



You. Sharing Jesus.

WBS POSTAL PROGRAM GUIDE

February 2017

World Bible School is a ministry that offers free interactive Bible study courses to truth-seekers around the world. WBS equips thousands of Christians as Study Helpers who share their faith with others. They use WBS' Web-based Bible lessons and printed lessons by mail to help people grow in faith and knowledge about God, Jesus, the Gospel, the church and Christian living.

Most WBS students rely on or prefer to study WBS' printed lessons by mail. After all, several billion people in the world have no access to the Internet. WBS postal Study Helpers exchange printed lessons by mail with them—WBS “postal teaching”.

This Guide is specifically about sharing Jesus with WBS postal teaching. **To become a Web-based Study**

Helper, go to www.worldbibleschool.net/teach. The two sections of this Guide can be printed separately. Please make Section 2 available to all of your Study Helpers. This Guide is also available at www.worldbibleschool.net/resources.



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SECTION 1: THE WBS COORDINATOR

WHAT WBS COORDINATORS DO

The WBS Coordinator is the person most critical to the success of a WBS postal teaching effort. The Coordinator oversees the work, ensuring that Study Helpers are equipped to teach effectively and that everything runs smoothly. A WBS Coordinator must:

- Be passionate about sharing the Gospel with others
- Be available to devote 2-3 hours a week
- Be comfortable organizing and motivating people
- Be able to oversee the WBS postal processes
- Work effectively with church leaders
- Be capable at record keeping and summary reports

Basic Coordinator functions include:

- Promoting the WBS ministry within the congregation. WBS has materials available to help at www.worldbibleschool.net/resources.

- Budgeting for WBS teaching costs
- Ensuring sufficient student names and WBS teaching materials are on hand for WBS Study Helpers
- Scheduling regular meetings of WBS Study Helpers. Many Study Helpers meet weekly—perhaps during Wednesday class time—to work on their WBS lessons. That way they can share successes and challenges, pray for students, help each other answer student questions and encourage each other.
- Forwarding incoming mail to Study Helpers for grading and corresponding
- Mailing out lessons promptly
- Recruiting new WBS Study Helpers
- Tracking and reporting progress to your team, leadership, congregation and WBS.



GETTING STARTED

Begin by calling WBS to do three things:

- 1. Get a WBS code number assigned to your congregation.** This identifies your congregation's program. The code is made up of a two-letter state identifier and a three-digit number (e.g. TX-270).
- 2. Request student names.** A Study Helper can typically prepare 7 to 10 *Introduction* booklets for mailing in an hour. Request new student names from WBS every two weeks and continue mailing *Introductions* weekly until answers start to return. Expect one set of answers returned for every seven *Introductions* mailed, taking an average of five months. Be patient—remember the parable of the good soil. *Continue sending Introductions*. Over time your students will send referral names of family and

friends so that you may no longer need to request student names from WBS.

CONTACTING WBS

We encourage you to contact us for more information and feedback. We can help your WBS postal teaching program be an effective and fulfilling evangelism tool for you and your church family. Contact WBS by:

Phone: 800-311-2006

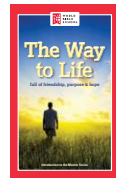
Email: info@worldbibleschool.net

And learn more—such as Web-based teaching—at www.worldbibleschool.net

3. Order lesson booklets and materials. We'll help you estimate your lesson and student name needs for your first order. You'll need enough WBS lessons on hand to keep your Study Helpers supplied. Therefore, build a small inventory by ordering 50% more *Intros* than the number of student names. If you request 100 student names, order 150 *Intros*. For *God Has Spoken* and *This is Good News*, order one of each for every five *Intros*. As you begin sending *God Has Spoken* and *This is Good News*, you can order the subsequent booklets. For later orders, use the Order Form available at www.worldbibleschool.net/resources or call WBS.

Typically, one's congregation funds the WBS postal teaching by its members (although individuals have been known to do so). Based on the assumptions above in "Getting Started", you can estimate a budget. A general rule of thumb is that postage costs will be two and half times the costs of the WBS lessons.

BUDGET EQUALS



Lesson costs

x 2.5 x
Postage costs

of
Study Helpers

ESTABLISHING A BUDGET

Plan for expenses your program will incur, including:

- WBS course booklets
- Certificates of Recognition
- paper Grading Keys (consider Speed Graders—plastic grading keys available from WBS)
- self-inking stamps or pre-printed labels (for recurring return addresses)
- paper for writing notes to students
- stapler
- staple remover
- cellophane tape
- paperclips
- packing tape
- permanent markers

Consider:

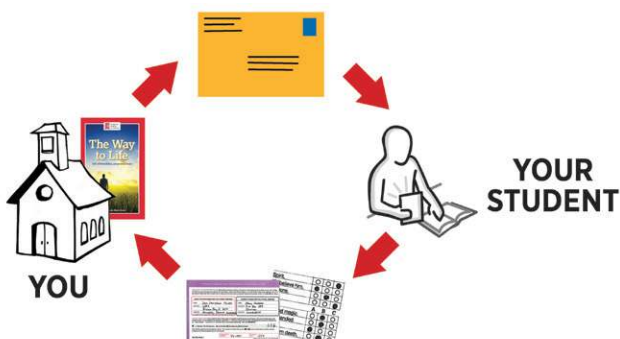
- 1. 1 Study Helper sends 10 *Introductions* in 1 hour each week.**
- 2. 40 *Introductions* per month x 20 cents each = \$8/month.**
- 3. Multiply by 2.5 for postage = \$20/month.**
- 4. Therefore, 1 Study Helper = \$28/month.**

For example, for a team of five active Study Helpers, plan on a budget of \$140/month.

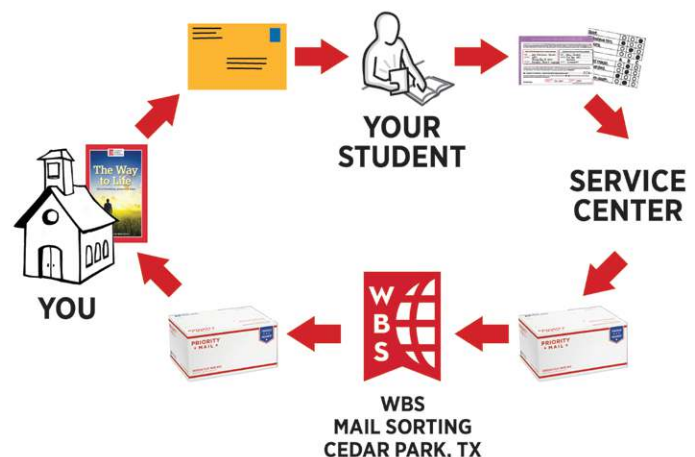
THE "POSTAL" PART OF A WBS PROGRAM

When you send WBS lessons to a student, your mail will travel in one of these ways:

- **Students in the U.S.:** You mail to them and they mail directly back to you (typically to your church's mailing address).
- **International students in a country with no WBS Service Center:** You mail to them and they mail directly back to you.



- **International students in a country with a WBS Service Center:** You mail to them and they mail to the WBS Service Center in their country. From there the mail is sent in bulk to WBS, where we sort and forward it to you.



WBS SERVICE CENTERS

WBS maintains Service Centers in 16 different countries. WBS Service Centers help keep student postage costs low by letting them mail to a domestic address rather than an international address in the U.S. The WBS Service Center ships lessons to WBS in Cedar Park, Texas, where they are sorted and mailed to churches, who share in the postage costs.

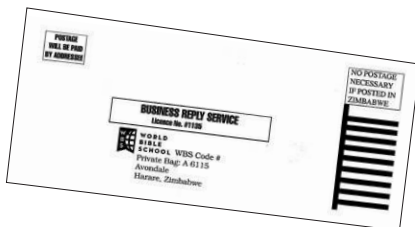
WBS has Service Centers in these countries:

Cameroon	Ghana	India
Kenya	Liberia	Malawi (with BRM)
Namibia	Nigeria	Papua New Guinea
Philippines	Sierra Leone (with BRM)	
South Africa	Tanzania	The Gambia
Uganda	Zambia	Zimbabwe (with BRM)

A current WBS Service Centers list is available at www.worldbibleschool.net/resources.

BUSINESS REPLY MAIL

In many places where WBS students are most receptive, poverty is common. Even saving the cost of stamp is motivation for continuing their Bible studies. WBS has business reply mail (BRM) arrangements in several nations (noted in the above Service Center list). WBS Study Helpers can provide BRM envelopes with their lessons to students in these countries, effectively paying for the domestic postage.



MAILING WITH THE U.S. POSTAL SERVICE AND OTHER OPTIONS

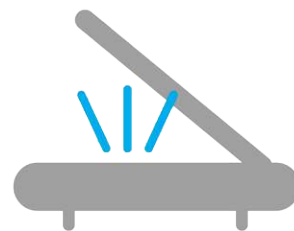
The U.S. Postal Service is very effective when mailing to WBS students in the U.S. For international students, however, there are options that can be more cost-effective. An “international mailing service” can provide prompt and reliable delivery to most any valid address at lower costs than the USPS or commercial shippers.

WBS has experience with international mailing services. One that we have found to be reliable and can recommend is Alpha Mailing Solutions. You can contact Alpha at 512-699-1994 and ams.inc@gmail.com.

A SCANNING SOLUTION

WBS seeks to use current technology to teach more effectively, for instance, speeding up the mail correspondence cycle. Cutting the time between lesson exchanges encourages students to continue with their Bible lessons.

In Zimbabwe, where we have great numbers of students, lesson answers received at the WBS Service Center in Harare are scanned and uploaded to the Internet for churches to download and print for their Study Helpers. Other countries are planned to be online in this way. The scanning option in Zimbabwe shortens student return times by 4-6 weeks, and removes the domestic and international postage costs between your students and you. If you have access to a computer and printer, this is a good option to consider. Contact us to learn about participating in our scanning program in Zimbabwe.



RECORD KEEPING

It's important that a Coordinator keep good records which measure overall program progress. You'll want to know the number of students taught, student progress, baptism requests, etc. Study Helpers should keep records of their own to track individual student progress and build a relationship with each student. (See SECTION 2: THE WBS STUDY HELPER)



Coordinator program records should include at least the following for each student:

- Student Name
- Student ID # (unique identifying number for tracking, assigned by the Coordinator or created by the Study Helper)
- Contact info: mailing address (as detailed as possible), phone number, email, etc.
- The date each lesson booklet was sent and received

An Excel template like the one on the next page is available at www.worldbibleschool.net/resources.

COORDINATOR RECORD KEEPING SHEET (Print on legal size paper. Download at worldbibleschool.net/resources)												
			Intro	GHS	GN	KJ	BWS	FOG	LLL			
ID#	Student Name Address	Country	Sent Received	Sent Received	Sent Received	Sent Received	Sent Received	Sent Received	Sent Received	Date Baptism Requested	Date Baptism Confirmed	Other
1	Mercy Thomas PO Box 517 Kenigoya Kenya	Kenya	7/12/13 1/23/14	1/30/14 5/7/14	1/30/14 5/7/14	11/15/14 2/28/15	11/15/14 2/28/15	8/16/15 12/21/15	8/16/15 12/21/15			Can get many friends at school to study.
2	Naron Kipkorir PO Box 390 Londiani Kenya	Kenya	7/19/13 12/22/13	12/29/13								
3												
4												
5												
6												
7												
8												
9												

An Excel template like this one is available at www.worldbibleschool.net/resources.

OTHER TOPICS

- What should you do if you receive more students than you can handle? What if you run short?
Don't worry. We'll help you find the right balance. You can send excess names to WBS. We'll reassign them to another program who needs them. If you run short, request more from the WBS office.

At www.worldbibleschool.net/teach you can open an account and claim students who have enrolled to study postal lessons from the "Student Board" from the teaching site. (While you're at it, claim a handful of students and try out WBS Web teaching. It's simple!)

WBS offers several helpful information sources:

- The *Action!* newsletter, published bi-monthly, contains WBS news, mission/campaign updates, inspirational stories and teaching tips. Subscribe at www.worldbibleschool.net/news.



- The Coordinator's Corner*, a bi-monthly email, provides additional helps/tips for WBS Coordinators for effective WBS teaching.

WBS websites

- www.worldbibleschool.net is our information site for Christians. It explains how the WBS ministry works and how people can become Study Helpers. The "Resources" page contains useful downloads and links, including outreach ideas, student recruiting tools, help with student follow up, etc. Of special interest is the WBS Program Promotion download. It includes WBS promotional and Study Helper recruiting tools such as bulletin boards, posters, sign-up sheets, logos, a scripted PowerPoint presentation and more.
- www.worldbibleschool.org is our enrollment site for seekers, as well as our online teaching/learning site. Here, students enroll and study, and Web Study Helpers create accounts to help them. You can also claim postal students from the "Student Board" at this site.



We're here to help you when you need it: contact us at 800-311-2006 and info@worldbibleschool.net.

TARGETING YOUR OUTREACH WITH WBS CONNECT

WBS Connect provides tools that let you find and teach your own WBS Students. You can focus on your community to see local fruit. Target your mission points around the world, too. WBS Connect provides:

Ideas – Use WBS’ promotional tools to find Bible students using your own members and outreach programs. For instance, our WBS Web Ads service lets you cost-effectively use targeted Internet advertising.

Web Page – Drive traffic to your own WBS-branded page for enrolling students.

Students – WBS enrollees you find will be available exclusively to your Study Helpers to teach.

Tools – Use these available features to be more effective with your WBS evangelism:

- Identify and communicate with your WBS Study Helpers
- Track student progress by each Study Helper and as a group
- Report on targeted campaign effectiveness.



Churches and other Christians are using WBS Connect to share Jesus in their community and around the world.

When using Connect, you can expect more Web-based students. But many students still choose printed lessons by mail—even in the U.S. So be prepared to offer both options.

Download the WBS Connect Brochure and FAQ at www.worldbibleschool.net/connect.

A FINAL WORD FOR COORDINATORS

Thank you so much for having a heart for lost souls! As a WBS Program Coordinator, your efforts are **vitaly important** to the success of your church’s WBS teaching program. By equipping others to share Jesus with WBS lessons, you are fulfilling the Great Commission and reaching many souls. If you have questions, need help or have ideas on how to make the WBS process work even better, please let us know.



You. Sharing Jesus.

1. Secure the support of your congregational leadership.

- Remind them of how WBS equips everyday Christians to share Jesus with the lost—around the world and in their own community.
- Summarize this Guide for them.

2. Identify a dedicated WBS Coordinator—key to an effective work.

3. Present the WBS teaching method to your congregation.

- Let them know what's coming with bulletin boards, handouts, bulletin articles, announcements, etc. (Contact us for help.)
- Ask a WBS staff member to present. WBS can also provide resources so this can be done over the Internet or by a local member.

4. Let everyone know about WBS Web teaching, too.

- Christians of all ages may prefer to share Jesus with faster-paced teaching using browsers, smart phones and mobile devices.

5. Hold an interest meeting (within two or so weeks of finding a Coordinator).

- Schedule a time for those interested, including church leaders.
- Review the basics of WBS postal teaching. Ask them to pray about their involvement.
- Ask Study Helpers to commit perhaps an hour each week for at least one year. Patient work is important.

6. Plan on a budget to support program costs (including materials, postage and supplies).

- These include the cost of materials, supplies and postage (see p. 6).

7. Schedule a sign-up date (within a week or so of the Interest Meeting).

8. Get a WBS code #, order lesson booklets and request student names from WBS.

9. Hold a Study Helper training session (within two weeks of the sign-up date).

- Order student names to use in the training session.
- Schedule a WBS staff member, if possible, to conduct this session.
- Reserve building space for the team to store materials and work.

10. Schedule a launch date and establish a work schedule (usually weekly).

- Request more student names, as needed.

You're now off and running! Souls will be in heaven because of your efforts.

1. Encourage a team approach with your Study Helpers.

- Study Helpers working together enjoy fellowship and mutual encouragement.
- Encourage Study Helpers who work at home to visit the team periodically.

2. Establish reasonable expectations with your team.

- For each *Introduction* booklet mailed overseas, one out of seven will return their answers and expect the next booklet, taking an average of five months. U.S. students typically respond at higher rates and more quickly.
- The more *Introductions* you send, the more you'll receive back. Request new student names from WBS every two weeks and send *Introductions* weekly until you start to receive referral names from existing students. Over time you may begin to generate enough new students through referrals.
- Diversify your program by ordering student names from several countries.
- Your core Study Helpers will soon emerge, helping you to plan/budget accordingly.

3. Don't stress about the workload.

- The program can be as big or small as your group desires.
- Need more names? Request them from WBS.
- Too many names? Send them to WBS for reassignment.
- As you balance your program, budget and workforce, you'll also see fruit of your labor.

4. Plan time for prayer together.

- Be specific in prayer based on feedback from particular students. Be sure your Study Helpers tell their students that others are praying for them.

5. Keep the church informed about your WBS teaching program.

- Use bulletin boards, announcements, public prayer, bulletin articles, etc., to get the story out and to recruit additional Study Helpers.

6. Keep the leadership informed and involved.

- Church leaders are a great motivating force (and obviously influence the budgeting process.)

7. Plan for the future. Find and train a reliable backup for your Coordinator.

8. Consider how you can use WBS Connect to reach and teach your own WBS students—in your community or a mission point.

NOTES:

[illegible]

SECTION 2: THE WBS STUDY HELPER

WHAT WBS STUDY HELPERS DO

WBS Study Helpers are everyday Christians who are interested in helping others know the Good News of Jesus. They use WBS' interactive lessons, both Web-based and print, to encourage people who want to receive the blessings of the Bible as WBS Students. WBS Study Helpers are of all ages, from teens to families to seniors, who want to be proactive with their faith.

As a WBS Study Helper, you'll exchange lessons with your Students, review their multiple choice lesson answers, encourage them and pray for them along the way. You can develop meaningful friendships with some of your WBS Students. You'll see Students grow in faith and knowledge. Many will come to make their own personal faith response to the Gospel.

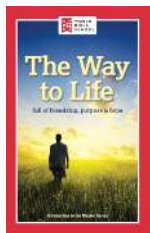
WBS LESSONS

WBS core lessons are the "Master Series." They shine Scripture's light on the basics of God, His Son, His grace, His church and His new way of life. They "make disciples" by letting God's Word develop in each student an informed, personal faith response to the Gospel.

The Master Series is made up of seven booklets, for a total of 49 lessons. The booklets are sent in four mailings. Students who return the answers to the *Introduction Lesson*, the WBS Study Helper sends *God Has Spoken* and *This is Good News*. For students who continue, *Knowing Jesus* and *Born of Water and Spirit* are sent in Mailing 3, followed by *The Family of God* and *Live a Life of Love* in Mailing 4.

WBS' Master Series is available in English, Spanish and French.

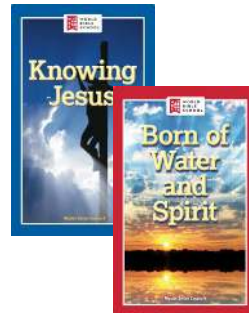
MAILING #1



MAILING #2



MAILING #3



MAILING #4



WBS' MASTER SERIES

TEACHING MUSLIMS

When a student indicates on their *Introduction* answers that he/she is Muslim, two special booklets are used for Mailing #2: *The Prophet of God* and *Jesus the Messiah*. These lessons begin on familiar ground to a Muslim: the key prophets of the Old Testament and Jesus himself as the Messiah, a (the) primary prophet of God. After these, Mailing #3 consists of *This is Good News* and *Born of Water and Spirit*.



TEACHING CHILDREN

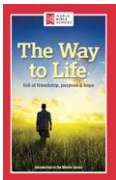
When a student indicates on their *Introduction Lesson* that he/she is twelve years old or younger, a specially-created series is used. The simpler Children's Series builds a foundation before the more advanced Master Series. They are sent in succession beginning with *Becoming Friends*.





THE WBS TEACHING PROCESS

Time spent working on WBS lessons includes preparing booklets for mailing, grading quizzes and corresponding with students. Typically, one can interact with 7 to 10 students and their lessons during an hour. Planning on one hour a week is a good place to start, though one can spend less or more time than that. It's very important to take the time necessary to treat each student as a real person, a soul in need of Jesus.



1. MAILING THE INTRODUCTION BOOKLET, *THE WAY TO LIFE*

On the Back Cover:

- Place the U.S. return address in the upper left hand corner. You can write it, but for these recurring return addresses, you'll appreciate having a pre-printed label or ink stamp.
- Note: It is a U.S. Postal Service requirement for mail originating in the U.S. to have a U.S. return address. For this reason, this address will be different if you are using a WBS Service Center return address on the inside pages of the lesson booklets. (Learn about WBS Service Centers in SECTION ONE: THE WBS COORDINATOR.)
- Place the student name and address (handwritten or label) in the box.

On Page 8:

- Place the Study Helper name, return address and WBS code # in the **red box** (handwritten, label or stamp). If applicable, use the WBS Service Center address for that country. This is important, since it is how the student knows how to correspond with you.

RETURN PAGES

Students return quizzes on Return Pages from each course booklet.

These are the basis for building a relationship

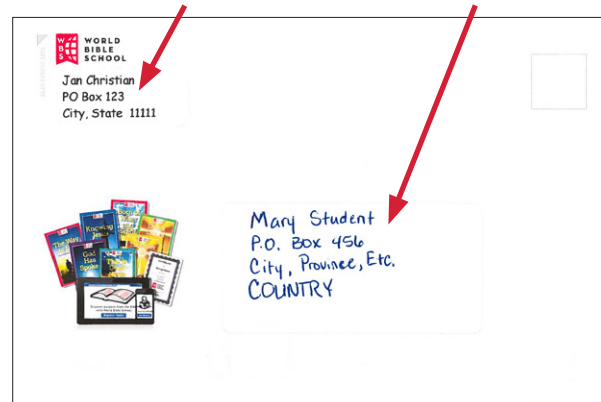
with a WBS student. The Return Pages contain a student's personal information, multiple choice answers and discussion question responses.

- Grade the quiz by comparing marked circles of multiple choice questions using a paper Grading Key or plastic "Speed Grader" from WBS. Discussion questions are not "graded", but help you better understand and respond to the needs of your student.
- Answer and comment on both multiple choice and discussion questions as needed, providing scripture references where appropriate. Remind your students that even without a Bible, the lesson texts contain the scriptures needed for the questions.
- Record referral names and addresses provided by the student. Mail an *Introduction* booklet to each.



Return address

Student address



This is your personal journey of discovery. Take the time you need for better understanding. Answer the questions from what you see for yourself in the Bible. Don't worry about what someone else thinks. What do the Scriptures—the words of the Bible—say to you?

Here is how to start:

- As you read, pay attention to the Scriptures. They are what matter—the beating heart of each lesson. (Even if you don't own a Bible, all WBS courses can be completed since they quote key Bible verses.)
- Answer the questions using the Return Page in the middle of this booklet. The answers are not hard to find since each question is taken directly from a Scripture printed in red.
- Clearly write your name, address and other information on the Return Page.
- When you have completed all parts of the Return Page, remove it from the center of this booklet. Send it to the address shown in the red box (■) and on the Return Page. Your Study Helper will then send to you the first full WBS course.

It is that simple. Enjoy your reading!



In this red box are the name and the full postal address of your correspondence STUDY HELPER. Send all of your answers for grading and all letters for WBS to this address.

NAME: Jan Christian TX-001
ADDRESS: WBS
Private Bag A 6115
Arundale, Harare
ZIMBABWE

Student address

On Return Page 1:

- Place the Study Helper name, return address and WBS code # in the **red box** (handwritten, label or stamp). If applicable, use the WBS Service Center address for that country.
- Place the student name and address in the **blue box**.
- Write your congregation's **WBS code #** in the "Study Helper ID Code #" **red box** on the bottom left of the page.
- Use a unique **Student ID #** for tracking (created by you or assigned by your Coordinator) and write it in the "Student ID #" **red box** on the bottom center of the page.

Study Helper Address

Student Address

STUDENT: PLEASE COMPLETE THESE RETURN PAGES AND SEND THEM TO YOUR STUDY HELPER.

INSTRUCTIONS FOR COMPLETING THE RETURN PAGES: If you have studied *The Way to Life*, complete the Return Pages following these four easy steps.

STEP 1: Answer the 20 CHOICE QUESTIONS on Return Page 2. Each question is based on a Scripture quoted in the lesson. Simply choose the correct ending to the sentence and show your choice by filling in the circle A, or B, or C. (See the example below.)

STEP 2: Answer at least 3 of the short DISCUSSION QUESTIONS on Return Page 3. Your Discussion answers are not used for grading. Feel free to say what you really think. By learning your views, your Study Helper can better suggest Bible answers for your special questions and interests.

STEP 3: Fill in the INTRODUCTION TO THE STUDENT on Return Page 4. Help us to keep your records clear and your mail address correctly written in the blue box.

STEP 4: After completion, remove the Return Pages from this booklet. Mail them to your Study Helper at the address shown in the red box below, and use the address. Your Study Helper will then send you the first full WBS course.

STUDY HELPER'S NAME AND FULL POSTAL ADDRESS

NAME: Jan Christian TX-001

ADDRESS: WBS Private Bag A 6115 Avondale, Harare ZIMBABWE

STUDENT'S NAME AND FULL POSTAL ADDRESS

NAME: Mary Student

ADDRESS: P.O. Box 683 Chirundu ZIMBABWE

EXAMPLE OF CHOICE QUESTIONS: Each question offers 3 ways to complete a sentence about a Scripture. Only ONE of these ways is the correct answer. In the example below, the Scripture is the Bible book called Second Timothy, chapter 3, verse 15. The only answer that correctly completes this Scripture is (C), "wise." Therefore the circle for C has been filled in (completely darkened).

EX. (2 Timothy 3:15) "You have known the holy Scriptures, which are able to make you..." (A) happy, (B) wealthy, (C) wise

RETURN PAGE 1

STUDY HELPER ID CODE # TX-001

STUDENT ID # 1234

WORLD BIBLE SCHOOL © THE WAY INTO EL-10

Congregation WBS Code

Student ID #

Fold and place the following into the middle of the booklet before taping:



- a **personal note**. Your personal introduction and welcome to study can make a big difference in a student's continuing.
- a **business reply mail (BRM) envelope** if it is available in the country where your student lives.
- Be sure your **WBS Code #** is written on the envelope.

BUSINESS REPLY ENVELOPES

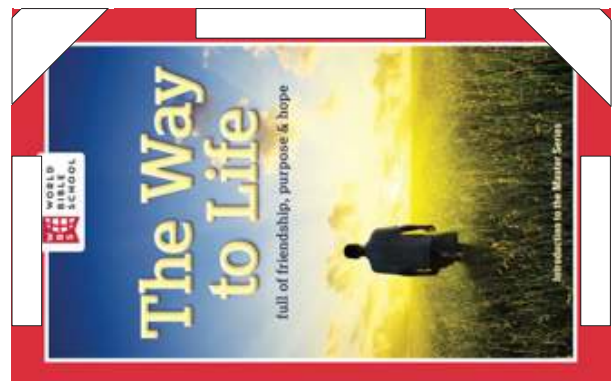
In many places where WBS students are most receptive, poverty is common. Even saving the cost of stamp is motivation for students to continue their Bible studies. WBS has business reply mail (BRM) arrangements in Malawi, Sierra Leone and Zimbabwe. WBS Study Helpers provide BRM envelopes to students in these countries, effectively paying the domestic postage for the student.



Your congregation's WBS Code

- Tape the booklet in five places (top, bottom, side, corner, corner). This keeps your personal note and business reply mail envelope intact, as well as protects the lesson pages during the mailing process.

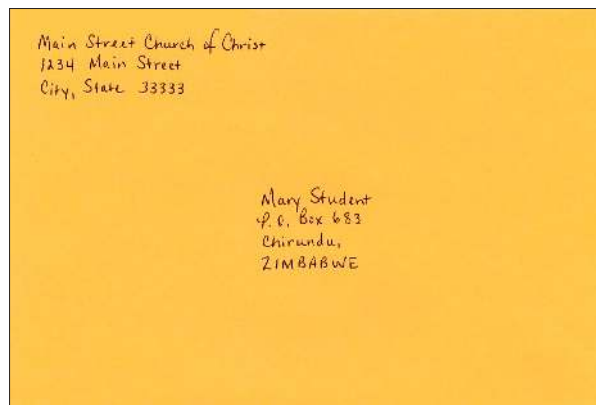
Mail the completed *Introduction* booklet.



2. PREPARING LESSON BOOKLETS AFTER THE INTRODUCTION

On a 6x9 mailing envelope:

- Place your U.S. return address (normally your congregation's mailing address) in the upper left hand corner (handwritten, stamp or label). It is a U.S. Postal Service requirement for mail originating in the U.S. to have a U.S. return address.
- Place the student's name and address in the center.



On page 1:

- Place the Study Helper name, return address and WBS code # in the red box (handwritten, label or stamp).
- If applicable, use the WBS Service Center address for that country.

On Return Page 1:

- Place the Study Helper name, return address and WBS code # in the **red box** (handwritten, label or stamp).
- If applicable, use the WBS Service Center address for that country.
- Place the student name and address in the "Student's Name..." **black box**.
- Write your WBS code # in the "Study Helper ID Code #" **red box** on the bottom center of the page.
- Enter the unique "Student ID #" for tracking in the "Student ID #" **red box** on the bottom right.

Place the booklet and the following into the envelope:

- graded quiz page(s) from the previous lesson(s)
- a personal note to your student
- a business reply mail envelope (if applicable)
- Certificate(s) of Recognition for any completed booklet(s).

Mail the completed envelope.

CERTIFICATES OF RECOGNITION

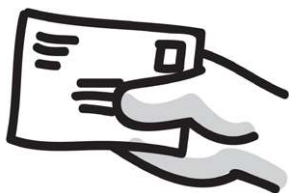
WBS Certificates are available to send to students who complete booklets after the *Introduction*. Don't neglect to provide this award to your students as they continue their studies—many value this simple acknowledgement of their effort and progress.



Add: Student name
Your signature

HELP WITH MAILING

Most WBS Students rely on or prefer to study WBS' printed lessons by mail. After all, several billion people in the world have no access to the Internet. WBS postal Study Helpers exchange printed lessons by mail with them. (Learn more about becoming a WBS Web Study Helper at www.worldbibleschool.org.) Postal teaching can be slow due to poor mail systems, the time to study and respond, busy family and work lives, etc. Study Helpers must be persistent, patient and prayerful as they share God's Word.



MANAGING POSTAGE COSTS

Check with your WBS Coordinator (or SECTION 1: THE WBS COORDINATOR) to learn more about keeping mailing costs low for both you and your students.

- **WBS Service Centers are domestic addresses you can provide many of your students so they can save on international postage to the U.S.**
- **Business Reply Mail Envelopes are available for Malawi, Sierra Leone and Zimbabwe. Provide these BRM envelopes to students to fully pay their postage.**
- **An "international mailing service" can be a cost-saving alternative to the U.S. Postal Service.**

MAKE A FRIEND

As a WBS Study Helper, you're not just mailing lessons and marking up exams. You're truly sharing Jesus, leading seekers on a spiritual path. It's very important that you try to develop a relationship with your students, to be a friend. Give them a warm, genuine welcome when your first send their *Introduction*. Introduce yourself and let them know you are happy to help them. Offer them encouragement as they study. Let them know you are praying for them. Ask about their family, where they live, what they do for a living, etc. Try to find common interests to help you gain their trust and build a relationship. Look for opportunities to address their spiritual needs. When the time is right, offer to help find a local Christian to help them with personal study, baptism and finding a local body of believers.



RECORD KEEPING

Study Helpers should keep basic records for every student, electronically or on paper, including information to help you help them as they study, such as:

- Student name
- Student ID # (unique identifying number, assigned by the Coordinator or created by the Study Helper)
- Contact info: mailing address (as detailed as possible), phone number, email, etc.
- Student progress, including the date each booklet was sent and when answers are received, and grades for each quiz.
- Profile data (provided by the student on Return Page 4 of the *Introduction*)
- Other information that helps you help your student—birthday, family info, etc.



An Excel template like this one is available at www.worldbibleschool.net/resources.

STUDY HELPER STUDENT RECORD KEEPING SHEET (Print on legal size paper. Download at worldbibleschool.net/resources)																	
ID#	Student Name Address	Country	Intro Sent/Received	Grade	GHS Sent/Received	Grade	GN Sent/Received	Grade	KJ Sent/Received	Grade	BWS Sent/Received	Grade	FOG Sent/Received	Grade	LLL Sent/Received	Grade	Other
1	Mercy Thomas PO Box 517 Kenigoya Kenya	Kenya	7/12/13 1/23/14	95%	1/30/14 5/7/14	100%	1/30/14 5/7/14	100%	11/15/14 2/28/15	95%	11/15/14 2/28/15	100%	8/16/15 12/21/15	90%	8/16/15 12/21/15	100%	Birthday 11 Jan. Mother of two. Baptized 10/2/15
2	Naron Kipkorir PO Box 390 Londiani Kenya	Kenya	7/19/13 12/22/13	100%	12/29/13		12/29/13										Office worker. Sprinkled as an infant.
3																	
4																	
5																	

FOLLOW UP

We all desire that every WBS student learns to the point of understanding of the need to obey Christ and follow through with that decision. When you have a student who has demonstrated clear interest and expressed a desire for baptism, introduction to a local church family or a face-to-face Bible study, you can refer them for follow up. WBS “follow-up workers” are available in many of the countries where there are WBS students. These are individual Christians—evangelists, preachers, missionaries, church leaders—who are ready and willing to study personally with WBS students.

Elizabeth Jones 

Postal/Location Information		Student Navigation
Address line 1	1111 South Street	Overview
Address line 2	-	Update
Address line 3	-	Preferences
City:	Cincinnati	Timeline
State	OH	Followup
Postal code	11111	Assignments
Nation	United States of America	Send message

WBS' automated follow up system can be accessed by opening an account at www.worldbibleschool.net/teach.

Stay in touch with each of your students and continue to pray for them. Encourage them to live a life for God, to share His Word with others and to find and join a group of believers who can encourage them and help them grow in their Christian life.

PLEASE SEND MONEY?

A student may ask you to send money, gifts and such. Let them know that the WBS ministry uses its resources to teach the Good News of the Bible to as many people as possible and cannot offer financial support. When they ask for a Bible, let them know you can send one as they progress in their studies (see ATTACHMENT 3 - Encourage Students to Keep Studying).

A FINAL WORD

Thank you so much for having a heart for lost souls! Thank you for using WBS to share the Good News of Jesus with seekers around the world. Please call us at 800-311-2006 if you have questions, need help or have ideas on how to make the WBS process work even better.



**WORLD
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SCHOOL**

You. Sharing Jesus.



Encourage Students to Keep Studying...

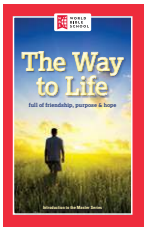








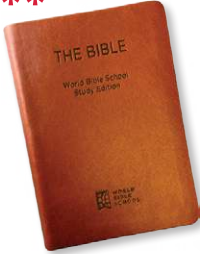


Are you doing everything you can to help keep your students studying?

- Are you praying for them regularly?
- Are you sending your mailings promptly?

WBS wants to help you keep your students. Try these suggestions.



When you send:

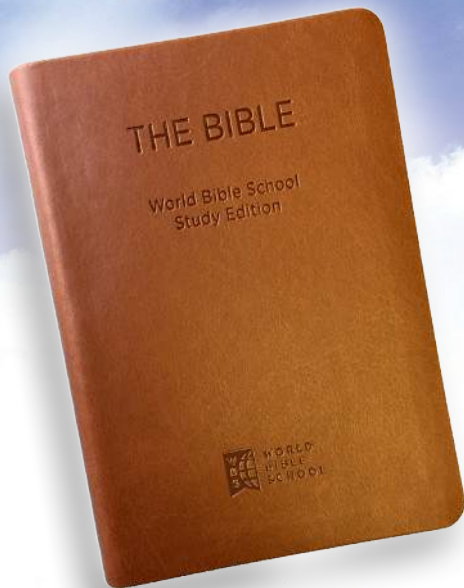
1	2	3	4	5
The Way to Life  <p>Include a personalized welcome letter which mentions the incentives listed here.</p> <p>+</p> <p>* </p> <p>* Download these files at worldbibleschool.net/retention</p>	God Has Spoken & This is Good News  <p>Include a note and bookmark <i>with the student's name</i>. WBS can provide some to get you started. Or, use our template to print on cardstock.</p> <p>+</p> <p>*  (2" x 6")</p>	Knowing Jesus & Born of Water and Spirit  <p>Include a note of encouragement and the WBS embroidered badge available from WBS.</p> <p>+</p>  <p>+</p>  (2" x 3")	The Family of God & Live a Life of Love  <p>Include a note of encouragement and a WBS Study Edition of the ESV Bible.</p> <p>+</p>  <p>+</p> <p>**  (5" x 7")</p> <p>** Send this FREE Bible for only the shipping cost. See details at worldbibleschool.net/incentive</p>	Graduation Certificate  <p>Include a note of congratulations. If you haven't already, ask your student about face-to-face follow up.</p> <p>+</p> 



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info@worldbibleschool.net
800-311-2006

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