

First-Steps Report

Initial steps toward A.B.F. health

Name: _____ Date: _____

ABF Group: _____ Time Preference: 9:30am OR 11am

STEP 1 ... Selection of Class Facilitator (due by the end of Training)

In the space below, please name at least 5 couples or individuals you will ask to be your Class Facilitator:

1. _____
2. _____
3. _____
4. _____
5. _____

What "Ask Event" will you invite your potential class coordinator to? _____

"Ask Event" date: _____ Time: _____ Task completed: _____

STEP 2 ... Curriculum Selection (due 2 months before group start)

Please see the large list of approved classroom materials to select one that best fits your needs. *If there is something you'd like to teach that is not on the list, this is not a problem at all, simply have a pastor read through it prior to studying.*

Material Selected: _____

Author(s): _____

Do copies need to be created? YES / NO Do materials need to be purchased? YES / NO

Once the above section is complete, create a 1 to 2 sentence class description for publicity purposes (due 2 months prior to class launch)

Course Description: _____

STEP 3 ...Classroom Mechanics (due 1 month prior to class launch)

What do you need (Please circle all that apply):

- | | |
|---------------|----------------------|
| 1. Projector | 5. DVD Player |
| 2. Bibles | 6. VCR |
| 3. Whiteboard | 7. Dry Erase Markers |
| 4. Flipchart | 8. Other: _____ |

STEP 4 ...Developing a classroom lesson plan (due 1 month prior to class launch)

- Welcome (3 minutes)
- Icebreakers (10 minutes)
- Announcements (5 minutes)
- Opening Prayer (3 minutes)
- Teaching Time (35 minutes)
- Prayer/Care Time (15 minutes)
- Closing Thoughts (4 minutes)

STEP 5 ...Developing a publicity plan (due 1 month prior to class launch)

List 10 names of people you plan on inviting to your ABF Group?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

What steps will you take to fill your group?

- 1. _____
- 2. _____
- 3. _____

STEP 6 ...Attend Teacher Training (completed before you can teach)

Date complete: _____