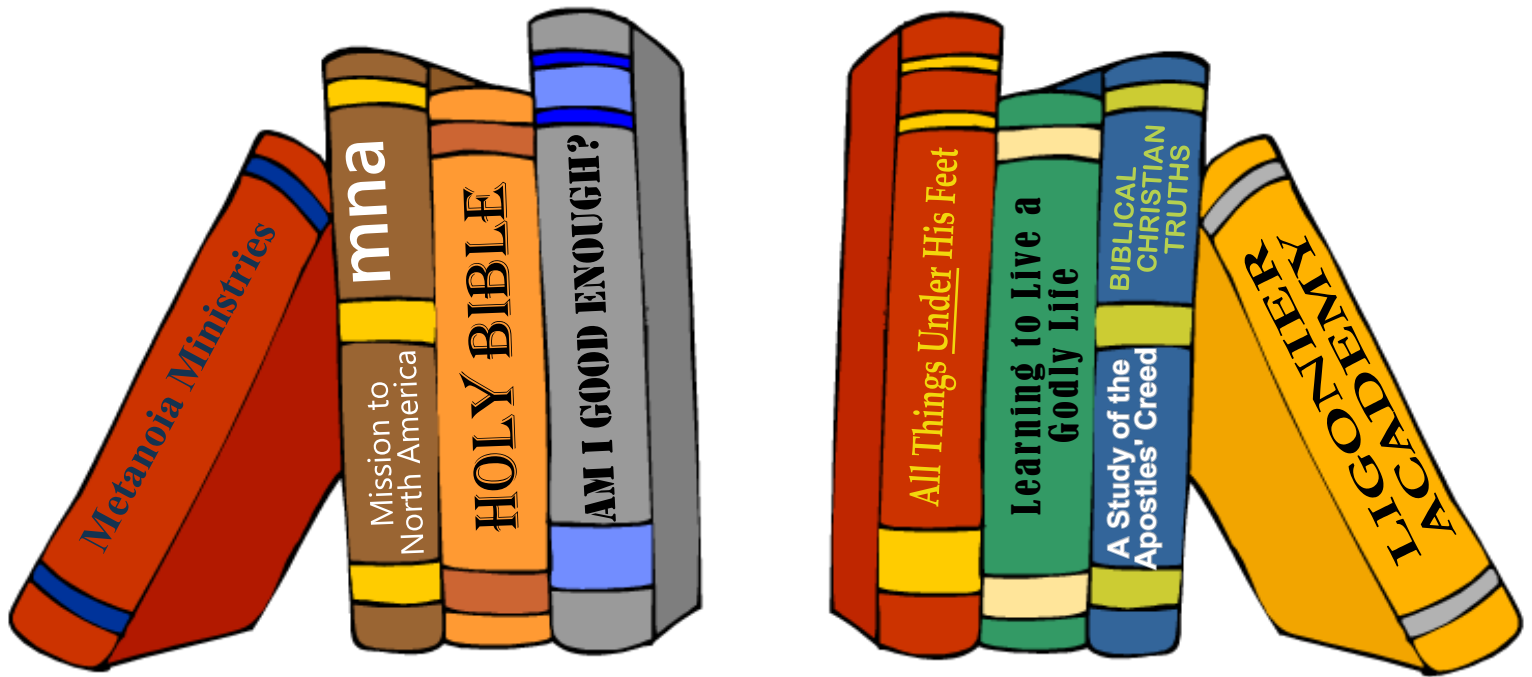




## Corresponding Discippler's Guide



[www.pcamna.org/metanoia](http://www.pcamna.org/metanoia)

Shelly Marshall  
Prison Ministries Facilitator  
704-740-9702  
[smarshall@pcanet.org](mailto:smarshall@pcanet.org)

P.O. Box 1907  
Tarpon Springs, FL 34688-1907

# What is in this Guide?...

An Introduction & Overview

Overview of Correspondence Courses

Common Questions

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Encouragement Letters

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## An Introduction and Overview

### 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 Corresponding Discipler's. Church members are asked to complete a Corresponding Discipler 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. 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

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 Reformation Study Bible. 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 Two Certificate and an opportunity to go on to our more advanced courses offered in partnership with Ligonier Ministries.

### 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. **This is very important** as it impacts our reputation and our future enrollment opportunities in the Correctional Facilities.

The Instructor keeps a detailed record of their student's progress and forwards that information to the Metanoia Ministries office, where the 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.



## Overview of

## Courses

## Correspondence

### **Level 1 - Course 1: 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 1 - Course 2: A Study of the Apostles' Creed**

This study of the Apostles' Creed is written by Mark Casson. This course explores the background, history, and spiritual implications of this beloved creed .

(7 Booklets; 13 Lessons)

### **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)

### **Building Blocks**

Two of the courses come with a 14 day devotional worksheet with each booklet. They are Level 1, Course 1, Biblical Christian Truths, and Level 2, Course 1. Am I Good Enough? Building Blocks are designed to help the students meditate and memorize specific passages of the Bible. Each day of the Building Block is to be completed by the student while waiting for the next booklet to arrive. Please see the Grading Guide to understand how these Building Blocks affect the students' grade.

# **Ligonier Courses**

There are three tracks of study that have been graciously provided by Ligonier Ministries and are an adaptation of some of their online courses. Each course is accompanied by correlating lectures that are provided by way of CD or written transcript.

## **Biblical Studies Track**

This Track consists of 6 courses with 6 to 8 booklets each:

Principals of Biblical Interpretation

Bible Survey 1 - Law and History

Bible Survey 2 - Prophets, Poetry, and Wisdom

Bible Survey 3 - Gospels

Bible Survey 4 - Acts, Romans, Epistles, and Revelation

Biblical Theology of Covenants

## **Theology Track**

This Track consists of 6 courses with 5 to 8 booklets each:

Five Solas of Protestantism

Introduction to Reformed Theology

Systematic Theology 1 - God and Scripture

Systematic Theology 2 - Man and Christ

Systematic Theology 3 - The Holy Spirit and Salvation

Systematic Theology 4 - The Church, Sacraments, and End Times

## **Worldview & Culture Track**

This Track consists of 6 courses with 5 to 9 booklets each:

Apologetics 1

Apologetics 2

Philosophy 1

Philosophy 2

Philosophy 3

Developing Christian Character



## Common Questions

**1. How many students will I have?**

- usually only one, however, if you feel that you can give each student the individual attention that is necessary, you can have up to five.

**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 send a card if you have not heard from your student for six weeks. We have found that to be a very effective way of keeping a discouraged student on track. Be sure to use MM's return address and include the inmate number on all correspondence you send to your student. If no response is received after another six weeks please notify MM by email (best) [metanoiaministries.metmin@gmail.com](mailto:metanoiaministries.metmin@gmail.com), or by phone 704-740-9702 if you do not have internet access and indicate whether or not you would like to be assigned another student.

**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. Many facilities do not allow the inmates to receive books from an individual, only from a distributor or publisher. You should look on the facility's web site, or call them, or ask your student to find out what the policy is on receiving books. Also, you may be allowed to send a book if you use a MM address sticker. If this is the case, let me know and I will send you one.

**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 photocopy of his/her "enrollment form" which gives limited biographical information.

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

- yes, they just need to 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. Be patient and pray for your student.



1. You will receive a packet which will include a 6"x9" pre-addressed envelope to the student., the latest completed lesson, and the next lesson to be sent to 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. Follow the instructions on the "Grading Guide" provided in this booklet. Your student has a copy of the Grading Guide also so that he/she will understand how you arrived at your grade.
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. You may write any comments you have on your student's answers directly in the booklet.
7. Answer Keys are provided 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 Building Block if grading a course that has one.
8. Write an encouragement letter (see instructions 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. Email is best.
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. Of course, this is not always possible, but do your best.

### 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.

- Be sure to record the date received, date sent, grade and any comments you may have on your students work on the "Student Record Sheet". I cannot stress this enough as this is a record of your students' progress that I will later use to update my permanent computer records..

### 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 or to write letters on their behalf, etc. You may, however, provide postage for each booklet if you feel so led. Don't send sheets or booklets of stamps as most facilities do not allow that.
- 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").



## Grading Guide

### 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. See #2 on next page) This is an overall grade for the booklet, not by individual lesson.

**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.

<b>C</b> omprehension	1	2	3	4	5
<b>L</b> ength of Answers	1	2	3	4	5
<b>E</b> ffort	1	2	3	4	5
<b>A</b> pplication	1	2	3	4	5
<b>R</b> ight (Correct) Answers	1	2	3	4	5

- 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)
- 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. BB #1 is sent with booklet 1 and will be completed by the student while waiting for booklet 2, so you will not receive a BB with booklet 1.
- Record grade :
  - On the Grade Area Provided on the inside front cover of the graded lesson booklet.
  - On the Student Record Sheet. **Please Note**, it is very important that you record your student's grades on the Student Record Sheet. It is the **only record** of his/her progress.

<b>CAM</b>	1	1.2	1.4	1.6	1.8	2	2.2
	45	48	51	54	57	60	63
	2.4	2.6	2.8	3	3.2	3.4	3.6
	66	69	72	75	78	81	84
	3.8	4	4.2	4.4	4.6	4.8	5
	87	90	92	94	96	98	100



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## Encouragement Letters

### A Guide for Quality and Consistency in Encouragement Letters for Metanoia Corresponding Disciplers

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 prisoner 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.



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## 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!