

Presentation Guide

If Your Church is New to INSTE

If your church is new to INSTE, your first step as pastor is to identify a person to be trained as an INSTE group leader. You may download the application for group leader training from our website resources page. http://www.inste.edu/resources_leader.aspx, or we'll be happy to mail or email the application upon your request.

Mail or fax the application to INSTE. We'll send the materials to the person to be trained. The short one-week training introduces the new group leader to the methodology and philosophy of INSTE. Upon successful completion of the exam, INSTE will contact the new leader. The certification diploma will be sent to the church. We suggest that it be presented publically to the certified leader. This provides a great opportunity for the leader to present INSTE and begin recruiting interested persons.

If Your Church Has Hosted INSTE Groups

If your church has previously hosted INSTE groups, they are a great resource for recruiting people to form a group. Use their experiences to build interest in enrolling in a group. Contact one or two persons who have experienced INSTE and prepare them to be interviewed during the presentation. Choose people whose excitement is contagious. Remember to stay within the time limit for the presentation.

Preparation

1. Make sure the brochures are in the bulletins or are passed out to the congregation before the service. If possible, have a short announcement placed in the bulletin the previous two weeks as a "teaser" of what's coming.
2. Have the media person download the video for the presentation to your church computer from our site at. <http://www.inste.edu/video.aspx>.
If there is no internet connection available at the church, contact us for an email version (4 meg in a Windows Microsoft Format) we will send directly to your computer, or a CD we will send by mail.
3. Set up a display table with the poster, a few extra brochures, and enrollment forms. Place one or two INSTE books on the table for show and tell.

Presentation

1. Introduce yourself.
2. Mention the brochure the congregation has received.
3. Introduce the video
4. Interview an INSTE student. Suggested questions:
 - a. What do you do in INSTE? [study the Bible during the week, meet with the group once a week]
 - b. How much time does it take? [The hour I spend studying each day really helps me know the Bible and know God...]
 - c. INSTE is accredited. Does that mean it's expensive? [It's only \$79 per course. That's about 70¢ a day!]
 - d. Would you invite your friends to enroll in INSTE? Why?
5. Invite people to visit with you at the display after the service.

At the display

1. Have the INSTE students help you answer questions at the display table.
2. Have a sign-up list on the table for each group and each course (if needed).

- a. Have them sign the sign-up sheet for the course they are interested in and then fill out and sign enrollment forms.
- b. Make sure the enrollment form is complete.
- c. Collect the enrollment fees.
 - i. Many churches provide a payment plan for those who can't pay all at once.
 - ii. If that is the case, find out from your church what procedures to follow.

Follow-up

Depending on the circumstances at your church, you may wish to continue the enrollment process for another week or so. As we mention in the training manual, the most effective recruitment comes through prayer. Ask the Lord to guide you to the ones to whom the Holy Spirit is speaking. Answer questions, encourage, encourage and then encourage some more.

Once you have collected the enrollment forms and fees, fill out the book order form and give the collected fees to your church. Receive a church check or credit card information to complete the order. Make sure the pastor has signed all of the enrollment forms. Mail or fax the book order form, the completed enrollment forms and the payment to INSTE.

You will receive the study materials at the address you provide on the book order form. Distribute them and you are ready to go!!

We welcome you to the INSTE team.

A handwritten signature in blue ink that reads "Nick & Leona Venditti". The signature is written in a cursive, flowing style.

Nick and Leona Venditti
INSTE Bible College