



ENCOUNTERING  
THE WORLD OF  
**ISLAM**

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COURSE PLANNING ASSISTANT

## TABLE OF CONTENTS

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### **Instructions**

Using this Assistant	3
Contact Us	3

### **Pre-Planning**

Build Your Team	4
Team Job Descriptions	5
Prayer	6
Previous Coordinators	6

### **Promotional Strategy**

Intended Audience	6
Financial Goal (amount needed to break even)	6
Promotion Suggestions	7
Promotional Event Suggestions	7

### **Suggested Timeline**

6-9 Months before Event	8
4 Months before Event	8
2 Months before Event	8
2 Weeks before Event	8
2 Weeks after Class Begins	8
2 Weeks after Class Ends	8

### **Course Events**

Weekly Activities	10
Post-Class Checklist	10
Course Planner	11
Course calendars	12

# INSTRUCTIONS

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## Using this Assistant

This document was created to help you successfully run an Encountering the World of Islam course. We have created some checklists and calendars, as well as 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

Here you will begin putting all your information in one place. Also you'll get started on praying for the class and gathering a coordinating team to assist you.

### Promotional Strategy

This part will guide you to use your time and resources to promote the course in the most effective way. We have provided templates in the Coordinator Modules at [www.encounteringislam.org/moodle](http://www.encounteringislam.org/moodle).

### Suggested Timeline

Here you will find lists of the elements to 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. Make as many copies of the calendars (on page 12) that you 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 the Coordinator Modules in online 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 valuable online tools at [www.encounteringislam.org/moodle](http://www.encounteringislam.org/moodle). Your coach will give you access to these materials.

## 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

*Encountering the World of Islam*  
P.O. Box 100  
Littleton, CO 80160-0100  
303.459.5344  
[www.encounteringislam.org](http://www.encounteringislam.org)



.....  
Host Church

.....  
Course Start Date

.....  
Coordinator's Name

.....  
Day of Week

**PRE-PLANNING**

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**Build Your Team\***

<b>Responsibilities</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
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 5.

## TEAM JOB DESCRIPTIONS

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

**Administrator:** Coordinates registration and attendance records.

**Audio/Visual Specialist:** Responsible for making sure any audio/video equipment is available and in working order. Works with Class Programmer, Worship Leader, and the Instructor (or Instructor Care Provider).

**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, and coordinates the promotion of the course within the host church with church staff.

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

**Class Programmer:** Responsible for developing a plan for each class night, as well as weekly class enrichment activities such as videos, testimonies, and small groups. Works in conjunction with the Worship Leader and Class Facilitator.

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

**Decorator:** Prepares enhancements to the classroom space to add aesthetics 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 textbooks, 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:** Acts as the contact person for academic institutions 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 Programmer teammate.

## 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.)

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.....  
.....

Name	Address	Phone	Email
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.....  
.....

Name	Address	Phone	Email
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.....  
.....  
.....

Name	Address	Phone	Email
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.....  
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.....

Name	Address	Phone	Email
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## PROMOTIONAL STRATEGY

Intended Audience (Who do you want to enroll?)

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.....  
.....

.....  
.....  
.....

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 the EWI office)
- 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 the EWI office)
- 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

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### 6–9 Months before Class

- Attend coordinator training
- Contact instructors (discuss their ministry expertise and your needs)
- Activate the prayer team to pray weekly
- EWI 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 in host 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 coordinating 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

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### Weekly Activities

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

### Post-Class Checklist

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

# COURSE PLANNER

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

COURSE CALENDARS

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Month:						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Month:						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat

