

BAMA BAMA BAMA

BIBLE INSTITUTE TEACHERS

1. Be well prepared.
2. Use extra helps (especially if you run out of material before you run out of time).
 - a. Dictionaries
 - b. Concordances
 - c. Your own B. I. notes
 - d. Tapes (available from Laloma upon request for books of the Bible)
 - e. Your file
 - f. Check for cross-references to other subjects. (ex.) Colossians - use material from Cults and Church History to add information on Gnosticism.
 - g. Other translations (as study reference only) (ex.) The Amplified Bible
 - h. Check the additional material and outlines at the back for added information.
 - i. Find out the time, setting, occasion, author, etc. for Bible books.
 - j. Make use of maps, charts, etc.
3. Be interesting and enthusiastic.
4. Don't just read the material to them. They can do that at home.
5. Add appropriate examples and illustrations.
6. Go over the Study Questions with the class.
7. Make them want you as a teacher again.
8. Grade the test yourself so you can see how well you taught and discover any weaknesses in your teaching.
9. **BE SURE YOU TEACH THE FULL EIGHT HOURS.**
10. If you have too much material, skip minor points, but **cover all the material**. To teach through 3/4 of the material and run out of time is poor planning. Cover all the main points.

NOTE: The material under # 2, 5, 6 are helpful when the printed notes can be covered in less than 8 hours.

PASTORS OF CHURCHES WITH BIBLE INSTITUTES.

1. Use only the BEST teachers, even if you have to teach more yourself as a result. Drop in on the class without notice and observe.
2. For subjects like finances and music, use a teacher who REALLY KNOWS the subject and can explain it.
3. Do not ask other pastors to teach in your B.I. unless they are located close enough to you to travel back and forth easily without missing any of their own services. You hinder their work when you take them from their ministry.
4. Do not attempt to teach a subject in one week except when Bro. Fernandez or the Browns are coming to do the teaching. Trying to learn a subject and take a test all in 5 days is poor teaching.
5. Make every attempt to plan your yearly schedule so special events fall BETWEEN blocks rather than in the middle of them, causing classes to be broken up and delayed a week. This also is poor teaching and poor planning.

BAMA BAMA BAMA

PREPARING YOUR GRADUATES FOR B.A.M.A

1. AS A STUDENT, make sure they have three (3) years of Christian Service.
 - a. First year they teach children (inspect for preparedness, enthusiasm, weaving in the gospel and aims for the Christian child as taught in Teacher Training - review that material if necessary)
 - b. Second year they teach teens (same inspection)
 - c. Third year they teach adults (also with inspection)
2. Make sure they know how to start and carry on a Bible study in a school, office or on the street.
3. Make sure they know what materials to use, and where to obtain them.
4. Can they counsel at the altar, lead a child or adult to Christ, win people during times of soul-winning and visitation?
5. AS A STAFF MEMBER, do you have to push and prod to get things done? Make sure he is a "self-starter" and is self-motivated by his burden for the lost.
6. Teach him how to organise visitation and keep visitation records - the famous "visitation box". (Pastor, if you are not organised, get busy - be a good example.)
7. Show by example how to conduct weekly staff meetings (remember how much you learned at them?)
8. Demand daily/weekly reports - no excuses.
9. Make sure he knows how to set up the finances of a church (others should do it, but he'll have to teach them).
10. Give him experiences in organising and conducting all kinds of meetings - ladies' fellowship, parties, tract blitzes, youth fellowships, etc.
11. Make sure he can lead music CORRECTLY and knows many songs well. Don't be shy to correct him in this.
12. He and/or his wife should take lessons on your organ and/or guitar and learn to read music correctly (not just make noise). All his future music in his church depends on a good foundation. Bad habits are hard to break.

NOTE: Laloma does not have the time, space nor money to train or retrain your graduates; nor should they have to. YOU train them. Do a good job and they will be a credit to you.

If you have any questions about B.I. rules or standards, check your Handbook.

If your B.I. is NOT up to the standard set, BAMA could refuse to take on your graduate as a BAMA missionary.

Your directors will be glad to answer any questions. Remember, EVERYTHING RISES AND FALLS ON LEADERSHIP.

BAMA BAMA BAMA

BAMA BOARD

N. Fernandez General Manager
G. Toquero Area Rep.
W. Nell Area Rep.
J. Peralta Area Rep.
O. Tan BAMA B.I. Rep.
R. Legaspi Candidate/Deputation Rep.
M. Brown Advisor
C. Brown Advisor

BAMA B.I. Rep. Job Description

1. Check on B.I.s to see they maintain standards in Handbook
2. Send periodic questionnaires to Presidents to determine #1
3. Visit B.I.s as you can to observe teachers, etc.
4. Make suggestions for improvements to the President.
5. Report problems to the Board at meetings

BAMA AREA Representative Job Description

1. Stays in contact with pastors and missionaries in his area. (Plan occasional visit on day off and plan occasional get-together for all in your area)
2. You represent them to the BAMA board - you are NOT their boss.
3. You help them with problems, discouragements as you can. Counsel with them if necessary.
4. Suggest solutions, new methods, encourage them, etc.
5. Bring serious problems to the BAMA board.
6. Take Board's recommendations back to the missionary/pastor.
7. Pray for all BAMA workers in your area.
8. Attend the BAMA Board meeting in Manila every other month.

BAMA CANDIDATE Rep. Job Description

1. Send application, medical forms to candidate.
2. Receive above and have ready for board meeting.
3. Send & receive recommendation from Pastor of Candidate.
4. Make sure candidate is at Board meeting for interview by board. Introduce to board.
5. Help candidate with deputation - provide names, addresses of BAMA churches.
6. Have current information on amount of F. P. commitment of all BAMA churches and whether they have any excess funds for new missionaries. (Are they meeting their commitment each month?)
7. Have copies of #1 and #3 ready for Board members.
8. Go over forms with Board before candidate is brought in.
9. Introduce candidate to Board.

BAMA BAMA BAMA

AGENDA FOR BAMA BOARD MEETINGS

Moderator - General Manager

1. Prayer
2. Old Business
 - a. Secretary reads minutes of last meeting (keep brief).
 - b. Unfinished business from last meeting.
3. New Business
 - a. Reports from various Reps.
 - Area Reps. (progress of churches, problems, new areas surveyed, etc.)
 - B.I. Rep. (problems, ect.)
 - Candidate Rep. (anyone applying? ready for interview? - go over forms, introduce new candidate to board).
 - b. Interview missionary candidate, if any.
 - c. General Manager's report
 - d. Any other business?

3. Close with prayer.

(Meeting could be on Mon. Eve. as a dinner meeting - put on calendar so all board will attend. If dinner meeting, return to Laloma to interview candidates.

No one but board members are present during board meetings.

PASTOR'S RECOMMENDATION of BAMA APPLICANT

1. Pastor's Name - date
2. BAMA candidate's name - age - martial status - # of children
3. Describe jobs in church held as a B.I. student and Christian service

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

(always- usually - seldom - never)

***Send copy of Permanent Christian Service Record and copy of Permanent grade sheet.

4. Describe jobs in church held as staff member.

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

_____ __dependable __ prepared __ on time -- Dates held _____

5. Describe his attitude _____
6. Describe how he gets along with people _____
7. Is he self-motivated? _____ Works on his own? _____
8. Does he fill out required reports satisfactorily?? _____
9. Does he have a burden for the lost ? _____
10. Does he soul-win? _____ bring visitors on a regular basis? _____
11. Describe honestly any weakness you see in him in any area.
12. Does he have a good reputation as a Christian in the community?

BAMA BAMA BAMA

B.I. PRESIDENT'S QUESTIONNAIRE

1. How many students? _____ Name of School _____
2. Name of Christian service director _____
3. How many expect to graduate this year? _____ grad. date _____
4. List days and exact hours of your classes this year. day _____ hours _____ day _____ hours _____
5. Please send a copy of this year's teaching schedule, including names of teachers & subjects.
6. Are you having any problems we can help you with?
7. List anyone called to Christian service and type of ministry desired.
(name) _____ (ministry) _____ (location, if any) _____
(name) _____ (ministry) _____ (location, if any) _____
(name) _____ (ministry) _____ (location, if any) _____
(name) _____ (ministry) _____ (location, if any) _____
8. List student name & weekly Christian Service
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____
 15. _____
 16. _____
 17. _____
 18. _____
 19. _____
 20. _____
 21. _____
 22. _____
 23. _____
 24. _____
 25. _____
 26. _____

Send this form to BI Rep..

