



ENCOUNTERING
THE WORLD OF
ISLAM

COURSE PLANNING ASSISTANT

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INSTRUCTIONS

Using this Assistant

This document was created to help you successfully run an Encountering the World of Islam course. We have created some checklists, calendars and given you scheduling information to make your class the most effective that it can be. You will find four main sections: Pre-planning, Promotional Strategy, Suggested Timeline, and Course Events.

Pre-planning

Gives you a place to begin putting information all in one place and get you started on praying for the class and gathering a coordinator team to assist you.

Promotional Strategy

Will guide you to utilizing your time and resources to promote the course in the most effective way. We have provided templates online in the Coordinator Toolbox in the Caleb Project Classroom.

Suggested Timeline

The following lists are examples of the elements that should be accomplished in order to help your *Encountering the World of Islam* class to run more smoothly. Some of our suggestions may not work in your particular setting so please feel free to modify or add activities that will best suit your needs. Please feel free to make as many copies of the calendars included in this document on page 13 that you will need. Don't forget to add holidays and other major church activities to your calendar to make sure you can schedule everything accurately.

For copies of most handouts, signage, and brochures, see www.calebclassroom.org and click on the *EWI* classroom

Course Events

These lists will give you some basic ideas of how to organize the actual class period as well as a Course Planner to help you think through the whole twelve weeks of classes. Your class plan for each week can then be refined on the Class Planning templates in the coordinator toolbox.

Coordinator Toolbox

As a coordinator, you have access to a very powerful on-line tool in the Caleb Project Classroom. You can get to the classroom by going to <https://classroom.calebproject.org> and logging into the Coordinator's Toolbox. There are instructions on how to log in in the Student Tutorial link. You will need a key from Keith Swartley in order to use the Coordinator Toolbox. The on-line classroom is also where you will have access to the on-line portion of the *EWI* course.

Order Materials

EWI text \$39.99 retail. Estimated price: \$28 per book. Special discounts for course coordinators ordering full cases (12 books per case) are available.

Contact Us

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.....
Host Church

.....
Course Start Date

.....
Coordinator's Name

.....
Day of Week

PRE-PLANNING

Build Your Team*

Responsibilities	Name	Phone	E-mail
Prayer Planner
Class Programmer
Promotion Specialist
Worship Leader
Childcare Consultant
Administrator
Decorator
Class Host
Academic Advisor
Field Trip Facilitator
Clean-up Leader
Audio/Video Specialist
Financial Advisor
Follow-up/Mentor
Instructor Care Provider
Class Facilitator
Professor of Record
Church Liaison

* See Team Job Descriptions on page 11.

Prayer

Gather your team together on a regular basis in order to lift the planning and the class up in prayer. Schedule meeting dates on the calendars provided on page 13.

Previous Course Coordinators (Use as a resource and mentor.)

Name	Address	Phone	E-mail

PROMOTIONAL STRATEGY

Intended Audience (Who do you want to enroll?)

.....

.....

Financial Goal (Budget planning tools are found in the Coordinator Toolbox.)

.....

Promotion Suggestions

- Print posters provided on-line
- Send personal invitations to area church leaders
- Prepare bulletin announcements and bulletin inserts (provided electronically by Caleb Project)
- Send article or ads to local papers
- Place lawn signs in front of church
- Special edition of church newsletter or story in newsletter
- Target list of 50-75 people to pray into the class
- Use skits or dramas
- Send public service announcements to local radio stations
- Print attractive, well-designed brochures (template provided by Caleb Project)
- Design bulletin board
- Organize a contest
- Show images of Muslims before and after services (PowerPoint available on-line)
- Pray over the list of personal invitations
- Show promo video
- Organize ethnic food event (global food court)
- Produce Muslim market (display pictures and information about Muslim peoples)
- Personal testimony from previous student
- Display some maps
- Make announcements during services
-

SUGGESTED TIMELINE

6-9 Months before Class

- Attend coordinator training
- Contact instructors (discuss their ministry expertise and your needs)
- Activate the prayer team to pray weekly
-
- Caleb Project M.O.U. signed and host fee paid
- Set a budget and goal for number of students
- Confirm recruitment of team members
-
- Schedule team meetings
- Set a goal for scholarship fund and recruit gifts
- Schedule classroom and A/V equipment
-

4 Months before Class

- Locate instructor photos, bio sketches, and prayer requests
- Confirm instructors
-
- Review videos and other enrichment materials
- Print brochures, posters, flyers
-
- Plan each class period
- Send first mailing of brochure
-

2 Months before Class

- Announce event dates in Sunday services for host church and area churches
- Submit announcements for bulletin
- Phone alumni
- Show promo video clip during Sunday services
- Send announcement/press release to local newspapers
- Hand out invitations
- Distribute brochure to congregation
-
- Add information to your church's web site
- Prepare bulletin inserts
- Personally invite area churches
-

2 Weeks before Class

- Put up outdoor signs, posters, and display
- Print out any signage or lists you may need for the first night
- Decorate classroom
- Distribute special bulletin insert
-
- Double-check with instructor regarding setup and equipment needs
- Send notes of encouragement to coordinator team
- Organize first night refreshments
- Hold team prayer meeting
-
- Confirm hosts and meal arrangements for instructors
- Last minute post card mailing
- Order books
- "First night free" last-minute promo
-

2 Weeks after Class Begins

- Pay student fees
-
- Register all students in classroom
-
- Finalize roster
-

2 Weeks after Class Ends

- Submit grades
- Meet with coordinator team members to debrief and plan follow-up
-

Program Enrichment Suggestions

- Adopt a people group each week
- Testimonies of Muslim background believers and Muslim workers
- Global music
- Worship
- Prayer about current events in the Muslim world
- International potluck
- Phone interview with a missionary (pre-arranged)
- Drama
- Book table
-
- High quality, short videos
- Lesson 12 – Concert of prayer for Muslims
- Small groups
- Panel discussion
-

COURSE EVENTS

Weekly Activities

- Check with team leaders regarding responsibilities
- Receive a love offering for missionary speakers
- Leave time for a question and answer time
- Review the previous week's lesson
- Show videos or parts of videos (see the Recommended Readings & Activities for ideas)
-
- Assign people for cleanup following each class
- Request feedback and evaluation from instructors
- Testimonies or ministry highlights from class members
- Break the lecture into Part 1 and Part 2
- Pay instructor/reimburse expenses
-
- Keep attendance records for each class
- Assign people to lead worship and prayer
- Drama to highlight particular points in the lesson
- Include small group discussion
- Student evaluations of instructors
-

Post-Class Checklist

- Make sure borrowed items have been returned
- Check to see that all course expenses have been paid
- Keep the missions momentum going!
- Evaluate class and determine if goals were achieved
- Follow-up on those who made commitments to missionary service
-
- Write thank-you notes to all involved, including instructors
- Inform congregation of results of class
-

TEAM JOB DESCRIPTIONS

Academic Advisor: Helps students determine if they can receive academic credit, coordinates with Professor of Record partly in submitting grades, and explains syllabus requirements to students.

Administrator: Coordinates registration and attendance records.

Audio/Visual Specialist: Responsible for making sure any A/V equipment is available and in working order. Works with Class Programming, Worship, and the Instructor or Instructor Care.

Childcare Consultant: Solicits childcare needs from the students and develops and implements appropriate plan: shared babysitting, kids' educational program, or no childcare provided.

Church Liaison: Reserves classroom and audio/visual equipment, coordinates the promotion of the course within the host church with church staff.

Class Facilitator: Emcees each class, introduces the instructors, leads class discussions and lesson reviews

Class Programmer: Responsible for developing a plan for each class night and planning that time, weekly class enrichment activities such as videos, testimonies, and small groups. Works in conjunction with the worship team member and class facilitator.

Clean-up Leader: Prepares the classroom each week and cleans up afterwards

Decorator: Prepares enhancements to the classroom space to add esthetics to the class.

Field Trip Facilitator: Arranges the field trip to a local mosque or Islamic school, prepares students, provides directions, leads the trip, and debriefs students at the next class.

Financial Advisor: Prepares the budget, sets prices, orders texts, collects and receipts and deposits fees, and pays instructors.

Follow-up/Mentor: Participates in guiding the discussion forums on-line, meets with students to encourage their application of material to their lives, participates in guiding the class time for Lessons 11 and 12, and follows up with students after the class to help them complete their goals.

Room Host: Responsible for greeting students and delegating refreshment responsibilities.

Instructor Care Provider: Confirms arrangements with instructors, arranges transportation, food, and housing

Prayer Planner: Responsible for developing a prayer plan and leading a team in regular prayer times for the class, praying with the instructor, and opening the class in prayer

Professor of Record: Contact person with each academic institution granting credit. Determines the final grade of each student seeking credit and approves and submits the syllabus to the institution.

Promotion Specialist: Responsible for developing a promotional plan and getting promotional materials printed and distributed. Works in conjunction with the Church Liaison for church promotion. Enlists all team members in external promotion.

Worship Leader: Responsible for worship time of each class which may include music and/or drama. Works with the Class Programming teammate.

COURSE PLANNER

Lesson	Time					
	30	60	90	120	150	180
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Field Trip						

COURSE CALENDARS

Month:						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Month:						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat