

Instructors Guide

**ULTIMATE
QUESTIONS**

URGENT!

**BIBLICAL
CHRISTIAN
TRUTHS**

**AM
I GOOD
ENOUGH?**

All
Things
Under
His
Feet

F.Y.I.

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The
BOOK
of
James

Welcome!

Purpose and Goals

Metanoia Ministries exists to provide inmates with extensive, challenging, and practical correspondence Bible study curriculum where the student is linked with a personal Instructor in a Christian church.

Metanoia's primary goal is to be of service to God and to bring Him glory and praise in the hearts and lives of inmates. As the Instructors work with their Students through the Bible correspondence material, the Student and the Instructor will grow in grace and faith in the Lord Jesus Christ and in their knowledge of the Bible.

Instruction

Metanoia Ministries works closely with the leadership of local churches to involve members of their church as Instructors. Church members are asked to complete an Instructor/Grader Information form that must be approved by the leadership of their church before they can become an Instructor and get involved in the spiritual life of an inmate. This is to insure that the Instructor is spiritually qualified to take on this important responsibility.

Instructors may also request copies of each course for their own completion. Metanoia Ministries is convinced that Instructors will also grow spiritually as they participate in this vital ministry. It should be noted that a family may also work together to grade a student's lessons as long as one adult is approved.

Curriculum

Metanoia has chosen to write its own Bible correspondence material written by those with years of prison ministry experience. Thus the material is compiled with prison inmates in mind. This is a strength of Metanoia as is the study level of the material. Metanoia Students do not begin by taking multiple choice, fill in the blank, true/false courses. They begin right from the start with short and long essay answers which challenge the Student and cause them to dig for answers. Because they were designed for inmates, the courses are enjoyed by Students with varying levels of study ability.

The Metanoia Student begins at Level One which consists of two courses. When they complete Level One they graduate and receive a beautiful Graduation Certificate, a letter from the Director, and a book. The Student may then move on to Level Two. Level Two courses go deeper into the Word of God and present a continuing opportunity for the Student to be challenged in mind and life. After completing Level Two the Student will receive a Level 2 graduation packet. We hope to add on additional studies in the future.

Administration

All Metanoia Students do their courses by correspondence one booklet at a time. When they send in a completed booklet, the Student will usually have a devotional or an assignment to work on while they wait for the graded booklet to be returned.

Metanoia promises the Student that they will provide timely responses to their material. When a booklet is sent in, it is Metanoia's goal to have it processed, graded, and back in the mail within ten days. The Instructor keeps a detailed record of their student's progress and forwards that information to the Metanoia Ministries office, where detailed records are kept in each Student's permanent file.

As much as possible, the Student will remain with the same Instructor for as long as the Student continues studying with Metanoia.

A Metanoia student can request a letter of reference at anytime for his/her prison file, job application, ...etc.



Welcome to Metanoia Ministries

Hebrews 4:12 “ For the Word of God is living and active. Sharper than any double-edged sword, it penetrates even to dividing soul and spirit, joints and marrow; it judges the thoughts and the attitudes of the heart.”

You are ready to give God’s Word free course in your life, to change you and to give true direction; that says something about you! It means that you are serious about growing spiritually. Metanoia Ministries Instructors are excited about you! It is a privilege for us to be a part of your spiritual journey.

A Brief Introduction to Metanoia Ministries Bible Study by Correspondence Program

- All of our students begin at Level One which consists of Courses One and Two.
- Course One is entitled “**Ultimate Questions**” and is comprised of 12 brief lessons.
- Upon completing Course One you may take Course Two entitled “**Biblical Christian Truths**”.
- When you complete Level One you will receive a personal **Metanoia Ministries Graduation Packet** (see reverse for details).
- With your Instructor’s recommendation and your interest you may then begin with Level Two.

SINCE YOU ARE PERMITTED TO CONTINUE YOUR STUDIES WITH US EVEN IF YOU MOVE OR ARE RELEASED, WE ASK THAT YOU NOTIFY US WITH YOUR NEW ADDRESS AS SOON AS POSSIBLE. IF YOU DO NOT WE WILL HAVE NO PLACE TO SEND YOUR NEW MATERIAL

MM's Grading System

- You will be assigned to your own personal, **Instructor** who will grade your courses and write you letters of encouragement and instruction.
- Your Instructor will try to answer your questions and will seek to teach you new things or just affirm what you believe.
- You will receive a **percentage grade** for each completed Book based on the five different categories. We do this so that you can see how well you did and how you can improve. It is our desire to help you to do the best you can in your studies. (a **Grading Guide** is enclosed for your reference)
- Your Instructor will indicate your achievement and percentage grade in the front of each Booklet on a **Grade Report** sticker.
- MM keeps on file a record of your performance.
- It is our policy to send one booklet at a time for you to study and send in. In this way you and your Instructor will not feel rushed to complete or grade the material.
- We are happy to give you a letter of recommendation based on your performance now, while you are in prison, or in the future when you are released. Any student of MM needs only to make a request and we will happy to respond to you or to your future employer.

Graduation Packet

1. A beautiful certificate of completion
2. A congratulatory letter from the director of MM
3. A copy of this letter for your prison file
4. A gift of a good **Christian book** from our current library
5. Advancement to Level Two



Overview of Correspondence Courses

Level 1 - Course 1: Ultimate Questions

This is a study of a booklet written by John Blanchard entitled Ultimate Questions. This course presents God as the Great Creator and Redeemer of this world.
(3 Booklets; 12 Lessons)

Level 1 - Course 2: Biblical Christian Truths

This course is a biblically-based overview of the major doctrines of the Bible: The Doctrine of God, Man, Jesus Christ, Salvation and the Kingdom of God.
(14 Booklets; 17 Lessons; Building Blocks)

Level 2 - Course 1: Am I Good Enough?

This course is a biblically-based in-depth study of salvation by grace, God's justice and mercy, the fall, reconciliation, call, repentance, saving faith, justification, sanctification, perseverance, and the Christian life.
(8 Booklets; 15 Lessons; Building Blocks)

Level 2 - Course 2: All Things Under His Feet

This course is a study of the book of Ephesians referencing John Stott's book entitled The Message of Ephesians.
(7 Booklets; 11 Lessons)

Level 2 - Course 3: Learning to Live a Godly Life

This course is a study of the Book of James referencing Gordon Keddie's book entitled The Practical Christian.
(7 Booklets; 7 Lessons)

Metanoia Meditations - Building Blocks

Two of the courses come with a daily devotional worksheet designed to help the students meditate and memorize specific passages of the Bible. Each set of Metanoia Meditations is 14 days long. Whenever a student is waiting for their lesson to be graded, they have these building blocks to keep them occupied and in the Word of God.



Common Questions

1. How many students will I have?

- usually only one. Occasionally we may ask you to take on another student if we are low on instructors.

2. Will I always have the same student?

- yes, as long as he/she continues with MM studies you will be their Instructor.

3. What if I go on holidays -- what happens to my student's lessons?

- just let your student know in a note why there was the reason for the delay. Chances are, a short delay will not be noticed as sometimes the students are also delayed for various reasons.

4. What if my student stops sending in material?

- we would encourage you to write him/her a short letter or card after not hearing from them for one month. We have found that to be a very effective way of keeping a discouraged student on track. Use MM's return address on all correspondence send to your student. MM also reviews the status of students quarterly and sends follow-up letters when appropriate. The student is allowed 6 weeks to respond. If there is no response, the student is considered inactive and you will be assigned a new student (unless you instruct otherwise).

5. Does my student know my address?

- no, unless you give it to them which we highly discourage. All mail that you send them will have MM's return address on it, not your own.

6. Can I send things to my student?

- yes, you may wish to send him/her a birthday card or a book or tract. However, do not send them anything beyond those types of things -- certainly do not send them money.

7. How much will I know about my student?

- as much as he/she tells MM and you about him/herself. When you are assigned a new student you will receive a copy of his/her enrollment form which gives limited biographical information.

8. Can MM students continue studying with MM once released from prison?

- yes, if they provide MM with their new address.

9. Can I ever meet my student?

- yes and no -- usually your student will be too far removed geographically for you to visit them, but it is sometimes possible if you desire to do so.

10. How can I get my student to open up more and write me letters in return?

- by opening up yourself in the areas that you wish him/her to open up. Remember that you will have to develop some trust first. As a rule prisoners don't easily trust people. Be patient and pray for your student.



Encouragement Letters

A Guide for Quality and Consistency in Encouragement Letters for Metanoia Instructors

One of the most important ways that Metanoia Ministries makes an impact on its students is the quality of response that the Metanoia Ministries Instructor makes while grading each individual lesson. This high-quality response must be the core commitment for you as an Instructor. The quality of this response is promised repeatedly in a number of areas in our enrollment materials and anticipated by our students. The importance of your personal response can not be overstated. You are vital to this process.

The core commitment for the education process is to impact the student with the truth of God's Word and the love of God's people. We want the prisoner-student to see how important he is to the body of Christ. To achieve this it is vital that we take each lesson, each question, and each letter seriously.

The following outline indicates the elements of what should be contained in your response to each of your students. This will guide you through each letter that you write.

1. Begin each lesson with prayer for your student, and for guidance from the Holy Spirit in making just the right response for your student's spiritual needs.
2. Always address your student by name and make the most uplifting and encouraging opening statement you can think of.
3. Begin the body of the letter by addressing important concepts found in the lesson--things that should really be driven into the student's understanding. Use at least two parallel scriptures that are not found in the lesson book.

"Instruct the mind, the heart, and the hand" - John Calvin

4. First address the **mind**, understanding. Refer to the lesson that the student has completed. Make observations about at least two of their responses on different questions. Try to address questions found in two different areas of the booklet thus showing that the lesson has been thoroughly read and graded, and that there is a correlation between the lesson and the encouragement letter. If there is error, lovingly identify it, correct it and provide supporting Scripture.
5. Now address the **heart**, insight. Let them see how much you love the scriptures and the lessons. Show them how much you enjoy their lessons and letters. In Course Two praise them if they have completed their Devotional-if they haven't, challenge them to complete them. In this challenge you need to explain WHY the Devotionals should be done and WHY they are beneficial to the student. This will show your care and concern for the student, and it is a testimony of your own love for God and His Word.
6. Finally, address the **hand**, application. Make a summary closing response on how the concepts learned in this study can be lived out in practical ways- "offering our bodies as living sacrifices, holy and pleasing to God". You need to demonstrate to your student the fruits of the Holy Spirit, and how they are lived out. This can be done by recounting biblical stories or other illustrations.

Men and women in prison are constantly bombarded with the toughest, most discouraging atmosphere imaginable. Even with all the effort that MM puts into the preparation and administration of its Bible courses and study aids, the response that continues to be heard from our prisoners students is their deep appreciation for the personal letters and the high quality response made by our Metanoia Instructors. You are what is unique about Metanoia Ministries. Attain and maintain your highest standards of excellence. This is a most vital component of our mutual effort to provide a quality Christian education for Prisoners.



WORDS TO ENCOURAGE!!

This list may be of help to those of you who get tired of writing "Good" or "Great" on the lessons or the same old thing! Also keep in mind that our students often have received little or no praise in their entire life!! Even the better students who have all the answers right need to have this reinforced with praise and encouragement!!!

***"Let another praise you,
and not your own mouth; someone else,
and not your own lips." Prov 27:2***

That's really nice
Wow!
I like the way you're working
Keep up the good work
That's quite an improvement
Much better
What neat work!
Good job!
Congratulations...you only missed....
This kind of work pleases me very much
That's right!
That's IT!
You are learning fast
Excellent work !
Keep working on it--you're doing better
That's quite an improvement!
Nice going!
You must be spending more time on it!
Tremendous!
Keep on trying!
Good job, _____(name)
You're right!
Good going!
I like that!
Perfect!
That's first class work!
You certainly did well today!

Keep it up!
Right on!
You're on the right track
Very creative
Very interesting
That's an interesting way of looking at it
Excellent effort/work!
Beautiful
That's a good point
I appreciate your effort
Terrific!!!
You've got it now
Good for you!
Now you have it!
Not bad!
That's the way!
Wonderful!
You're really improving!
Good thinking!
Good for you!
That's better!
Way to go!
That's it!
You're doing fine!
Excellent!
Keep it up!



1. You will receive a packet which will include a 6"x9" envelope with the students address written on it, the latest completed lesson, and the next lesson to be completed by the student.
2. Pray before you begin asking God to lead you and to give you discernment; that you would genuinely love this student and desire for him/her to know the truth.
3. If there is a Building Block (BB) submitted with the lesson book, grade the BB and include it when you consider the grade for that book. Deduct 10% off the final grade if there should have been a BB but it was not sent in.
4. Use the Words to Encourage sheet to make frequent comments to help or correct or even to underscore a job well done. Everyone appreciates encouragement.
5. Use red pen for marking the lessons. Use black or blue pen for writing the encouragement letter.
6. Call/email all CAM Grades and to the MM office
MM Phone: 704-735-6647
Email: metanoiaministries.
metmin@gmail.com
7. The Answer Key is there to make things go more quickly and smoothly for you. Use it as a guide. Do not always expect word for word accuracy with the Answer Key. Use your Bible as you read through the completed BB.
8. Write an encouragement letter (see sheet regarding these letters).
9. As you do all of the above, be aware of the "Do's and Don'ts" (see next column)
10. Feel free to call or e-mail the office for help.
11. We tell our students that they will receive their lessons back in a timely manner. We hope that they can have them back within 10 days of our receiving them in our office.

Don'ts...

- Use your home address or give any personal information such as phone number, etc.
- Ask your student why he/she is in prison
- Enter into or give any opinion of disputes with prison officials, or agree to write to the warden (etc) on behalf of the prisoners in their struggles to gain privileges or avoid infractions.
- Respond to any negative remarks about the prison church or it's leadership.
- Respond to any appeals for money, stamps, or to write letters on their behalf, etc.
- Use theological terms without explanation. Though your student wants to learn new words and concepts, be sure to explain them carefully. (For example, the word "Sovereignty". You could give a phonetic spelling and a definition—so-ver-in-te, supreme authority or ruler").

DO'S...

- Pray for the students and the ministry of MM.
- Remember to instruct your student in the truth of God's Word with Christian love.
- Utilize stories and illustrations to highlight the reality of biblical concepts. Be on the lookout for good ideas, especially when you are listening to preaching, teaching, or while reading. We suggest that you keep a notebook for this purpose.

Category and Grade Descriptions

This list describes what to look for when assigning a grade for each category. (When a Building Block is expected with the lesson, it should be graded as a part of the lesson and included in the lesson grade.)

Comprehension — Student should provide answers that show a good understanding of the doctrine taught in the lesson. When personal answers are required, the student should use his own words and be careful not to simply quote a scripture text.

Length Of Answers — Answers should be given in complete sentences where applicable. Sometimes short answers are all that is required. Essay answers need to consist of more than a few sentences. An essay is two or more paragraphs in length (a paragraph is two or more sentences).

Effort — Try to look more at “**what**” is being said than “**how**” it is being said. Spelling and grammar are a consideration but do not expect perfection. Though they may have some wrong answers, have they given a good effort?

Application — Essay answers should be personal and should express a knowledge of how they can apply what they have learned to their day to day life. They should use **singular** personal pronouns such as “I” and “me” and not **plural** personal pronouns such as “we” and “us”. There should also be an attitude of humility evident in their answers that shows that they have a proper understanding of how they should live before God.

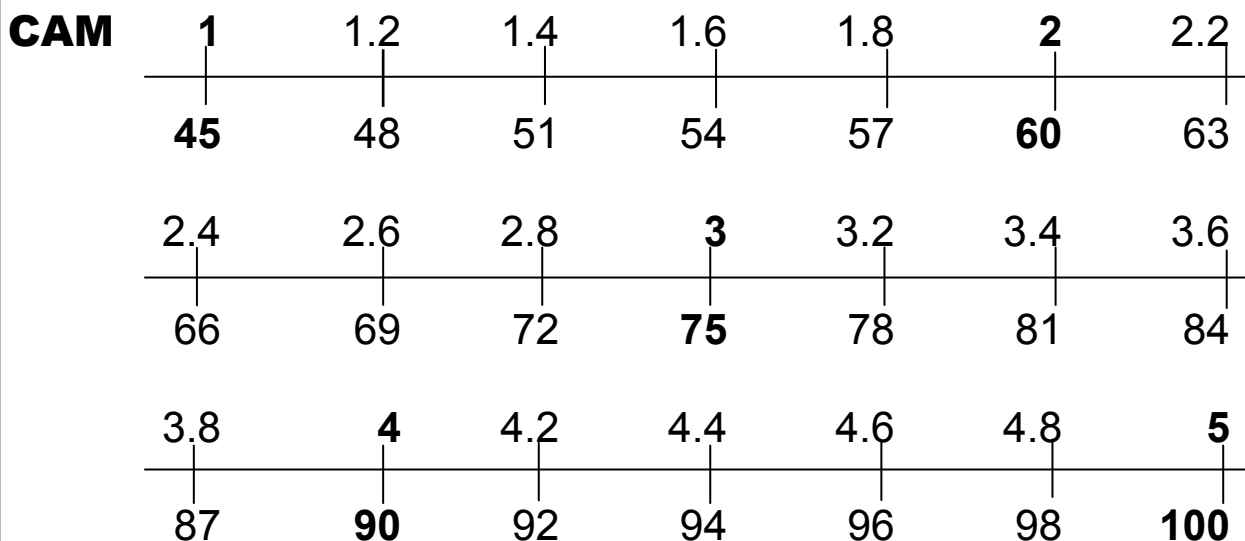
Right Answers — Answers need to be accurate and clear, demonstrating a good competency level from the student. Count the number wrong or missed and give an appropriate grade.

How CLEAR Is The Lesson?

On a scale of 1 to 5 circle the student's achievement level for each category with 1 as the worst and 5 as the best.

| | | | | | |
|---------------------------------|---|---|---|---|---|
| C omprehension | 1 | 2 | 3 | 4 | 5 |
| L ength of Answers | 1 | 2 | 3 | 4 | 5 |
| E ffort | 1 | 2 | 3 | 4 | 5 |
| A pplication | 1 | 2 | 3 | 4 | 5 |
| R ight (Correct) Answers | 1 | 2 | 3 | 4 | 5 |

1. Add all 5 circled numbers and divide by 5 to get the average.
 - **Example:** if the student had 4,2,1,5,4, the average is $4+2+1+5+4=16$ divide by 5 = 3.2 which is 78% (below).
 - 3.2 is called their CLEAR Average Mark (CAM)
2. This lesson: + + + + = divide by 5
 - consult the chart below to determine what the % will be (if there should be a Building Block (BB) included and there isn't deduct 10% from their final grade).
3. Record grade :
 - On the Student Record Sheet
 - On the Grade Sticker on the front page of the graded lesson booklet.
4. E-mail or call in the CAM grade ASAP.
metanoiaministries.metmin@gmail.com **(704)735-6647**





Student Enrollment Form

Name: _____
Last First

Inmate number _____

Complete Mailing Address of Facility

Parole Location:
City _____
County _____

Date of Birth ____/____/____
mm dd year

Earliest Out Date ____/____/____
mm dd year

Are you a Christian? _____ If yes, then for how long? _____

List any previous Bible education/instruction _____

What are your Bible education goals? _____

How were you referred to this course? _____

Have you completed any college courses? _____
(List name of institution, dates and courses on the back of this sheet.)

STUDENT COMMITMENT

By signing this agreement, I promise to faithfully complete each course that I start in a timely manner. I know that Level One will begin with the very basic and will become increasingly more challenging. Course One, **Ultimate Questions**, is 12 short lessons. After completing Course One I have the option of taking Course Two, **Biblical Christian Truths**. With Course Two, I will be receiving and completing **Building Blocks**, which are supplemental to the regular lessons and devotional in nature. I will also keep Metanoia Ministries updated on any address changes due to transfer, etc. **I want to be held accountable to this commitment, because I want to grow spiritually.**

Student's signature

Date

METANOIA MINISTRIES COMMITMENT

We hereby promise to faithfully administer these courses in a timely manner and to provide you with a graduation certificate and new book upon your successful completion of each level. Your personal Instructor will encourage you, pray for you and challenge you in your studies. In addition, upon graduation from each level of study, we will send you a letter for your file indicating the effort that you have put forth in these courses.

Metanoia Ministries Staff

Please send completed application to:

METANOIA MINISTRIES · PO Box 656 · Lincolnton, NC 28093

Course Two - Biblical Christian Truths

| Book# | Date Rec'd: | Date Sent: | CAM | %Grade: | BB # | Comments: |
|-------|-------------|------------|-------|---------|-------|-----------|
| 1. | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ | _____ | _____ | _____ |
| 11. | _____ | _____ | _____ | _____ | _____ | _____ |
| 12. | _____ | _____ | _____ | _____ | _____ | _____ |
| 13. | _____ | _____ | _____ | _____ | _____ | _____ |
| 14. | _____ | _____ | _____ | _____ | _____ | _____ |

Sample

General Comments:

Graduation Packet Sent on: _____

