

Checklist

As you write and edit PTT training booklets, please assess your writing by these criteria:

1. Meets a current learning need.
2. Brief and complete.
3. Bible stories told or referenced.
4. Easy for poor readers.
5. Easy to translate.
6. Includes pictures or illustrations.
7. Suggests practical work.
8. Only biblical leader requirements.
9. Culturally acceptable.
10. Affordable equipment & methods.
11. Bible references & quotations.
12. Includes required sections:
 - a) Title page
 - b) Introduction
 - c) Story
 - d) Summary
 - e) Questions
 - f) Practical work
 - g) Back page

Paul & Timothy Training

Free, downloadable training materials for those who prepare new pastoral leaders of new churches and cells in movements of church multiplication in many countries and languages.

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Guidelines for Writing PTT Training Booklets



Paul & Timothy Training

Guidelines for Writing PTT Training Booklets

1. Write booklets that meet a current learning need or opportunity.

Booklets will be assigned to learners who need them now to do their ministry better.

2. Keep the brochure as brief as possible and still include essential teaching.

If possible, make the text and pictures fit on two sides of ten sheets of paper, or fewer.

3. Tell or refer to Bible stories that illustrate the main ideas.

Try to keep all teaching based on clear Bible texts, rather than from theology or tradition.

4. Make the brochure easy to read by using common words and short sentences.

Many new leaders are not as well educated as are you.

5. Keep your language easy to translate, by using standard words and grammar.

Other languages say things very differently from your language.

6. Include simple pictures or illustrations that will help people to understand the words.

Always test the pictures before you include them, to learn if they are acceptable.

7. Always include practical fieldwork that leaders should do in their churches and groups.

Learning must be applied immediately.

8. Only require learners to meet biblical requirements, not other church traditions.

Jesus commanded us to make followers who obey his commands, not ours

9. Only suggest activities that are culturally acceptable and can be done by new followers.

If activities and methods are foreign, then people may reject them and the gospel.

10. Only suggest equipment and materials that are available and affordable or free.

Requiring new leaders and churches to have costly equipment will slow their growth.

11. Use Bible references and quotations, so that readers will learn from the Bible.

Those who have a Bible in their language will look up some verses and read them

12. Each booklet should include these sections:

- h) Front page with title.
- i) Introduction to encourage learners to read the whole booklet.
- j) A story about followers who need to learn what the booklet teaches.
- k) A summary of the main ideas.
- l) Some questions that readers should answer.
- m) Practical work that readers should do.
- n) Back page with your ministry name and address.