EQUIP GOSPEL MINISTRIES

Guidelines for hosting Sunday School Training at Your Church

Thank you for considering to partner with Equip by hosting Sunday School Training at your church. This guide provides information about the training, and how you can help us in the smooth running of the training.

1. About Equip

The mission of Equip is to *prepare Christians for works of ministry, in partnership with local churches, through Biblical, theological and ministry skills training.*

At the core of fulfilling this mission is our **Certificate in Theology** and **Ministry Skills** training courses. These courses are taught in local churches by approved Equip teachers and provide local churches with an excellent opportunity to provide high quality training to their congregation members.

For more info about Equip, please visit www.equip.org.my

2. Sunday School Training Modules

Equip provides extensive training for Sunday School teachers. Each module takes 2 hours, and the host church may choose to run more than one module on a given day (maximum 2 modules per day). The host church has the opportunity to choose the interested module(s), given that the foundation module is completed first.

Training Modules available:
Gospel-Centred Sunday School *(compulsory as Foundation module)*
The Why & How of Kid's Talks Info
Using Storytelling and Drama To Teach
Working with Different Age Groups
Classroom Management and Discipline
Preparing Children to Be Evangelists
Teaching Children to Pray
Answering Questions Children Ask
Expectations of Leaders
Giving a Kid's Talk
Teaching Memory Verses
Singing in Kids' Church
Teaching the Bible to Children
Using the Gospel Project
The Place of Children in the Church
Writing a Lesson Plan
Apologetics for Children
Teaching Children Creatively

3.   Fees and participants

RM 15 for one module per person; minimum of 15 participants per training

Host church can choose to pay by cash or via online banking* for all the participants from the host church. Receipt will be issued to host church on the day of training.

Equip usually opens up the training for participants from other churches. Those who register from outside of the host church will pay on their own.

Should catering or refreshments be required, Equip can organise at an additional cost. Alternatively, churches can arrange their own.

There is no expectation of giving a love gift to the module teacher, as the teacher's cost is included in the registration fee, but a church is free to do so at their own discretion.

*Banking details can be found at http://equip.org.my/students/payment.

4.   Date, Time, and Venue

Please note that the preferred dates and times cannot be guaranteed. These will be determined by mutual agreement between Equip and the host church.

Venue – Provided by host church with suitable space for the training (with projector and whiteboard)

5.   Registration of training

Participants are welcome to register directly on Equip's website. However, host church can also register church participants and send the name list** to Equip prior to the training to minimize administrative tasks on the day itself.

On the day of training, Equip staff will be taking care of the registration and handing out printed materials* to participants. Registration starts half an hour before the training begins.

*Materials – Equip will provide printed materials for all participants

**Name list – must include full name, phone number, and email address

6.   Book Sales

Equip will bring along related books and CDs for sale on the day of training. A table is required from host church for the setup of the book stall.

7.   Advertising

You are free to advertise the training at your church in a manner of your choosing. Equip will also be advertising for the training on its website, as well as send out publicity emails to the students in our database.

8.   Certificate Award

A certificate will be awarded to the participants who attended the training.

To register for hosting or for more information, please contact us at info@equip.org.my or visit our website www.equip.org.my