Lesson Practicums** |  |
|  | 10:50-11:30 | Encouraging the Newly Converted Child |  |
|  | 11:30-noon | Good News Club Program – Instruction and Focus questions (Watch the demonstration for homework) |  |
| ***Week 12*** | 9:00-9:20 | Devotions – *God is Sovereign & Majestic* |  |
|  | 9:20-9:30 | Observation on the GNC Demonstration homework |  |
|  | 9:40-10:20 | Managing Your Classroom |  |
|  | 10:20-10:30 | Closing Remarks |  |

**Week 11 [Dates]**

 Be prepared to presentyour Bible lesson to your instructor and small group in the Breakout Room. Your presentation should be 15-18 minutes and cover all the points on the **Evaluation Sheet Evangelistic Bible Lesson (TCE Level 1)** page 159.

You will also get a look at the overall *Good News Club* program and see how it all comes together as you watch a *Good News Club* Demonstration Course as part of your weekly assignments. When preparing your Bible lesson, you will want to provide encouragement for young believers. You will be challenged through the class session, Encouraging the Newly Converted Child.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Faithful**

🞏 Sign-in to your Children’s Ministries Institute® (CMI), select The Complete Good News Club Demonstration Course and watch the video (60 minutes). Answer the questions for **Good News Club Demonstration Questions** (page 91)

<https://www.cefcmi.com/courses/complete-good-news-club-demonstration/>

🞏 Email **Good News Club Demonstration Questions** (page 91) to your instructor by **Wednesday 6:00 PM.**

🞏 Optional: Complete **“Encouraging the Newly Converted Child”** Worksheet, pages 151-152, as a devotional.

**Week 12 [Dates]**

This is the final week of the course! Well done!

For this class session we will deal with the ever-challenging subject of Managing Your Classroom. You will then be given final directions for your Children’s Ministry Practicum and how to receive your TCE 1 Certificate. We are praying for you as you use the tools you have acquired to go into the harvest.

Assignments and activities:

🞏 Sign-in to class on Zoom, Friday at 8:55 am.

🞏 Have your Devotional listening sheet ready – Devotions: **God is Sovereign and Majestic**

🞏 Complete the End of Course Survey (**Due Wednesday by 6:00 PM**).

🞏 Complete the **Children’s Ministry Practicum Form**

Participate in five real-world teaching opportunities with children in the context of a *Good News Club®/5-Day Club®*, applying the knowledge gained in the course. The content of each teaching opportunity must be distinct (no repeated teaching, with the exception of *The Wordless Book*). Teaching of *The Wordless Book*, an evangelistic Memory Verse and an evangelistic Bible lesson must be taught in order to complete this course. The other two real-world teaching opportunities are your choice. *The Wordless Book* may be taught outside of a *Good News Club*/*5-Day Club* setting.

🞏 To receive your TCE 1 Certificate, send the completed **Children’s Ministry Practicum Form** to:

 By email:

 Or by delivery to: