



ENCOUNTERING
THE WORLD OF
ISLAM

CLASS PLANNING ASSISTANT

TABLE OF CONTENTS

Instructions	3
Class Prep Modules	4
Team Job Descriptions	5
Finances	7
Suggested Timeline	8
Promotion Suggestions	10

INSTRUCTIONS

Using this Assistant

This document was created to help you successfully run an *Encountering the World of Islam* (EWI) class. We have created a checklist and given you scheduling information to make your class the most effective that it can be. This assistant is not intended to be a document that you complete in full; rather, it is a companion to the planning modules you will work through in Class Prep, helping to make sure you have covered everything involved in planning a class.



Next: If you have not already received access to Class Prep, be sure to contact the EWI team at info@encounteringislam.org.

You will find four main sections to this assistant: Prayer, Pre-planning, Recruiting Strategy, Suggested Timeline, and Class Events.

Prayer

Prayer is foundational to having a successful class. Gather your team together on a regular basis in order to lift the planning and the class up in prayer.

Pre-planning

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

Recruiting Strategy

This part will guide you to use your time and resources to recruit participants in the most effective way. We have provided templates in Class Prep.

Suggested Timeline

Here you will find lists of the elements to be accomplished in order to help your EWI class 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. 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 Planning Modules in Class Prep.

Class Events

These lists will give you some basic ideas of how to organize the actual class period as well as a Class Planner to help you think through the whole twelve weeks of classes. Your class plan for each week can then be refined in the Weekly Plans found in Class Prep.

Contact Us

Encountering the World of Islam
P.O. Box 100
Littleton, CO 80160-0100
303.459.5344
www.encounteringislam.org

Class Prep Modules

Coordinators are given access to the Class Prep modules in our online classroom. These ten modules will help guide you and your team in planning your class. They are designed to be used collaboratively: Some teams choose use them as the basis for their team meetings, while others use them as an online workspace.

Team

This is the first module, because your coordinating team will be the most important tool in planning your class. If you get the right people on your team, you will have a much easier time in planning and executing your class.

Logistics

This module will help you plan some of the basic elements of your class. Once you have set these up you'll be well on your way to getting your EWI class started.

Prayer

Prayer is the most essential thing you will do to support your class. Planning out whom and what you will pray for is the best way to make sure that this important task gets the complete attention it deserves.

Guest Instructors

Instructors are often one of the highlights of the class. Selecting your instructors will determine a large part of the content of you class.

Recruiting Participants

The whole point of putting together a class is to change the lives of the people attending. This module will help you target and recruit the right participants for your class.

Class Activities

While much of class time will be lectures from the instructors, the classroom activities give you an opportunity to play a more active role and to interact with participants. To get the most out of these interactions, it is important to plan them well.

Outside Assignments

Only a fraction of the learning actually happens on class night. To help participants process and integrate the material well, this module will help you prepare to continue encouraging and interacting with them even between class sessions.

Class Dynamics

Class sessions involve much more than bringing in the right instructors. In this section, you'll think through important elements of creating a successful learning environment.

First Night

Your first night will set the tone for the rest of your class, so it is important to start well. This module will help you make sure you have done everything you can to make sure that your class is successful.

Finishing Well

This module is designed to be completed in the middle of your class. It will help you maintain momentum not only to finish the class well but also to give your participants resources they can use after class is over.

TEAM JOB DESCRIPTIONS

Your team is the driving force putting together all aspects of the class you're hosting. Having a variety of personalities and interests within your team will help cover the diverse tasks. You do not need a different person for each role, and not every role is necessary for each team, so it will be up to your team to determine which are appropriate for your class.

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 with church staff for the promotion of the class within the host church.

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 online, 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.

Forum Facilitator: Encourages participation in the online discussion forums, moderates and interacts with forum posts, grades all assignments in the online classroom (including discussion forum posts and quizzes).

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.

Recruiting Point Person: Responsible for developing a strategy and helping to keep the coordinating team focused on recruiting participants. Also in charge of promotional materials developed and distributed, whether electronic or print. Works in conjunction with the Church Liaison for church promotion. Enlists all team members in recruiting and promoting.

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

FINANCES

All of the finances for an EWI class are handled by the coordinating team. The coordinating team will choose how much to spend on instructors, recruiting, refreshments, and facilities, as well as how much to charge students. We have guides to help you plan a budget for the class based on how many students you expect to have.

Funding

We strongly recommend that classes have the backing of a local church to run their finances; however, classes can be successfully run without one. Whether or not you use a local church to process your finances, EWI will not write, cash, or deposit any funds on your behalf. All funding issues are the responsibility of the coordinating team.

Tuition

Tuition is set by the coordinating team. The budget worksheet will help you calculate an appropriate figure given your expenses and the number of students. Since your team is responsible for the class finances, you are free to offer discounts and scholarships for those not able afford the class. We recommend that you first ask students to seek scholarships from their church, but this is at your discretion. We have templates for students requesting scholarships that you are free to edit to fit your situation.

Student Fees and Books

The only fixed price for the class is a \$60/student fee that is paid to EWI. This fee includes a copy of the book and use of the online classroom for each student. This fee also covers the use of Class Prep for the coordinating team and the Instructor Resources for all instructors. Coordinators are encouraged to order enough books to amply cover their anticipated enrollment. You will not be invoiced for your total student fees until the third week of your class. At that point any extra books can be returned at no charge.

Recruiting

With the rise of more and more electronic means of communicating and inviting to an event, the budget for recruiting materials may be rather small. The majority of this expense tends to be printing flyers and brochures, if your team decides to incorporate these into the strategy. If you have the support of a local church, however, they will often do the printing for you. At the end of this document are several suggestions for promoting and recruiting to your class.

Instructors

Instructors' expenses should be covered by the class. Generally, there are two major expenses related to instructors: travel and honoraria. Travel expenses will vary depending on the distance the instructor is traveling. Even local instructors should be reimbursed for their mileage. It is typical to give the instructors an honorarium for their time. These expenses are accounted for in the sample budget.

SUGGESTED TIMELINE

7-9 Months before Class

- ❖ EWI MOU signed and returned.

6 Months before Class

- ❖ Complete Module 1: Team
 - What is your vision?
 - What are your goals?
 - Who will be on your team?
 - What roles will they fill?
 - How will you function as a team?
- ❖ Complete Module 2: Prayer
 - When will your team pray together?
 - What are some specifics that you will pray about?
 - Who will be praying for your team?
 - How will you pray for the Instructors?

5 Months before Class

- ❖ Complete Module 3: Logistics
 - Where and when will your team meet?
 - How will your team communicate and keep track of tasks?
 - What do you need for your facility?
 - How will your class be financed?
- ❖ Complete Module 4: Guest Instructors
 - How will you choose your instructors?
 - Are there any other classes that you can share resources with?
 - How will you take care of the instructors?
 - When will your students evaluate the instructors?

4 Months before Class

- ❖ Complete Module 5: Recruiting Students
 - How will you recruit people to the class?
 - How will you communicate your vision?
 - How will you respond to objections to the class?
- ❖ Complete Module 7: Class Activities
 - How will your team prepare and execute each class?
- ❖ Complete Module 8: Outside Assignments
 - Who will your facilitators be?
 - How will your team encourage people to engage with the readings?
 - How will your team interact with students in the forums?
 - What needs to be done to make your experiential trips impactful to the students?

3 Months before Class

- ❖ Complete Module 6: Class Dynamics
 - How will your team balance leading the class?
 - How will your team keep the class on schedule?
 - How should you set up the classroom?
 - How will you create a safe environment to challenge your students?
- ❖ Complete Module 9: First Night
 - What are the final preparations which need to be made before class?
 - How will the registration process work?

- What are your expectations for the first night?
- How will you encourage the students to engage in their assignments?
- ❖ Complete Module 10: Finishing Well
 - What do you need to do to help your students meet the goals you set at the beginning of the class?
 - How will you follow up with students after the class?
 - Will you or someone else put on another class?
 - How will you show your appreciation for your team?
- ❖ Begin (or continue) semi-monthly meetings to pray for the upcoming class.

Start of Class

- ❖ Finalize roster.
- ❖ Make sure all the students have gained access to the online classroom.
- ❖ Pay student fees.

During Class

- ❖ Meet as a team to debrief and assess how the class is going.
- ❖ Make any adjustments needed.
- ❖ Review Module 10 and move toward a good finish to the class.

After Class

- ❖ Make sure borrowed items have been returned.
- ❖ Finish grading assignments.
- ❖ Meet with coordinating team members to debrief and plan follow-up.
- ❖ Evaluate class and determine if goals were achieved.
- ❖ Write thank you notes to all involved, including instructors.
- ❖ Check to see that all class expenses have been paid.
- ❖ Follow up on those who indicated commitment to vocational ministry.
- ❖ Inform congregation of results of class.
- ❖ Keep the missions momentum going!

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
- ❖ Announce event dates in Sunday services in host and area churches
- ❖ Submit announcements for bulletin
- ❖ Phone alumni
- ❖ Show promo video clip during Sunday services
- ❖ 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
- ❖ Send announcement/press release to local newspapers
- ❖ Hand out invitations
- ❖ Distribute brochure to congregation
- ❖ Put up outdoor signs, posters, and display
- ❖ 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
- ❖ Print brochures, posters, flyers
- ❖ Add information to your church's Web site
- ❖ Prepare bulletin inserts
- ❖ Personally invite area churches
- ❖ Last-minute post card mailing