

SUNDAY SCHOOL ORGANIZATION

INTRODUCTION

"FORTY MILLIONS"

The S.S. is the future of the church.

There are 40,000,000 American boys and girls from four to eighteen years of age. Half of these receive no religious instruction whatever. *(most impressionable age of life)*

Says Clarence H Benson in the Sunday School Times: "The chief textbook of the home today is the sensational newspaper; and the child's chief educator, the vice, violence, and vulgarity of the movies. Of the 78,000,000 regularly attending the movies, 13,000,000 are under the age of twelve." *most of our education comes through the eye-gate*
1/6th are under 12

According to the "Lookout" there has been a steady decrease in Sunday School attendance since 1926. In January 1936 the average American Sunday School had an attendance of about 65 per cent of its average for 1926.

It has been stated, "The Bible is being thrust out of the American life and in its place crime is coming in like a flood." 'Crime costs the U.S.A., approximately \$13,000,000,000 per year.

One great need is to put the whole Bible back in our homes and in our Sunday Schools. We need to teach our children the good and the right way. The Word declares, "Train up a child in the way he should go: and when he is old, he will not depart from it." The responsibility rests with each one of us not to fail God at this hour. Let us do our part in bringing the Christ of the whole Bible to our children and in bringing our children to the Christ of the whole Bible.

Pentecostal Evangel.

One thing that shows there hasn't been much interest in S.S. work is the architecture of the church. (No S.S. rooms)

SUNDAY SCHOOL ORGANIZATION

Lesson I.

Rev. C. C. Beatty

It is commonly acknowledged that no other branch of Christian Service offers such opportunities for effective work as the Sunday School does.

Pastors who are making the greatest success are those who avail themselves of the ministerial privileges afforded them by the Sunday School.

Laymen and laywomen who have the burden of souls upon their hearts and who are anxious to render helpful Christian Service, find in the Sunday School the richest and ripest harvest fields.

In the Sunday School lies the most wonderful evangelistic possibilities to be found anywhere. Both pastor and layman will find herein the best and most profitable outlet for their energies.

The lessons that follow are designed to cover the whole scope of Sunday School activity, not in detail but in a general way, from the organization or beginning to the school in full orb.

All that may be suggested in this series of lessons will be of but little value unless the promoters and leaders, whether they be pastor, or laymen, are willing to work at the business of building a Sunday School. Haphazard efforts will not avail much. The Sunday School is a commendable enterprise, it is worthy of our most hearty support and if it is to succeed must have our best endeavors.

Where there is human material to work on and some one or more who have a vision of the possibilities afforded by the Sunday School and are willing to assume the responsibility of leadership there is the place to start.

Now with a starting point established we are ready to enter upon the task of launching a Sunday School. It is implied that we have some place to conduct the sessions. The better the accommodations the more rapid may be the progress and the greater the success.

With some place to meet, some children, or adults either, to form a nucleus and some one or more earnest Christians to assume leadership, a Sunday School may be begun most anywhere.

Too much attention cannot be given to the matter of organization. A Sunday School without form cannot succeed very far. There must be some rules and regulations and some officers to enforce them.

The selection of officers for a Sunday School is of such importance that sentiment should not be allowed to influence the choice. Every officer and teacher should be a devout Christian, one whose life is above reproach. The life and character of a Sunday School leader carries such weight with it that there must be no compromise at this point. The best possible material should be chosen for the general superintendent. Where there is a competent man available he should be given preference but if there is some woman with greater capabilities she should be appointed to this office. Where

An ounce of prevention is worth a pound of cure.

*may be home,
school, etc.*

*you can't
teach a
greater
Christian
than you
know.*

SUNDAY SCHOOL ORGANIZATION

possible ² someone with business ability should be selected to this post. There is no more important business than running a Sunday School and the one who manages such an enterprise should have business ability. He should be ³ capable of mixing with the people, both young and old and should be ⁴ a good disciplinarian. The same rule should prevail in choosing all other officers and teachers as far as possible.

In our next lesson we will take up the formation of the organization.

LESSON II.

A prominent General in the American Army said:

"Our arms cannot save the country.
Our navy cannot save the country.
Our Sunday Schools sown thick as
school houses can save the country."

If this statement is true, and we believe it is, some of us have a tremendous task as well as a golden opportunity ahead; that of organizing new Sunday Schools and rehabilitating those now in existence that are failing to properly function. *(re-instate or build up)*

In our first lesson we have assumed that there is a place to conduct the sessions, a building or room of some kind, and that there are prospective pupils as well as interested promoters. The next step then is to effect the

ORGANIZATION

Just Nov. 10 - Fri.
This should not be undertaken without much praying and planning. We need to pray for Spiritual power and to plan for intelligent, effective effort. "Every Sunday School should plan its work and work its plan."

The next duty is the selection of a leader or manager, call him what you will, superintendent or general superintendent. In Lesson I we have described some of the qualifications for such leadership. Any departure from this may prove disastrous to the school. Let us repeat that the very best material available, whether man or woman, should be appointed to fill this important post. We will call him

The Superintendent

He is the administrative head of the school and is probably the most important lay worker in the church or community. He should be ¹ fully consecrated to the Lord and should sustain an ² unblemished reputation in all of his varied relationships. He should be ³ progressive, he must keep ahead of the entire Sunday School procession if he would succeed. He should be ⁴ aggressive, a man of action, never satisfied with past achievements but vigorously looking forward to new and greater accomplishments. He should be ⁵ enthusiastic. Enthusiasm is a great asset in any field of endeavor and it is of inestimable value to the Sunday School worker. He should be so ⁶ devoted to

SUNDAY SCHOOL ORGANIZATION

children and young people that they will recognize him as their friend, one in whom they can confide. And last but not least he should have some business ability.

Now with this important office provided for we pass on to the department heads or superintendents as they are commonly called.

The divisions of the Sunday School fall into the 'natural lines defined by the periods of life: ① Children's division, 0-12, ② Adolescent division, 13-24 and ③ Adult division, 25 and up. These divisions may be made into departments with a separate superintendent for each and where there are enough pupils to warrant and sufficient room to accommodate the school may be divided into seven departments, i.e.

1. Cradle Roll; 0-3;
2. Beginners; 4-5;
3. Primary; 6-8;
4. Junior, 9-12;
5. Intermediate, 13-16;
6. Young Peoples 17-24;
7. Adults 25 and up.

The various departments should be placed in charge of individuals whose qualifications measure up as nearly as possible to those required in the general superintendent.

In the smallest Sunday Schools the three general divisions should be recognized and the program of teaching should be so divided as to lay emphasis upon the ministry to teaching in the children's division. This to be supplemented with training in the adolescent division and special emphasis laid on the ministry of service in the adult division.

SECRETARIES

Each division or department should have its own secretary but there must be one general secretary and he or she should have particular qualifications for such service. The person who occupies this important position should be neat, quick and accurate. No position is more difficult to fill than his, so he should be selected from those who are known to be faithful in the discharge of their duties and regular in attendance at all the sessions of the school and meetings of the officers and teachers. There should be provided assistant secretaries where occasion demands.

qualification of
THE TREASURER

The man or woman who serves in this capacity is an important factor in the teaching life of the school. People need education in giving, and the only hope for the development of a generous constituency is to begin in childhood. The Sunday School is the only place where this can be done, and the one to whom this responsibility is assigned is the treasurer. This should be one who is familiar with finances and who has a clear understanding of the requirements of a successful Sunday School. ① He should be present each week to receive from the secretary the offerings of the day, for which he should always give a receipt. ② He should pay all bills, which have been properly authorized and where funds are available and should ③ make a monthly financial statement to the general

SUNDAY SCHOOL ORGANIZATION

superintendent or the monthly school conference. He should where possible maintain a bank account for the Sunday School funds, separate from his own account.

MUSIC

It is always best to elect a pianist who can play well rather than to select some novice just for sentimental reasons. Music is an important part of the Sunday School program and the best possible talent should be used.

Where possible to secure such help a good chorister ^(any leader) should be appointed, ~~some~~ one who can effectively lead the song service.

LESSON III.Finance

Real Sunday Schools cannot be run without money and a program of finance must have a place in their administration. This is necessary for more reasons than just the meeting of its expenses. The Sunday School is the training department of the church, and there are but few things today of which church members are more in need of than instruction on the subject of finances. It is estimated that not more than half of the members of the church are contributing to its support. A program of financial education in the Sunday School would have changed this, because adults largely adhere to habits formed in childhood. For this reason a study of a plan of finance in the Sunday School is necessary, not so much as a revenue producer as a character builder. Our first concern should not be the raising of money but the rearing of children.

If the Sunday School wants more money it must not collect it. Let the pupils offer it. Everything that makes it a collection tends to minimize it; everything that makes it the free expression of the members increases its value. To this end the child should know what he is giving his money for, and in the older classes at least, should have the opportunity of indicating for what it is to be given. The object to which a child gives ought to appeal to his feelings, and for this reason he must be brought to visualize the exact situation and need that calls for the contribution. In other words, contributions should not merely be a matter of habit, but should naturally result from an appeal to the intellect, the heart, and the will.

There should, therefore, be a definite financial program with this appeal in mind, and the first matter of consideration in the preparation of such a program is the adoption of a budget. This budget, which is a prepared statement showing the probable income and expenditures for the ensuing year, should be divided into three parts. ¹Current expenses, ²extension fund and ³Missionary support. The ¹current expense item should be divided into two parts.

1. Administration expense, heat, light, etc.
2. Educational cost, literature - quarterlies, paper, etc.

SUNDAY SCHOOL ORGANIZATION

The ^③extension fund may be given to the church or used for improving the school equipment. The ^③Missionary fund can be disbursed through the church or otherwise.

A little business application will make it possible for the officers to prepare the budget and thus have something definite to place before the school as an incentive for giving.

As a suggestion we offer the following budget outlines for a Sunday School with an enrollment of one hundred pupils.

Estimated Receipts: Authorized Expenditures:

Collections (52 Sundays
average 5¢ per pupil)
\$5.00 per Sunday \$260.00

Birthday Offerings
(100 birthdays
should produce) 15.00
more than this

\$ 275.00

1. *Current Expense*
① Administration
Heat \$30.00
Light 10.00
Incidentals 5.00

\$ 45.00

② Educational
Quarterlies 35.00
Papers 25.00
Prizes 25.00
Extras 10.00

\$ 95.00

Note:

These are imaginary figures and merely meant to suggest a form or pattern for a budget.

If the pupils are given to understand that so much money is expected they will bring it in.

3. Missionary
Sister W.
Indian 15.00
Bro. P.
Africa 10.00

\$ 25.00

2. Extension
New Equipment
(maps, etc.) 15.00

To Church
Building Fund 95.00 110.00
275.00

The officers should watch and check the income as the year progresses and if it is discovered that the average is not being kept up a special appeal should be made for the pupils to increase their offerings and be sure to bring their birthday pennies in.

SUNDAY SCHOOL ORGANIZATION

LESSON IV.

Publicity

Modern business men are convinced that it pays to advertise. Some business firms spend millions of dollars in radio programs and newspaper ink and the commodity these concerns have to sell is of no consequence compared with what the Sunday School has to offer. Why then, should not the Sunday School take advantage of every possible means of publicity, especially since much of this can be done without the expenditure of money.

The ~~newspapers~~ will generally give space free for Sunday School announcements. Pastors should be more than willing to make special mention of the Sunday School. Posters and cards may be obtained cheaply. Visiting bands can be recruited to make systematic canvasses of districts from which the school may expect to secure new pupils. Pins bearing the name of the Sunday School can be bought cheaply and given to the pupils as rewards. This is a good means of advertising.

In order that this matter may be properly handled it is suggested that a Publicity Director be chosen. Let this be someone who is capable and willing to devote some time and energy to this very important department. The Publicity Director should ~~enlist~~ the help of someone in each department of the school who will report any special or interesting happenings which he may use in his publicity program.

^{special occasions} The Officers should appoint days and dates for special occasions, such as Rally Day, Easter Program, Christmas Entertainment, Missionary Day, etc., and the publicity director should be given these dates far enough in advance to enable him to give them ample publicity.

The Director should be given opportunity for oral announcements. He should carefully study and plan his announcements so as to attract the most attention and create the greatest interest. He should cultivate the friendship of the local newspaper editor so that he can get his Sunday School before the public by way of news items. If there is a bulletin board available this should be used for attractive announcements and the mails can be used very effectively. Children are particularly fond of getting letters or post cards through the mail.

LESSON V.

Teacher's Training

7th. - Jan. 12
1 ① A very important factor of the Sunday School is the teacher and to secure material for this ministry and to maintain a high standard in the teaching staff forms a serious problem.

No teacher is employed by the public schools who has not had special training for such service, and yet the responsibility of

SUNDAY SCHOOL ORGANIZATION

the public school teacher can hardly be compared to that of the Sunday School teacher. The former has largely to do with the things of time while the latter is concerned with eternal issues and, therefore, should have the greater preparation for his or her work. Sad to say, however, most Sunday School teachers have had but little or no training and in many instances have no native ability.

② The first essential for a Sunday School teacher, of course, is spirituality and consecration. Without these qualifications other equipment is practically valueless. The prime object of the Sunday School teacher is the salvation of the pupils and the best results, along this line, cannot be hoped for without deep consecration on the part of the teacher.

Next in order, after spirituality, comes educational preparation for the task, and since it is not possible to give many of our teachers seminary or Bible School training, or even to have them attend Sunday School institutes, the teacher training class is recommended as a substitute.

II-4 Some of the older denominational movements are making use of the teachers training class with most gratifying results. The Southern Baptist Church has taken the lead and as consequence their schools have had phenomenal growth. A recent statistical report shows them to have more pupils in their Sunday Schools than any other protestant denomination.

It is possible to secure from our publishing house a correspondence course in teacher training. One copy of this course may be sufficient if the pastor, superintendent, or some other person capable of leading the program will assume the responsibility of teaching. ① A school teacher who is a Christian and has had some normal training could be a valuable leader of the training class, as the class is to the Sunday School what the normal is to the public school. If, however, it is not convenient to secure the correspondence course and if there is no regular school teacher available, the pastor or superintendent should get together such material as can be secured on the following subjects and from this prepare the course: Child Study, Pedagogy, O. T. teaching values, N. T. teaching values, Message and Program. Books may be found in the Public Libraries dealing with these subjects.

The classes should be ② conducted once a week for a period covering several months and only such teachers should be given work in the Sunday School as are willing to avail themselves of these privileges of training.

In the training class ③ instruction in evangelism should have a prominent place. The winning of souls to Jesus is the most important function of the Sunday School and must not be neglected. There are many good and helpful books on soul winning and personal evangelism, one of which can be used profitably in teaching this subject.

SUNDAY SCHOOL ORGANIZATION

Where no better plan can be devised it is advisable to have a teacher training class during the regular Sunday School session. The best teacher available should be drafted into this service, the class should consist of such pupils as may become teachers and the subjects mentioned in the foregoing paragraph be given some time in each session. At the same time the regular Sunday School lesson for the following Sunday should be studied so that substitute teachers may have some advance preparation should their services be required to fill vacancies.

Teachers, who, for any reason, do not give faithful attention to their duties should be replaced by others who will pledge themselves to loyalty and punctual attendance, other things being equal.

LESSON VI.

Evangelism.

"A church that is not alarmed by the absence of her children is not worthy of perpetuation; indeed, she is only worthy of the slow death which is her sure fate."

Judge Crane - of the Supreme Court of New York. *W. V.*

In the ordinary Protestant congregation but few of the Sunday School children attend the church services. The idea seems to prevail, with both children and parents, that the Sunday School is a good substitute for the service of worship and when the school session is ended the majority of the younger generation take their leave, assuming that their weekly religious duty has been performed. With the Catholics this is not the case. Their children are trained to go to church and the habit formed in early life, bears fruit in later days. Of course, church attendance does not constitute salvation but we must acknowledge that there are not many people converted who continuously absent themselves from all places of worship. Most of our weakness, therefore, is due to the failure to evangelize our Sunday Schools. If proper emphasis is placed upon this phase of our program at least some of this leakage can be stopped.

Generally speaking there are three kinds of evangelism. The first we may call "natural evangelism," which has to do with the training and environment of the home. The greatest responsibility for the winning of the children to Christ rests with the parents and without their hearty cooperation the Sunday School labors at a serious disadvantage. The second is "Educational Evangelism". When the home fails to function the Sunday School must assume the task of evangelizing its pupils. After the parents, the Sunday School teacher has the best opportunity for leading the child to Christ. In the third place, there is "reformatory evangelism," which reaches those unfortunate adolescents and adults who have never made a profession of faith through the influence of the home, the Sunday School, and the church. Only comparatively few are converted by this means and usually these have been under Christian influences in early life. It is generally agreed that at least seventy-five per cent of conversions occur between the ages of twelve and twenty, many of these group around the

SUNDAY SCHOOL ORGANIZATION

ages of thirteen to seventeen.

In this lesson we will deal particularly with "Educational Evangelism," which should be given the most prominent place in our Sunday School program - Every teacher an evangelist and every effort directed at the salvation and edification of the pupils.

Successful evangelists tell us that the Sunday School teacher is the key to evangelism. Teachers can win the confidence of their pupils, and for this reason are in better position to guide them in spiritual matters than either parents or pastor. Every teacher should therefore be brought to recognize his or her position as an evangelist, as indicated in lesson five, and every teacher who does not realize this important feature of his or her ministry should be replaced by some one better qualified.

IV-2 The teacher's endeavors in evangelism should be supplemented by special efforts on the part of the officers of the School. Some Sunday Schools use "Decision Days" with good results. When such occasions are properly directed they present a very splendid means for bringing about the salvation of the pupils, the appeal to the crowd is usually more effective than to the individual.

1 The chief objection to this method is that "Decision Day" comes but once a year, in most Schools, whereas frequent opportunity should be given the unsaved members of the School to seek the Lord.

2 It would be advisable to make the closing of each quarter an occasion for taking a public stand for the Lord. Let the quarter's lessons be reviewed by the pastor, superintendent or someone with evangelistic ability and let the "net be cast" - a general invitation given - with a view to bringing souls to Christ.

What occasion shall we have for decision days?
3 If there is an evangelistic campaign in progress in the church, or if there is a holiday that would make it convenient to dispense with the regular lessons, this should be turned into an occasion for seeking the Lord.

Some suggestions are appended for the Sunday School Teacher - Evangelist.

IV-5 *1* Pray for your pupils, name them definitely and singly, asking for their salvation, if unsaved.

2 Pray with them. Not in public, lest they be embarrassed, but get them alone, one at a time if possible. There is no better way that a pupil can learn of your concern for his or her salvation.

3 Make social contacts. Meet your pupils occasionally and be sure to exemplify the Lord Jesus on such occasions.

4 Sick Calls are effective. If any of your pupils are sick do not fail to call upon them. This affords one of the best opportunities for personal evangelism.

5 Write letters to pupils. Even if the pupil is a faithful student, write him or her a letter or card once in a while, especially on birthdays.

SUNDAY SCHOOL ORGANIZATION.

LESSON VII.

Conferences to promote Unity and Enthusiasm.

I The Sunday School that would succeed must have two dominant features, unity and enthusiasm. The school that is unified in its purpose and enthusiastic in its activities will naturally inspire teachers and pupils to do their best.

① Unity is promoted and maintained by efficient organization, every teacher and officer having his or her duties clearly defined, so as to prevent overlapping and infringement.

② Enthusiasm must be aroused and kept up by competent administration. There must of necessity be some "cheer leaders" so to speak, in the higher official ranks who can enthuse and inspire subordinates.

It is not difficult to secure loyalty to a Sunday School that is properly organized, effectively administered, and which abounds with a spirit of progress and enthusiasm.

As a general thing real Christians are willing to sacrifice for the Sunday School when a place of service is offered them.

2-B1 CONFERENCES. The successful executive, either in business or religious work, holds conferences with his department heads or subordinates for the purpose of increasing and maintaining the highest possible standards of efficiency. The Sunday School is a great business enterprise and no effort should be spared to keep it functioning in the most progressive order. ② At least once a month the superintendent and teachers should meet and spend an evening together. An outline of procedure should be planned in advance so as to prevent loss of time. This should be an occasion of prayer as well as conference. Problems should be discussed, plans made for future activities and suggestions for improvements heard and weighed. It would be well to have some statistics from which to note progress or failure. Where there has been success this will inspire efforts for greater success, where there has been failure shame should drive to greater endeavor for success. These conferences will tend to maintain unity and if properly conducted will create renewed enthusiasm.

LESSON VIII.

Canvassing - Religious Census.

II-7 There are in every community those who do not attend Sunday School, some for one reason and some for another but mostly because of indifference. The best way to create an interest on the part of these indifferent ones is to show some interest in them and this can be done by practical visitation work.

Different methods have been used successfully in different localities, dependent upon circumstances and conditions. In some places, particularly the larger centers of population, the taking of a religious census will be found to be practical and successful. The plan is to secure a group of volunteer workers and send them out to

SUNDAY SCHOOL ORGANIZATION.

the
secure a religious census of neighborhood that you wish to cover. Where it is possible they should go two and two together and should be your most representative people. To send unmatured children or individual of questionable or shady character may create a bad impression and this should be carefully guarded against. These workers should be supplied with cards for obtaining information and should also be provided with suitable tracts and advertising matter for distribution. A printed or mimeographed card is most practical and gives a better appearance to the visitor as well as giving you a better record. In most instances a card of the following form will be found suitable:

Religious Census Card	
Name _____	
Address _____	Tel.No. _____
How many children? _____	
Boys _____	Ages _____
Girls _____	Ages _____
Member of what church? _____	

Do Children attend S. S.? _____	
Where? _____	
Name of Visitor _____	Date Called _____

The form of card is not so important, the main idea is locate non-attendants so that you may invite them to your school.

This process can be repeated, once or twice a year and the follow up work can be carried on continuously. That is where non-attendants are found they can be called upon again and again until they answer the invitation and come to your school. Wherever sickness is found in a home the worker may enquire if they would like to have the pastor call. In this way there may present opportunities for greater service by the minister.

LESSON IX.

VACATION BIBLE SCHOOL.

No Sunday School should miss the golden opportunity for service that the vacation Bible School affords. In a vacation school of three weeks duration; five days per week, three hours a day, there are forty five hours, all of which can be devoted to teaching the principles of our faith in some form or other. This is much more time than most of our Sunday Schools can devote in a whole year. The ordinary Sunday School does not afford more than thirty minutes a

SUNDAY SCHOOL ORGANIZATION.

Sunday to study and in a year this only aggregates twenty-six hours.

The most ³competent instructors should be engaged for this service, if possible those who have had special training. Where trained leaders and teachers are not available the choice should fall upon individuals who are best qualified to maintain discipline. The pupils must be taught reverence. This is vitally important, and comes naturally under the head of discipline.

The Northwest Bible Institute of Seattle, is prepared to supply some very fine lesson helps and suggestions for vacation schools. These are mineographed sheets put up in book form and are about the best instructions of the kind that can be obtained.

This school is also able to furnish teachers for summer Bible Schools, who have had special preparation for such services.

LESSON X.

CRADLE ROLL.

A great man once said that the time to begin training a child was in his grandmother. Timothy is a good illustration of this truth. His remarkable record began with his grandmother Lois, thence to his mother, Eunice and on to himself - II Tim. 1:5.

① The truth of the matter is we cannot start the process too early, impressions made upon young minds are most lasting. Hence the importance of the Cradle Roll Department of the Sunday School.

② There can scarcely be found a community where there are not some babies. Whether the parents be religious or not it matters but little. If they are not absolutely adverse to your teaching or are not connected with some other Sunday School most parents will have no objections to your paying attention to their infant children. Through these attentions to children mothers and fathers may be won for Christ.

③ The first essential for this department is a good consecrated woman, not too old, who loves babies and has a happy faculty of making over them. This will assure access to most homes where there are little ones. The very best material to be found in the school should be enlisted for this service and if the one first appointed to the task does not qualify, then someone else should be substituted. Qualification not sentiment, must govern here.

This leader should be called "Superintendent of the Cradle Roll Department." There should also be elected or appointed an assistant superintendent to work with the superintendent and where the department is large enough there should be a secretary also.

These officers should be supplied with suitable literature and record books and should be supported by the prayers, sympathy and co-operation of the entire constituency of the school.

Whenever a baby is born the parents should be solicited and if agreeable to them the child's name should be enrolled as a member.

SUNDAY SCHOOL ORGANIZATION.

Appropriate cards may be secured from the larger Sunday School publishing houses. A different kind of card should be delivered to the home each week and the mother should be encouraged to paste those in some kind of a scrap book where they may be preserved until the child gets old enough to appreciate them.

This process should be persued until the child reaches the age of three years at which time it graduates to the Beginners Department. (There should be regular occasions each year when the pupils advance : from one department to the other - graduation days).

Where it is agreeable the parents should be asked to give an offering for the baby each week, a penny or more, just as if the child was attending the regular classes in the school. This will help to pay for cards and literature. Where there is not sufficient income through this channel the deficit should be paid out of the school treasury.

Some officer of this department should make a report at the regular Sunday School session just like the secretary does - showing the number of children enrolled and the amount of money collected.

LESSON XI.

Home Department.

1. The "shut-ins" are generally quite badly neglected. When first they are cut off from the regular walks of life some attention is given them but as time goes on friends become indifferent, visits less frequent, they are about forgotten - neglected.

In this situation we find one of our ²greatest opportunities for Christian service and to improve these opportunities there is no better means than is offered by the Sunday School Home Department.

3. The importance of the task demands leadership. There must be a head to the department who will specialize in the undertaking, one who will give prayer, time and energy to the work. The person appointed to fill this position should not be burdened down with other duties.

As a rule women render the best service in this department and where it is possible to secure capable female leaders it is advisable to enlist from their ranks, two or three, to manage this department. These may be elected by the school or appointed by the general superintendent; one to be known as superintendent; one assistant superintendent, and where necessary to have a third, one secretary. If the territory is large and the work too heavy for three to carry other assistants should be added.

When these officers have been duly appointed they should, by a special canvas or otherwise, locate every invalid, cripple, aged and infirm home-bound individual in the community who is not a member of some other Sunday School and solicit them for membership in this department.

SUNDAY SCHOOL ORGANIZATION

4. Proper records of all who join should be kept and regular weekly visits made to each one. The territory may be divided up for the convenience of the workers and to assure no failure in the weekly visit program.

The regular Sunday School literature can be used in this department. Each member should be supplied with Quarterlies or Lesson Leaves and should have delivered to them each week a copy of the Sunday School paper appropriate to the age and condition of the individual.

When the officer makes the regular weekly call upon the member she should ask some questions about the lesson or hear the scholar recite and should render any possible help toward understanding the lesson. Where it is convenient and agreeable, prayer should be offered and a hymn sung.

Where the territory is not too large and the helpers too few it is, of course, better for two officers to go together when making these calls. But if two cannot go then one must. The weekly visits have to be made.

In most instances it is possible for the shut-in or someone in the home to make a small contribution, just as the able bodied ones who attend the regular school, do and this may be collected at the time of the weekly visit. Funds thus received should be turned into the Sunday School treasury to help pay for supplies.

Test. April 5 - Fri.

LESSON XII.

PROMOTIONS.

There should be regular times of promotion when pupils are advanced from one department to another. The annual Rally Day is usually the best time to make these changes. Pupils should be advanced according to ages and in most instances it is advisable to promote the teacher with the class. A suitable certificate should be given to each pupil showing the department to which promoted. Blanks for this purpose may be secured from the Sunday School Publishing House,

The order of promotion should be Cradle Roll to Beginners, over three years old; Beginners to Primary, over five years old; Primary to Juniors, over eight years old; Juniors to Intermediate over twelve years old; Intermediate to Young Peoples, over sixteen years old; Young Peoples to Adults, over twenty four years old. See Lesson II. for divisions.

This should be made an occasion of great interest by arranging an appropriate program.