Signing Up Ladies for Classes

You have selected your Bible studies and you have selected and trained your teachers. Now it is time for the ladies of your PWOC group to sign up for specific classes!

How do you promote upcoming studies?

- Ideally, you will be able to coordinate with the 2nd Vice President-Programs during the Fall Kick-off and Spring Kick-off
    - The Program might be separate in which there is both a special program/speaker along with an opportunity to advertise each upcoming study
    - The Program might be centered on advertising each upcoming study
        - Ideas might include various themes
            - Running a race with "pit stops" for each study
            - Hosting a game show with "contestants" who are the teachers
        - Teachers could promote their study in light of the annual theme
- Give your teachers guidance about promoting their study
    - Clarify how much time each teacher will be allotted
    - Encourage them to time themselves in advance in order to cover the "main things" while keeping within the time limits
    - Ask the teachers to provide an overview of the study, share the style of the class (video, Bible-based, lesson book-based), clarify the homework expectation, and if applicable, discuss the cost of materials

How do you accomplish the sign-ups?

- Decide how and when the ladies will sign-up
    - Will first-timers be excused first to sign-up?
    - Will the Executive (and/or Joint Board) be allowed to sign-up in advance?
    - Will the Board wait until after the ladies have had the chance to sign-up?
    - Will the Board be spread out among the studies?
- What about the books?
    - Will the ladies pick-up books as they sign-up?
    - Will they do the first lesson? Read the preface?
- Will there be an insert as to how much the materials cost?
    - How will funds be collected?
    - Are partial or full scholarships available?

Once sign-ups are complete, be sure to distribute the initial rosters to your teachers. You may also want to share the roster with the Participation and/or Watchcare/Nursery board members so that ladies can be located during PWOC.

Should you close a study or not?

- Possible reasons to close a study include reaching a maximum class size and/or running out of books. Will you firmly decide the number of books to order prior to the sign-up period?
- Decide what criteria you will use to close a class
    - Certain number of weeks into the semester?
    - Number of spaces in the classroom?
    - Willingness of the teacher to have more than 10-15 ladies?
- Options if you have to close a class
    - Plan to offer the class again next semester
    - Consider finding an additional teacher who can lead a second class covering the same material
    - Offer one class that is easy for ladies to join throughout the semester
    - Respond positively to women who feel burdened to attend a certain class

Clearly communicating the upcoming studies in an attractive manner will help the women see that there are a number of choices from which they can benefit. Do your best to accommodate every lady while realizing that disappointments may happen. Record comments about what is *not* offered this semester in order to prepare for the next semester.

Pray that the ladies will see that the Lord can redeem their time, even if they don't get into their preferred class.