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The Administrative Techniques of the Extension Department of the Sunday School

Ronald S. Crecelius

APPROVAL SHEET

This thesis has been approved by the following faculty committee:

Major Professor: H. V. Byrme Approved May 10, 1955

First Reader: Robert V. Sack Approved May 10, 1955

Second Reader: Kenneth P. Wesche Approved May 10, 1955

Professor of
Thesis Form: H. V. Byrme Approved May 10, 1955

THE ADMINISTRATIVE TECHNIQUES OF
THE EXTENSION DEPARTMENT OF THE
SUNDAY SCHOOL

by

Ronald S. Crecelius

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CHAPTER I

INTRODUCTION

A. Statement of the Problem

The problem was to present a clear study of the nature, purposes, values and operation of the Extension Department of the Sunday School. It was the writers purpose to present the actual picture of the organization of the Extension Department and its necessity as a regular department of the Sunday School along with its relative position to the church and Sunday School. An attempt was made to present the true picture of the Extension Department by truthfully presenting some of the disadvantages as well as the advantages. Thus the problem may be stated: to find and present the true framework and organization of the Extension Department and to present this, and other factors involved, in proof of the absolute necessity of the inclusion of such a department in the Sunday School organization.

B. Justification for the Study

The importance of this study lies in the criminal neglect of the church's outreach through the vital program of the Extension Department. This department has a real ministry to perform which is untouched by other departments. It extends the ministry of the church far beyond the assemblage in the church and, in doing so, it does not impose upon any other department but rather aids all departments and the entire church by providing contacts

for the individual departments and for the pastor. Because of the great dearth of material available for instruction about the Extension Department, this study was further justified as a tool for the writer, pastors, Directors of Religious Education, Sunday School teachers, Sunday School Conventions, and all others interested in the work of this department.

C. Purposes and Objectives

Objectives of the Study. The objectives of this study were: (1) to discover the purposes, nature and values of the Extension Department; (2) to show the place of an Extension Department in the local church program of Christian Education; (3) to study the organization of the Extension Department in the local church; (4) to ascertain how an Extension Department is operated in the local church; and (5) to point out certain techniques of visitation and evangelism.

D. Limitations of the Study

There is a great dearth of materials for information concerning the Extension Department. This study was limited to documentary research primarily with a few personal visits and interviews. The very lack of existence of an active Extension Department in most churches limited this study also.

E. Methods of Procedure

The material discovered in documentary research was gleaned to bring forth the information desired in keeping with the purposes

and objectives of this study.

To supplement the information gathered from documentary sources, many personal interviews were made in various churches. The purpose of these interviews was twofold: (1) to get first-hand information on the operation of active Extension Departments, and (2) to get the opinions of the pastors and Sunday School officers as to the necessity and place of the Extension Department in the church program of Christian Education.

F. Definition of Terms

The following terms have been defined in order to prevent the possibility of confusion arising in the minds of any readers in regard to a term used in this study.

Extension department. That department of the Sunday School which is organized to reach those who cannot attend the Sunday School. It ministers to the prospects in their homes.

Christian Education. That education which is specifically and essentially based on Jesus Christ and the Scriptures and which brings man into an experience with Jesus Christ and a continual growth in grace.

G. Organization

In the first chapter, the reader was made acquainted with the nature and purpose of the study. In the second chapter the place of the Extension Department in the local church program of Christian Education was presented. This included the advantages and disadvantages of the Extension Department and those to whom

this department ministers.

In chapter three a detailed account was given of the organization of an Extension Department in the local church. This included the relationship of the Extension Department to the church and other Sunday School departments and the responsibilities of the individual Extension Department officers.

Chapter four was devoted to the operation of the Extension Department including the stress laid upon enthusiastic promotion by the individual department officers and workers as a prime requisite.

In chapter five the techniques of visitation and evangelism were discussed showing the intense responsibility and opportunities the individual visitor has to win people to Christ who are otherwise outside of the influence of the church.

CHAPTER II

THE PLACE OF THE EXTENSION DEPARTMENT IN THE LOCAL CHURCH PROGRAM OF CHRISTIAN EDUCATION

A. Introduction

The purpose of this chapter was to make known the place of the Extension Department in the local church program of Christian Education. The subject was developed by showing the advantages of having an Extension Department and also some of the disadvantages involved. The subject was extended to present those to whom the Extension Department shall minister.

B. Importance and purpose of the Extension Department

The Extension Department of the Sunday School has an aggressive missionary ministry. The Sunday School has a real and deep responsibility concerning those who cannot come to its sessions. There are the shut-ins, those kept at home with necessary duties, those whose jobs insist on Sunday labour, travellers, service people, and others who come under the responsibility of the Sunday School Extension Department.

The great potential for Extension Department work was revealed by the following statistics compiled from the 1950 reports of the Sunday School board of the Southern Baptist Convention and from government census charts.

Two and five tenths per cent of the population are over seventy-five years of age.

One and five tenths per cent of the population are in hospitals, sanitariums, nursing homes, and other such public health institutions.

One per cent are in jails, reformatories,
and asylums.

One per cent are confined in private homes
because of illness.

Eight per cent are employed on Sunday or in
night work that prohibits Sunday School atten-
dance.

So, here is fourteen per cent of the Sunday School poten-
tial who could not attend the Sunday School even if they would.

According to Herbrecht in his book, The Extension Division
of the Church School, only one-sixth of the people of the United
States find their way into the influence of Church ministry.
Therefore, five-sixths of our population will have to be reached
in a different manner than by attendance at regular church services.

Certain it is that the five-sixths
will never come to love the church until
it first loves them and proves it. Loves
them with a love that is not a pious vapor,
but a deep and kindly sentiment that sends
us forth gladly and makes us do gladly with-
out thought of return. The need of the com-
munity is the law of the church. If the need
of America is to be taught the religion of
Jesus Christ so He may be known and loved and
served, then that need is the same for the
five-sixths as the one sixth. If they will
not come to the church to be taught, the
church must go to them - and that is the
challenge to the new service.²

George and Billie Davis in their book, Manual for Workers in
the Extension Department of the Sunday School wrote:

The Extension Department is not con-
tent to serve only those who seek its ser-
vices. It literally goes out in search of
those who may be included in its ministry.
It goes right into the homes of its pros-
pects and seeks sincerely and unselfishly
to be of service. This aggressive action
and personal approach brings the Extension
Department visitor into contact with un-
saved people who probably would be reached
in no other way. People who cannot, or

think they cannot, attend regular church services and have explained the circumstances to church and Sunday School workers undoubtedly would be dropped from prospect lists and dismissed from the minds of Christian workers, if there were no extension ministry. But to the Extension Department every human being is a prospect. Because he cannot hide behind any excuse or circumstance, every unsaved person can be clearly recognized as a potential Christian! ³

Flora V. Stebbins determined the purpose of the Extension Department thus:

1. To make membership and fellowship in the Sunday School possible for every one.
2. To secure systematic Bible study on the part of every one.
3. To secure recognition and due appreciation of the family and the home in our church work.
4. To bring into the home a truer ideal of family life and privilege.
5. To secure the deepest possible interest in the church and all its work. ⁴

The great need and ministry of the Extension Department is being recognized today by evangelical groups and although there is comparatively little literature available as yet, the fire is spreading and more books, circulars, and instructive matter are appearing for use.

The Extension Department is an essential part of the Sunday School realm. It has already proved its right to exist by never supplanting but always supplementing the very foundations of the church and Sunday School and greatly extending their avenues for service.

"Go ye into all the world, and preach the Gospel to the whole creation." Mark 16:15. "The field is the world." Matthew 13:38.⁶

The very purpose for the existence of an Extension Department was expressed in the words of Jesus as He said to those on His right hand, "I was sick, and ye visited me...." Matthew 25:36-40.

C. Advantages

The Extension Department is a necessity if the church is going to fulfill the command of Christ: "Go ye into all the world, and preach the gospel to every creature..." The Extension Department refuses to recognize any as being outside of its ministry. The Extension Department ministers to the group most often neglected, that is, those who cannot attend Sunday School such as the old and infirmed, those who must work on Sundays, and any others who cannot for some reason attend the Sunday School.

Instead of teachers the Extension Department has visitors who go into the homes and places of business and read the Bible, have prayer, give printed materials and assist the Extension member in any way possible.

The Extension Department has a definite spiritual ministry which is a blessing to those to whom they minister. It is an aid to the church in finding the unsaved, teaching the Word and building membership. It also evangelizes the unsaved.

The Extension Department works with the Sunday School by enlarging its ministry, discovering prospects for the other Sunday

School departments and giving many unoccupied Christians opportunities for service.

One advantage of the Extension Department is as an aid to the pastor. The pastor cannot possibly do all of the visiting he would like to do. His time is closely budgeted as he studies and takes care of his numerous obligations. Therefore, the work of the Extension Department in visitation alone takes a great burden off the pastor. The visitor can keep the pastor informed about members who are ill and those who need his special attention. Another advantage is encouragement in Bible study and prayer which is stressed by the visitor. McCraw states:

Enlisting each Extension member in daily Bible study and prayer is one of the objectives toward which the visitor works. The next step may very naturally be to suggest that the family join the Extension member in his daily devotions.

The Extension Department encourages its members to Scriptural giving and tithing. The money given not only aids the church but also blesses and strengthens the giver and makes him feel he has a real part in the church program.

The Extension Department is a department of the Sunday School the same as any other department and it works with the Sunday School by enlarging the ministry of the Sunday School. While obtaining its own objectives in reaching those unable to attend Sunday School, it also aids the Sunday School as a whole by discovering and reporting prospects for other departments of the Sunday School.

The Extension Department aids the Church by providing opportunities for service for Christians.

A Church is strong in proportion to the number of members who are busy and happy at their work in it. We should not over-look the talent and ability of any who are willing to serve.⁸

Clarence Benson wrote:

Most members who retire to the inactive list and are later removed to the suspended roll, would have remained enthusiastic Christians had they been given something to do. An enlarged field means enlarged opportunities to enlist the idle membership of the church. Sunday School extension is a movement so important and so extensive as to call for the mobilization of the entire church congregation.⁹

In almost every Sunday School there are sincere Christians who desire positions of service. Some cannot become teachers or officers because their own employment or circumstances beyond their control make it impossible. Others have talents and abilities which neither they nor their leaders have recognized. Many of these Christians will make excellent workers for the Extension Department. They will be happy for the opportunity to serve, and their service will benefit the School and its constituents.¹⁰

The very foundation of Christianity is the Holy Bible which is its infalliable authority and the teaching of the Bible is one of the great purposes of the Christian church.

If Christianity is to be perpetuated, and if the fundamental doctrines of the church are to be preserved, then the church must exert every effort to see that Bible teaching is made available to all people. The Church has not taken advantage of all its opportunities until it has extended its teaching services to those who cannot attend the classes regularly conducted within the church building.¹¹

So, in the teaching of the Word of God, the Extension Department also works with and abets the ministry of the church and Sunday School. The Extension Department can teach the Bible to anyone will-

ing to listen. In this way the Extension Department helps the Extension Department members and their families to recognize the Bible as a guide for daily living and thus establish a family altar.

The Extension Department is one department that thrives on practical Christianity and in doing so it not only brings comfort, joy and cheer to those to whom it ministers but it will also have a far-reaching effect upon the community.

The church which sponsors an Extension Department will come to be known for its practical application of its teachings. Because of the materialistic thinking of the average unbeliever, perhaps no advertisement could bring better results than the establishment of such a reputation. People are drawn to a church which demonstrates practical Christianity. They will tend to have faith in that church, and so will become better prospects for conversion.¹²

Another advantage of the Extension Department is the fact that it does not require rooms and most other equipment needed for the successful operation of other Sunday School departments. This was set forth in detail in Chapter Four of this writing.

In summary, it can be said that every Sunday School needs an Extension Department because:

1. It is impossible for the church to fulfill completely its responsibility to the Great Commission unless it has some form of Extension Department.
2. The Extension Department works with the church by finding the unsaved, winning the unsaved, teaching the Word, and building church membership.
3. The Extension Department works with the Sunday School by enlarging its ministry, discovering prospects for other departments, and giving Christians opportunities for service.

4. The Extension Department works with the pastor by making important contacts, and providing reliable helpers.
5. The Extension Department helps the church and Sunday School to demonstrate practical Christianity.¹³

D. Disadvantages

To give a complete picture of the Extension Department one should also realize the disadvantages of such a program, few as they are but far out-weighted by the values.

One of the main disadvantages is the lack of group contact. To wholly depend on one individual initiative is a disadvantage and worship becomes more difficult when confined to the individual.

The absence of the physical environment of the church is a disadvantage. There are those who maintain that the church is no different from any other structure but, as Herbrecht wrote:

Say what you will about worship at home, and being "a good Christian without going to Church," it is a mighty hard task. The atmosphere of a building whose architecture even places it apart from the familiar environment of a barn, or store, or residence, makes its contribution to the development of religious life.¹⁴

Somewhat akin to this disadvantage is the antagonistic or distracting environment of a factory, hospital, or home where the Extension Department visitor must attempt to hold a worship service. Noises and distracting influences in such places make it hard to worship and pray oblivious to surroundings.

The Extension Department member necessarily misses many of the contacts that one would find in a class. The fellowship and class spirit as well as individual contacts in the regular Sunday School class is a coveted thing and Extension Department members,

being deprived of these, may grow disinterested and more liable to fall prey to the contacts of the world. The Extension Department member is also deprived of the training that comes through class work.

The limited number of teaching facilities makes teaching in the Extension Department more difficult.

A good piece of teaching work can be done without school facilities, better work can be done with them. A set of maps, charts, blackboards and a reference library, models, and objects for illustrative purposes, these make it easier to teach, and all of these are available for the attending member, but only in a very limited measure do they become available for the extension member.¹⁵

Since the teaching conditions in the Extension Department are more difficult it is also hard to find fully qualified leadership. It is a difficult task to find adequate leadership for the regular Sunday School department and the additional hardships in the Extension Department make the qualifications that much more rigid.

These are a few of the disadvantages of the Extension Department. The local situation will, of course, develop more or less disadvantages. These disadvantages were presented to give a complete picture of the needs and work of the Extension Department, not to discourage the work but make known more vividly the need of such a program.

E. To Whom the Extension Department Ministers

The work of the Extension Department is definitely a spiri-

tual and missionary ministry which supplements all other phases of church work. It can minister where other departments of the church cannot reach, and by doing so it strengthens and aids all Sunday School departments as well as the church.

Who may be enrolled in the Extension Department? Every person who finds it impossible to attend Sunday School.

The Extension Department absolutely denies anyone an excuse for not being enrolled in the Sunday School. Distance to travel, confinement, Sunday work, imprisonment cannot shut off a person from Bible study. He may be ministered to by the Extension Department. It is conceivable for a Sunday School to have as many members enrolled in the Extension Department as it has in attendance on Sunday morning if every prospect is enrolled.¹⁶

The Extension Department was first organized to minister to the aged and infirmed of whom there are more today than ever before because of the increased life span of man. The number of old people in America is increasing every day, according to Mildred McCraw, with an approximate thirteen million Americans over sixty-five years of age at the present time.¹⁷

Some of the finest privileges to be experienced are provided by visiting the aged saints of God, talking with them, reading to them and praying with them.

Shut-ins. The shut-ins include the sick, crippled, blind, deaf and diseased of any age. Young people who are confined and unable to rise from their beds are shut-ins as well as the old person with a lingering illness or a crippled limb.

This group presents a great field for service because often sick people are in desperate need of Christian friendship and coun-

sel. They tend to get despondent and sometimes frightened at their physical condition.

The one who cares for the shut-in and has no opportunity to attend Sunday School could also be included in this group. Theirs is usually a tedious and monotonous task. When one person has the constant care of a confined person they often get lonely and tired and even discouraged at times. This is a fertile field for the Extension Department worker.

Inmates of Hospitals and Institutions. Jesus said, "Go ye into all the world...." and if the opportunity affords to minister in any institution, ours is the obligation to go and serve. If a member of the Sunday School is temporarily hospitalized he should be contacted by his Sunday School teacher and class. However, if he is to be confined there for a long period, then his Sunday School membership should be transferred to the Extension Department.

People in jails, county homes, detention homes, orphanages, unwed mothers' homes, crippled childrens' homes or any other institution serve as potential for Extension Department membership. People in such institutions are eager and appreciative of the worker who brings the gospel to them.

The Sunday Employed. The society in which we live demands that some people work on Sundays. The church does not condone working on Sunday aside from necessity, and it is necessary that some people be on the job on Sundays.

The firemen, policemen, some restaurateurs, news-paper employees, bus and taxi-drivers, keepers of public utility plants, janitors, doctors, nurses, some druggists and telephone operators are a few who

necessarily have to work on Sunday. However, there are some persons working on Sunday who do not have to who may quit or have their work shifted when contacted by the Extension Department, and if they come into an experience of Jesus Christ as Saviour.

The following is a list of some of the potential Extension Department members as listed by Mildred McCraw in her book The Extension Department:

1. Railroad employees--engineers, firemen, railway mail clerks and others
2. Bus, truck, and taxi drivers
3. Policemen, watchmen, firemen
4. Physicians, pharmacists, nurses
5. Hotel, boardinghouse and restaurant employees
6. Telephone, telegraph and radio operators and messenger boys
7. Newspaper and postoffice employees
8. Elevator operators
9. Pilots and hostesses on airplanes
10. Grocery, bakery, dairy, ice and industrial plant employees
11. Garage and filling station attendants
12. Those caring for the feeble or sick
13. Mothers of young babies¹⁸

Isolated Persons. This includes a widely diversified group of people. In the mountainous areas there are little communities without churches, in the plains country there are ranches, and in nearly all sections there are those Negroes, Mexicans, Indians and some with language barriers to whom the Extension Department can minister until a Sunday School can be started in their midst.

Some of these persons, mentioned as prospective Extension Department members, may be in a position to attend Sunday School occasionally and they should be encouraged to do so. However, they should be retained as Extension Department members and constantly visited until they become regular Sunday School members.

Members Who Have Moved Away. By mail the Extension Department can keep in contact with those persons in the armed services, at college, or who are in other places in search of employment. The Extension Department should maintain contact with them until they are situated in a church in their own locality.

F. Summary

In this chapter the place of the Extension Department in the local church program of Christian Education was dealt with showing the vital necessity of such a department. The many distinct advantages of the Extension Department prove its right to existence even when the few disadvantages are considered.

The work of the Extension department is definitely a spiritual and a missionary ministry which supplements all other phases of church work. Every person who is unable to attend Sunday School may be enrolled in the Extension Department.

CHAPTER III

ORGANIZATION OF AN EXTENSION DEPARTMENT IN THE LOCAL CHURCH

A. Introduction

The organization of an Extension Department in the local church was dealt with in this chapter. The administrative framework was presented along with the administrative relationship to other departments of the Sunday School. The qualifications and responsibilities for the officers and the necessity for careful planning in initiating an Extension Department were also discussed.

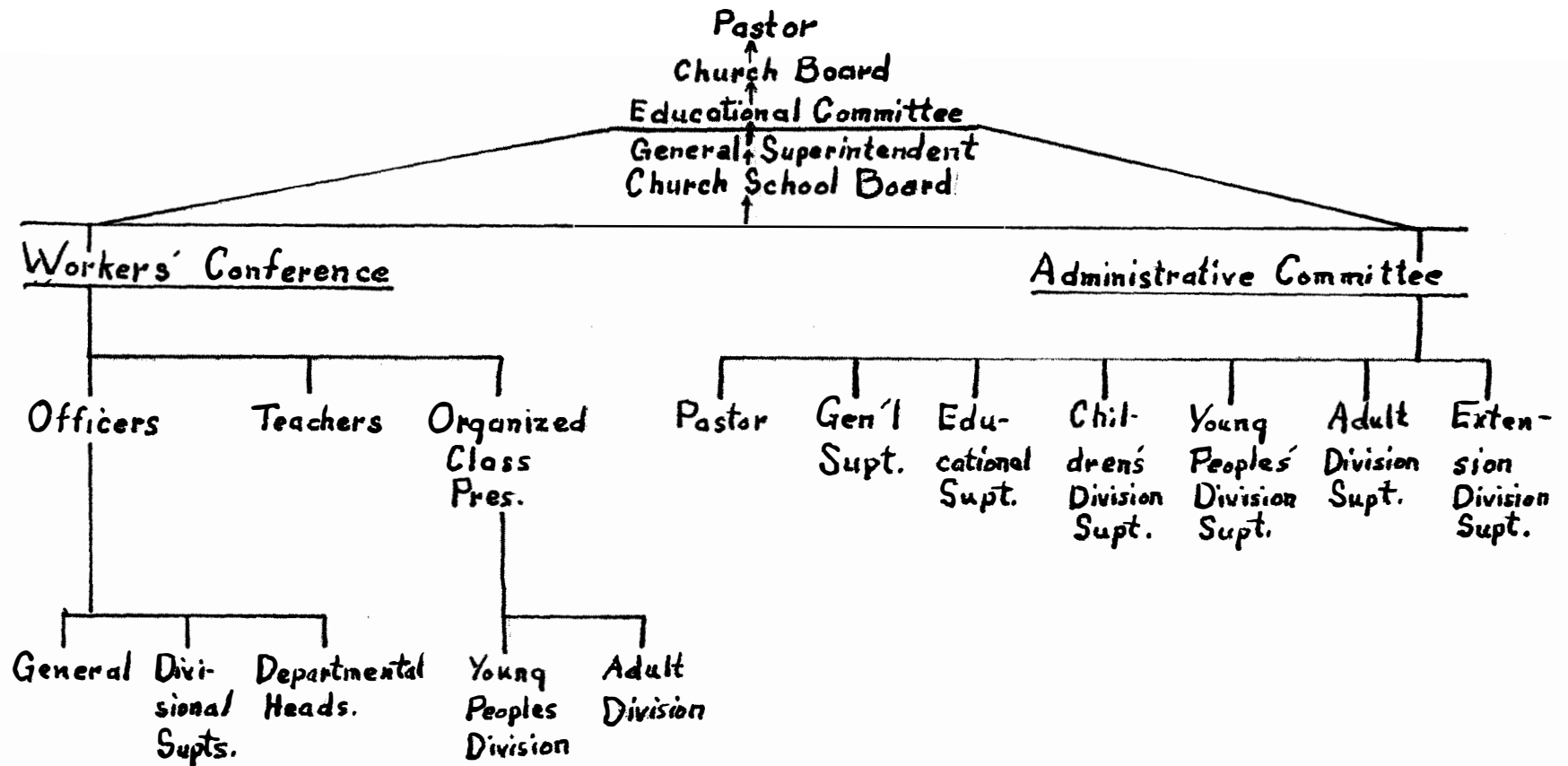
B. Administrative Framework

The Extension Department is an organic part of the Sunday School and of the church.

The various organizations within the church must not maintain themselves as separate, concerned only with their own mechanism and programs, but rather as a part of one machine, with a common purpose.¹⁹

In chart A all of the organizations of the church are revealed as an effective, united whole. And, it was noted that the Sunday School and Church are not separate bodies but mutually dependent in a concerted movement. It was noted further that the Extension Department superintendent is a member of the Administrative and Educational Committees. Through such an arrangement as this the Extension Department becomes a definite vital part of the whole church program. The unity of the Extension Department with the other Sunday School departments is realized also here. In chart

CHART "A"



B this relationship can be seen.

In chart B two outstanding features show the main difference from the long established Home Department. First, the Extension Department is graded in the same way as the other Sunday School departments and, second, it is related to classes and departments rather than to the school as a whole in its membership.

C. Administrative Relations

The Extension Department supplements all other departments of the church and Sunday School.

The Extension Department is not designed to replace any department or to become a substitute for the church or Sunday School. It is clearly recognized that anyone who can attend Sunday School should do so. Anyone who is able to attend Sunday School should not be enrolled in the Extension Department as he is a prospect for one of the regular Sunday School departments. The Extension Department purposes to reach all those who cannot be reached in any other way.²²

Relation to the Sunday School. The Extension Department is a regular department in the Sunday School with its own superintendent and officers and workers. It is not an accessory but an integral part of the Sunday School with a distinctive duty to perform.

The Extension Department greatly enlarges the Sunday School ministry to the place where it is possible for the Sunday School to work with and help any person who will accept its ministry. This brings blessings not only to the one reached but it gives the Sunday School a vision and blessings which inspire it to even greater efforts to reach the lost in the whole community.

CHART "B"

THE EXTENSION DIVISION IN THE GRADED CHURCH SCHOOL

Divisions	Departments	Age	Environment	
Children's Birth through 11 or 12	Cradle Roll	B-3	Home	
	Beginners	4-5	Kindergarten	Beginners
	Primary	6-8	School, Grade 1-3	Primary
	Junior	9-11	School, Grade 4-6	Junior
Young People's 12-24	Intermediate	12-14	Junior High	Intermediate
	Senior	15-17	Senior High	Senior
	Young people	18-24	College, Business	Young People
	Training	16 on	H.S.; College Home and Business	Training
Adult 25 on	Men's Class	25 on	Business	Men's Class
	Women's Class	25 on	Home and Business	Women's Class
	Parent Study	25 on	Home and Business	Parent Study

As the Extension Department goes about its business it aids the other departments of the Sunday School by discovering and channeling their way new prospects for the other departments. The Extension Department member quite often has a great opportunity to secure prospects through association with neighbors and friends.

An alert Extension Department worker is as fine a publicity agent as a Sunday School could hope to have! He will constantly be prepared to invite prospects, record their names and addresses, and report the contacts to the proper Sunday School workers.²³

In every Sunday School there are those Christians who, for some reason or other beyond their control, have no definite responsibilities of assigned work. Some may merely be the retiring type and have talents heretofore undiscovered. These people could be put to work in the Extension Department and in doing this work they will find a new joy in service and the Sunday School will benefit by their spirit and their service.

The Extension Department reaches those no other department of the Sunday School can reach and in doing so it aids the other departments of the Sunday School.

Relation to the Church. The Extension Department creates a spirit of good will as it goes about its business of visiting. They typify a practical Christianity which greatly impresses the community and is the best advertising the Church can get.

The visitor represents the church as he visits. His loving interest in his members and his genuine interest about their welfare create a feeling of good will toward the church in the hearts of Extension members and of their families and friends.²⁴

Therefore, the Extension member draws closer to the church with a real feeling of "belonging" in their hearts.

D. Administrative Responsibilities

Being a part of the Sunday School, the Extension Department has a spiritual ministry. Therefore the two essential requirements for the Extension Department worker is the same as for any Christian worker, that is, a clear-cut Christian experience and a solicitude for the lost. The Extension Department worker is a true missionary.

The Extension Department officers do, of course, have the major part of their duties in an administrative capacity. However, this does by no means release them from the responsibility of coveting every individual extension member as a born again child of God.

The Work of the Superintendent. The very first obligation of the Extension Department superintendent is to constantly maintain that unblemished testimony for Christ and the Christian fervor which would entitle him to lead, train and inspire others. He must be a soul winner. He must have a passion for the souls. He must be zealous in studying his responsibilities so that he can better improve and expand the department.

Add to a true spiritual life, loving persistency, quiet tack, adaptability, executive ability; and round about all, like a golden band, a great belief in and love for, this phase of Christian work, and you have the right kind of superintendent.²⁵

The superintendent must have a knowledge of Sunday School work and be cooperative with the other Sunday School officers. He

must be a good visitor and patiently train new visitors. He should do some of the visiting himself occasionally to keep abreast of conditions in the field.

The superintendent must constantly be on the alert for potential workers for his department. His is not the mission to rob other departments of their teachers but to note possibilities. These people he should seek to interest in the Extension Department ministry and enlist them for service.

The superintendent not only procures new workers but he must also train them and give them material to study so they may become fully acquainted with the department and their own responsibilities.

The training of new workers will have to be worked out with the joint cooperation of the Extension Department superintendent, the pastor and the Sunday School superintendent. Training classes should be set up in soul winning, visitation methods and Bible study.

The Extension Department superintendent is an executive. He is the supervisor of his department. He has the responsibility of inspiring the department and keeping the morale high. He must be efficient in his methods and in his relations with the extension workers. He must have discernment and be a good judge of people. The Extension Department deals with a wide variety of people and the superintendent must do his best in assigning the worker with the proper talent or personality to the individual case.

The Extension Department does not meet together as a group on Sunday mornings, therefore a regular meeting for the department is a must. The Extension Department superintendent presides

over such meetings and uses the reports of visitation, suggestions of methods, and other things on the docket to help build a group spirit and inspire and encourage the whole department.

The Extension Department superintendent must constantly be alert to new avenues of ministering for his department. The ministry of the Extension Department is limitless.

The work of the Extension Department is not limited by buildings or facilities. The Extension Department can expand as long as there are unreached people who cannot come to Sunday School. The superintendent is responsible to find ways and means of expanding his department to reach all of these persons. For it is only through an aggressive Extension Department that all of them can ever be reached by the Sunday School.²⁶

The Extension Department superintendent makes use of the records kept by the department secretary in keeping the department officers as well as the pastor and Sunday School superintendent posted on the progress of his department. The Extension Department superintendent must constantly be looking for ways to publicize and promote his department. In this should be included an annual Extension Department day.

The Work of the Assistant Superintendent. The qualifications for the office of Assistant Superintendent should be on a par with the standards for the superintendent with added stress upon teamwork and cooperation. He assists the superintendent in whatever way he can. He should have the knowledge of the work to qualify him to carry on the work of the superintendent when the superintendent is absent or unable to carry out his duties.

The assistant superintendent can be one of the visitors being

trained to take over the job of Extension Department superintendent at some future date or to be appointed as Extension Department superintendent when the present Extension department grows to the place where it is filled to responsible capacity and another Extension Department is needed.

The Work of the Secretary. The Extension Department secretary could be selected from the group of extension members themselves. This office will not interfere with regular class attendance as the Sunday School work does not occur often. The chief qualifications are faithfulness, neatness and accuracy with a will to help. The secretary's main job is making and keeping records, compiling the visitors reports into the Secretaries Monthly Report and keeping the superintendents record book up to date. He also orders supplies, keeps minutes of the conferences and meetings and assists the department superintendent.

The Work of the Correspondence Secretary. The correspondence secretary will "visit" by mail. His qualifications should be as high as those of the other visitors. The people visited by the weekly letters of the correspondence secretary are those members of the church in the Armed Services, college students, and those seeking employment in other cities.

He will see that each correspondent-member receives a weekly, personal letter. In addition to this personal letter, each of these out-of-town members should receive a copy of the church bulletin, all church advertisements, and any other church literature or gospel literature which may be of interest or value to them. Excerpts from the local newspaper might be sent along with these letters. News from

home is always of interest when one is away.²⁷

The correspondence secretary corresponds with the out-of-town members until they are definitely located in a church.

The Extension Department is not a substitute for church attendance or Sunday School attendance. It is merely an arm of the Sunday School which reaches out to minister to those who cannot be reached in any other way.²⁸

E. Administrative Initiation

The importance of the work of the Extension Department necessitates a strong and definite organization, as a regular department of the Sunday School through which it may accomplish its purpose.

The outstanding pre-requisite for establishing an Extension Department was expressed by O. G. Herbrecht as:

.....simply wanting it badly enough to be determined to have it. The church school anywhere can have anything it wants if only it wants it badly enough. Given the leader of far vision and the missionary heart, the rest is a matter of mechanical detail, by no means unimportant, but quite hopeless without the driving power of desire. Assuming then, the Church School with a burning desire to be of service in the spiritual life of its community, attention must turn carefully to the mechanical processes of organization. Just above we said that this latter was by no means unimportant. Let it be reemphasized. There is a right way and a wrong way to do the Lord's work, and all things being equal the right way achieves the better, more permanent results. It takes an organization to make a Church School effective. Many schools never make headway because their organization is faulty

and they never achieve because their channels of service are clogged, or broken, or non-existent. A good general organization is necessary in order to have a good Extension Division.

It is necessary that the pastor become interested in and convinced of the need of the Extension Department at the outset. He is the spiritual leader of all church activities and to be fully successful the Extension Department must have the whole-hearted endorsement of the pastor. He is the person who can best explain the need to the congregation. Anyone may get the vision for an Extension Department but they should be careful to see that it is promoted through the right and most effective channels and the pastor is that effective "starter."²⁹

During World War II, a sailor was telling of his work with a Naval Seabee outfit on Guam. Their task was to repair and remake airfields. They had to haul sand by the truckload to keep the airfields in condition. The sailor said that at one time he had twenty trucks for which he was responsible. Of the twenty trucks, only one of them had a starter. His friends asked him, "Didn't it take you awfully long to get those twenty trucks started?" "No," he replied. "We started the one that had a starter, then that truck pushed another truck, those two trucks pushed two more trucks, then those four trucks pushed four more trucks. Soon all of the trucks were running." You may be the one who can stimulate interest in an Extension Department for your Sunday School, but be sure that the first person you stimulate is your pastor.³⁰

So the first thing to be done is to get the ground work laid out. This is not always easy as people usually rebel against a new idea. The needs of such a department must be made known to them as well as the plan of operation and the costs.

The person who would promote the idea of an Extension Department should not push it too hard or too fast. Along with this,

George and Billie Davis in their book, Workers Manual for the Extension Department, insist that:

The person who would promote any idea must first understand it himself and be fully convinced of its soundness and worth. Any member of the congregation who sees the need for establishing an Extension Department can finally see his vision become an actuality, if he will plan wisely and seek the guidance of the Lord.³¹

As executive head of the Sunday School the General Superintendent of the Sunday School must also be enthusiastically for it. He and the pastor should work together in initiating the work of promotion, organization, appointment of officers, planning, selecting workers, and presenting the new idea to the whole Sunday School staff at a workers conference.

The presentation at the workers' conference should be done wisely having been carefully prepared and under God's guidance. The needs of such a department should be presented. Also, it should be made clear the Extension Department is not organized to take members away from any other department of the Sunday School. Rather, it aids all departments of the Sunday School by finding for them new prospects as it goes about providing Bible study and fellowship for the people of the community who are unable to become members of any other Sunday School department.

This places quite a responsibility upon the pastor and the Sunday School superintendent to present the work to the Sunday School staff.

When the work and ministry of the Extension Department is explained to the existing Sunday School staff, they will

certainly be in favor of it. The extent to which they are sold upon it will be in direct proportion to the enthusiasm exhibited by the pastor and superintendent and to their ability to explain its purpose and functions.³²

Much prayer and consideration should be given to the choice of a superintendent for the new Extension Department since the success or failure of this department will largely be determined by this person. Such an appointment should be made the same way as the other departmental superintendents are appointed.

The specific duties of the Extension Department superintendent were set forth in another part of this writing, so it will suffice to say here that the initial duties of the new superintendent will be to enthusiastically promote the Extension Department to the Sunday School and church constituency and to enlist workers.

The promotion of the Extension Department should be consistently brought to the attention of the Sunday School staff.

The work of the Extension Department should be brought before the entire Sunday School staff quite often until every officer and worker fully understands its purposes and functions. The better the regular Sunday School staff understands the work and ministry of the Extension Department the more valuable the Extension Department will become to the Sunday School.³³

In starting the enrollment of the Extension Department the best place to start is with shut-ins. Every church has its share of shut-ins and those who are on the church roll who cannot get to Sunday School. A careful check of the church and Sunday School rolls should be made to determine the individuals who need this ministry the Extension Department has to offer.

There are various ways of getting prospects for the Extension

sion Department. Several of these were suggested by Mildred McCraw:

A religious census is the most thorough way of finding people. Some Extension Department possibilities may be found through the information on the census cards. Many more will be reported by various classes after their initial visits to follow up the prospects assigned to them from the census.

Other prospects may be found by making regular appeals through the pulpit, departmental assemblies, and the church bulletin. If requested to do so, gladly will other department teachers and officers report Extension prospects they find in their visiting.

Then, too, the visitor may make a canvass of his own district. He may do this with minimum effort by planning to go to a few houses each time he makes his regular visits. His Extension members will often give him names of others who should be reached.

Making a survey of places of business open on Sunday will reveal a number of Extension possibilities. In making such a survey the Extension worker should always go to the manager of the business and explain what he would like to do. Nearly always the one in authority is glad for his employees to join and will inform the Extension worker about the best time and place to approach them. A railroad official recently said, "I like for my men to belong to the Extension Department because a man interested in religion makes a better railroad worker."³⁴

As soon as possible the Extension Department should appoint a correspondence secretary who could write a weekly letter to the members of the church who are in the armed services and those young people who have gone away to college or to find employment. These people should be corresponded with until they are firmly associated with a local church.

After the officers have been appointed, they should be

installed in a public installation service. This will help promote the Extension Department in the eyes of the people and give it dignity as well as including it as a definite part of the Sunday School in the thinking of the church members.

F. Summary

The procedure of organizing an Extension Department in the local church was the subject under consideration in this chapter. Charts were presented showing the relative position of the Extension Department to other Sunday School departments and to the church as a whole. The subject was further developed to show that the Extension Department is a regular department in the Sunday School with its own superintendent and officers. The administrative responsibilities of these individual officers was presented showing their qualifications and responsibilities such as a born-again experience and leadership abilities. The value of carefully laid groundwork in setting up an Extension Department was stressed as a prime requisite to a successful ministry in the department. It was suggested that much prayer and consideration be given to the choice of a superintendent for the new Extension Department since the success or failure of this department will largely be determined by the superintendent.

CHAPTER IV

OPERATING THE EXTENSION DEPARTMENT IN THE LOCAL CHURCH

A. Introduction

In this chapter the operation of the Extension Department in the local church was discussed. The amount and type of equipment needed in the department was disclosed. The various meetings within the Extension Department were presented along with the training needs and an active program of publicity and promotion.

B. Equipment

The Extension Department necessarily operates quite differently than any other department in the Sunday School. Due to its unique ministry, the Extension Department does not depend upon the same facilities and rooms as the other departments.

Unlike the regular Sunday School department which needs tables, chairs, blackboards, adequate room and such equipment the Extension Department needs only a very few pieces of equipment. As for room, the Extension Department is unlimited because it has no concern for rooms in its task.

One of the regular Sunday School rooms may be used for a meeting of Extension members in a Bible study class during the week but even this meeting may take place in the home of one of the members or the teacher.

There are several pieces of equipment which are needed in Extension Department work. They include the following: a cabinet

for storing literature, record forms, and other supplies of the Extension Department.

Visual aids are definitely needed in the work of the Extension Department. A portable tripod with a board for flannelgraph and a blackboard would be of great value in working with children who are confined to their beds. A projector for the showing of filmstrips and slides would also be a great help and be greatly enjoyed by the Extension Department members.

A wire or tape recorder can be of great value in bringing to the shut-in the recorded church service. This can also be reversed, as suggested by George and Billie Davis in their book,

Extension Department:

The voices of Extension Department members may be recorded and played back for people of the church on Extension Department Sunday. If the activities of the Extension Department are brought before the general congregation in this manner, the people will be made more aware of the department and will more sympathetically and enthusiastically support the work.³⁵

The majority of Sunday Schools purchase supplies for the Extension Department, on the basis of ministering to twenty-five members for the beginning. But almost invariably they have to double their order before the close of the first quarter.

Materials needed include the following:

- One superintendent's record book
- Twelve visitors' class reports
- Twelve visitors' canvas blanks. (These may be homemade if preferred)
- Fifty application cards
- Fifty report and collection envelopes
- Fifty descriptive leaflets
- Fifty Quarterlies or lesson helps

In addition to this many departments use a membership

certificate which is often highly prized by the Extension Department member.

Manuals on the duties should also be made available to the workers in the department as well as suggested books that can be obtained from the church library.

C. Meetings

There is a special significance to the meetings which are held in the Extension Department. These meetings must, as much as possible, make up for what the workers miss in not having the Sunday meetings as do the teachers and officers of other departments.

These meetings are important as they do much to insure the success of the Extension Department due to the fact that, as Mildred McCraw writes:

They (Extension Department workers) do not see the results of their labors regularly as do the teachers and officers whose members meet with them at the church each week, and they miss the inspiration, encouragement, and momentum that are anatural result of this contact.³⁶

The Extension Department worker will be more efficient in his work as he realizes that he is an important part of a strong and vital department and that he has an important role to play in the great ministry to those in its sphere of influence. Meeting together regularly will produce a group spirit as the workers plan and work together and come into the realization of the task and the possibilities for service.

An interchange of experience is always helpful. One Visitor meets a

problem that another Visitor has solved. The superintendent has certain definite things that he would like to have done. He must call his Visitors together. The pastor has some special work that he would like to have the Visitors do. That all these needs and many others may be met, every Department should hold quarterly meetings of the superintendent and Visitors, and, of course, the pastor and general superintendent of the Sunday School will meet with them as ex-officio members.³⁷

Three types of meetings can be used to help build strong effective Extension Department, namely: (1) regular workers' meetings, (2) social meetings, and (3) annual Extension Department Day meetings.

The Regular Workers' Meeting. The most effective work in meeting the individual situations and needs of Extension Department members cannot be obtained without the regular workers' meetings. Such a meeting affords opportunity for the superintendent to plan, unify and promote the work of the department as well as to inspire and challenge the workers. The workers and officers alike are inspired and respond with a zeal as they study, plan and train together.

Attendance at such meetings should be imperative and the superintendent will have little trouble in this matter if he has conscientious workers who feel the need of such a meeting.

Extension workers come to the workers' meetings because of love for the church and Christ's cause. But also they come out of love for the superintendent and because of the comradeship that is built up between them. If the superintendent has succeeded in establishing a heart-to-heart contact between the workers and himself, he will usually have their loyalty in every phase

of the work, including attendance at the workers' meeting.³⁸

The place for the workers' meeting can best be decided on by local conditions. However, it is preferable to have a room in the church as a regular meeting place. The cabinet for supplies, records, and equipment of the department should be in this room as well as a blackboard and a large map of the territory under responsibility of that Extension Department. If it would mean added expense for the church to heat for that one meeting, the workers could just as well meet in the homes of the workers or in the parsonage.

The responsibility of having a live challenging program during these meetings rests squarely upon the superintendent. He should make a special effort to see that every meeting is worthwhile and well planned as they are usually hurried. If there is no regular department secretary, one of the visitors should be elected as secretary to act during the meetings and to send out reminders of the date, time, and place of the meetings.

Mildred McCraw suggested four good reasons why an Extension Department should have regular workers' meetings.

1. It provides continuous training opportunities for the workers. We know that people give themselves to those things that they can do well. Here they are trained to do their work well. They are also trained to report on their work.
2. In the meeting they make definite plans for the work. They learn to move together, all striving as a department to make the work effective and successful.
3. The prayer and devotional life of each worker is developed through the meet-

ing, as he pledges with his colleagues to follow "Altar Fires" in reading the Bible and praying daily, even as he will urge his members to do. Also, in the lesson preparation period a deeper spirituality will develop in him. As he plans to meet the spiritual needs of his members, he will likely become more aware of his own needs.

4. Visitors are guided in the preparation of the Bible lesson which they take to their members.³⁹

Social Meetings. Social meetings are important for any group and especially for the Extension Department officers and workers. They may do a wonderful work in their vital field but it is necessary that they gather together socially. Mildred McCraw said: Someone has said that if a group of workers will pray together and play together, they will stay together.⁴⁰

These informal social meetings afford opportunity for the workers to become better acquainted and thus develop a group spirit within the Extension Department. Group spirit is an indispensable element in the work of the Extension Department.

The social meeting can combine a business session with a party, picnic or festive dinner. The business will usually come up spontaneously as the workers talk together and discuss their work.

A successful social meeting can give a group of Extension workers a lift that preaching of duties can never give. The associate superintendent can render a pleasant and needed service by planning a social program for the workers for the year and definitely fixing it in the calendar of activities. At least one such meeting should be held each year in every department.⁴¹

Annual Extension Department Day. The Sunday School opening

exercises should recognize the Extension Department and be devoted to the work of this department. The morning worship service also should be planned around the Extension Department. The Extension Department Sunday should be planned by the pastor, Sunday School superintendent and the Extension Department superintendent.

Since many of the Extension department members will be attending the special services on Annual Extension Day, it would be well to plan it in the late spring to insure good weather. However, this is optional, but it is well to remember that many of the Extension Department members will be making a special effort to attend once a year and enjoy the blessings afforded those who attend the services of the church every week. Since many of the Extension Department members are somewhat incapacitated, it is wise to consider all things in making it easier for them to attend the services.

Planning well in advance, and enthusiastic promotion work on the part of the Extension Department workers, is important in insuring good attendance. Arranging transportation is a decisive factor for many of the Extension Department members. The ideal arrangement is for the individual Extension Department workers to bring or arrange for his members to be brought to the services, then sit with them during the services. This will aid greatly in making the members feel at home and at ease.

The Extension Department member will attend the class he would attend if he were a regular attender. Friendliness and sincere cordiality on the part of the class members will do much to make the occasion a real success.

In planning the message for the worship service the pastor should keep the Extension Department in mind. As they enter the

service the Extension Department members may be recognized by pinning a flower on each one. Special numbers in song may be dedicated to the Extension Department members and a short history of the work may be presented from the pulpit or printed in the church bulletin.

A sincere greeting from members of the congregation after the service will make the Extension Department members feel more than ever that they are indeed a part of the church. This Annual Extension Department Day is a very valuable part of the church and Sunday School program.

Since the ministry of the Extension Department is carried on in the homes, the work is done without public recognition and often without most of the church members even knowing that it is being done. Of course, the pastor will have opportunities from time to time to publicize the work, for example, when candidates for baptism or church membership have been won through the Extension Department, or when some other outstanding service has been rendered by the department. In the regular monthly Sunday School workers' conferences, the general superintendent will make special mention of the work accomplished as will also the Extension superintendent when he gives his monthly reports. But nothing quite does what Extension Day can do for the work in publicizing it in the eyes of the church. When the Extension members actually attend the morning services, the entire congregation can see what often they do not hear when they are told about Extension work.⁴²

D. Program

The Extension Department program should have the objectives of the Sunday School in mind while being organized. The common objective of the Sunday School has been glibly stated

and left somewhat incomplete in the minds of many. That objective, the decision for Christ on the part of the individual pupil, has been considered the accomplished task of the Sunday School. However, realizing the absolute necessity of a born-again experience, and fact that this is basic, there is the realization also that regeneration is only the beginning of endless possibilities.

The church that feels satisfied with souls that are spiritually born is stopping short of the mark and lays itself open to a grave spiritual crime. For, is it not just as criminal to promote the birth of a soul and then leave uncared for and undeveloped as to give birth to a physical body and then leave it on somebody's doorstep to die? To be born is one thing, to become a man is quite another and the latter is often the more difficult of the two. To be spiritually alive is one thing, but to grow in grace and knowledge to the fullness of the stature of Jesus Christ is quite another; and this, no less than the first, is the responsibility of the Church School.⁴³

With the same objectives of the Sunday School, the Extension Department has great responsibilities as well as possibilities. There is no one person more entitled to a religious education than any other person. The lowest person in the community is entitled to a religious education as much so as the church member. The program of the Extension Department, then, is to reach and develop the whole life of every individual under its responsibility. The individual must be led to a decision for Christ and then carefully trained for service and nurtured into the fullness of the Christian life.

This objective of training for service is a common procedure for those attending the Sunday School and church services and it should not be neglected for the benefit of the members of the Extension Department, the non-attenders. In the Extension Department

membership there will be potential leaders who should be trained for leadership in the over-all church program. Many of these people will not always be in a position where they are unable to attend the church services.

Herbrecht has aptly stated the four great principles of the Extension Department as thus:

1. Religious education of the individual aims at the quickening and developing of the spiritual life to its fullest capacity.
2. The Religious Educational program of the Extension Department is identical in principle with that of the entire school.
3. The scope of the Religious Educational program is fourfold-- physical, mental, social and religious.
4. The leadership material found among the Extension membership should be trained for service even as that of the attending membership. ⁴⁴

The instruction program of the Extension Department includes the primary job of imparting facts. In doing this, the subject matter and the needs are practically the same. The Bible is the subject matter and it would be well to mention that it is not an end in itself but only a means to an end.

The subject matter to be taught should include the Bible, God, the Christian life, the Christian home, and Christian relationships in everyday life. The Bible can be supplemented with lesson plans, which should be carefully screened as to their study qualities and doctrine. Books can be recommended for meeting individual needs also.

An initial objective is to get people interested in the Word of God

and to help illuminate its pages by providing study aids and suggesting a systematized program of study. The Bible must become central for it is the Lamp and Light for the Christian pathway.⁴⁵

The instruction period should be held at least once a week and preferably twice a week. In most cases in the homes these will be individual visits. However, in some places it is possible to gather a number of Extension Department members in a home and conduct a regular instruction class as in factories, hospitals and old folks homes.

The Extension Department instruction is usually thought of as taking place in the home but night classes can also be organized to meet during the week at the church for the benefit of those employed during the day and on Sundays. Such classes can be a tremendous help to the church and the community.

The local situation will determine the actual procedure during the period of instruction but it would be well to keep it as similar to the Sunday service procedure as possible.

Herbrecht suggests the following elements of:

WORSHIP

Music--An appropriate song, if possible. Others in the home may join in this. Where no music of any kind, not even instrumental, is possible, this feature of worship must necessarily be omitted.

Scripture--A simple devotional passage, such as many of the Psalms offer, or as may be found so easily in the New Testament, may be read by the pupil, teacher, or both.

Prayer--By the teacher, but as far as possible, also by the pupil. Even little children can be taught to pray. To teach prayer is one of the teacher's great privileges.

INSTRUCTION

Explanation and presentation of the lesson material. In this period it may help to "open up" next week's lesson--making assignments, etc., so the pupil may study intelligently during the week.

EXPRESSION

Lesson discussion, recitation, handwork (with children), written work (from Juniors to Seniors, ages 9-17) memory work (to age 17)⁴⁶

E. Training

"Study to shew thyself approved unto God, a workman that needeth not to be ashamed." 2 Timothy 2:15. Since the main work of the Extension Department is to enlist and train workers, he can start their training from the moment they decide to become workers.

A good Extension Department book should be supplied each new worker at the church's expense as well as whatever materials are available for the Extension Department of the local church. The superintendent should inform the new worker that book-study alone will not sufficiently train one for the Extension Department worker's responsible job. Actual visiting will give the experience needed to be a successful worker. The superintendent should offer to go along with the new worker, or if this is impossible, some other officer or seasoned worker should go along on the first call to acquaint the new worker with his members and to help him become familiar with the routine of the visit.

Individual training is a must for the Extension Department. At first thought this would seem to consume more time than the average leader could give to it. However, upon consideration, one

can see that the well-trained worker is the worker who continues on doing a good job rather than becoming too easily discouraged and quitting. Therefore, in the end, it really saves time and helps insure success.

In a large rural community, a woman who herself had little training at the time, was asked to help organize and to be superintendent of, an Extension Department in her church. She followed the plan of individual training, carefully enlisting, training, and winning the loyalty of twelve workers. One year later the department showed phenomenal growth and accomplishments. The twelve original workers were still happy and enthusiastic in their highly successful ministry, and three more visitors had been added. The superintendent's comment was, "It pays to build well, for by so doing one conserves both effort and time."⁴⁷

The most effective time and opportunity for in-service training is in the regular workers meetings. The exchange of ideas at those meetings, both of success or failure by the workers, will do much toward helping them train one another. In these meetings the workers are taught how to correctly enroll a new member, how to keep records, how to handle the visit, how to handle the instruction and worship periods, how to use the literature, and how to present the church and its program.

An enthusiastic spirit on the part of the superintendent and a challenging forward-moving program with definite goals set up will help in the training of workers also. The superintendent should always portray an optimistic attitude and assure the workers by his attitude that the success of the work is inevitable. Major Harry Hurd, an expert at raising money for philanthropic means is quoted

as saying:

I never ask if they will do it, I just confidently assume they will and thank them in advance.⁴⁸

I've learned never to infect people with a doubt. Doubts never paid off debts. Doubts never get people to work with you whole-heartedly.⁴⁹

Act as if it were impossible to fail.⁵⁰

Since the success of the training in the Extension Department is largely due to the efforts and attitudes of the superintendent, it is quite necessary that he be well grounded on the Word of God. From a firm stand on the promises of God he can have a feeling of confidence and pass that feeling on to the workers.

This confidence must also be founded on a thorough knowledge of the work of the Extension Department. Knowing their superintendent as one who knows his work well and is capable of leadership lends confidence to the workers.

As was seen, much of the training in the Extension Department is done by the department itself. However, there are additional opportunities for training through the training courses afforded by the Sunday School. The associate Extension Department superintendent should plan this training.

In this way the Extension Department workers can study Bible courses, evangelism, doctrine, various phases of Sunday School work, visitation, soul-winning and many others. The independent study of books by the workers is a necessity to holding a high standard of competence and worth in their ministry.

Most Sunday Schools today are becoming conscious of the values

in training programs. The inter-church training schools offer excellent opportunity for Extension Department workers to attend classes stressing the ways of meeting the needs in their own department.

The associate Extension superintendent will publicize, and urge the workers to attend, various meetings which offer valuable training opportunities--state conventions, conferences and assemblies, and associational meetings.

Regular attendance at the associational meetings, is highly desirable. These workers will receive help each month, as the associational Extension superintendent, plans conferences to meet the needs of Extension workers.⁵¹

F. Publicity and Promotion

The successful Extension Department will be its own best advertisement. Nothing succeeds like success. If our creed is not true we ought to change it; if it is true we ought to propagate it. Never--⁵² the less, publicity is an essential item.

The Extension Department must be promoted by one who is intensely interested in the work and has a knowledge of the methods best fitted for this particular ministry. Every worker concerned with the Extension Department should be conscious of the need of promotion and eager to do the work.

Personal enthusiasm is the basis for good promotion.

The promoter must be sincerely and obviously enthusiastic about the work of the Extension Department. The word "enthusiasm" has been defined in some dictionaries as "divine zeal". And the Scriptures say, "It is good to be zealously affected always in a good thing." Gal. 4:18 The promoter must be enthusiastic about the good work of the Extension Department.⁵³

A good Extension Department will promote itself through the

workers and the people who are helped and blessed by the ministry of this department. These people will be quick to tell others and thus the work will reach out into the community.

A successful promoter must know the Extension Department, its ministry, what it has to offer to the individual, and be thoroughly acquainted with the place of this department in the work of the church and Sunday School. Such a knowledge is necessary to the enthusiasm which is basic in a good promoter.

All prospects for the Extension Department should be given the secretary of the Extension Department. Such a program should have the support of the pastor, general Sunday School superintendent, and leaders in the church. The pastor can do much to encourage this practice by making frequent announcements from the pulpit. The promotion from the pulpit is probably the most effective promotion of church activities.

Many churches distribute periodical publications such as mimeographed bulletins, mid-week reminders, or a news sheet which is mailed to every one on the church and Sunday School mailing list.

The local newspaper can be used to promote the work of the Extension Department. The newspaper is probably the greatest medium of information in America today along with the great outreach of radio and the advent of television. The newspaper is widely read and respected in its presentation of information. These great advertising mediums are within access of the Extension Department but due to a great plague of indifference, they are neglected as a source of drawing power for the Extension Department.

It is well to be careful and present stories and advertising of good taste and good reader interest. This will not only appeal

to the reader but establish a good attitude between your church and the newspaper.

In writing the article the most important facts should be put in the first paragraph. Submit this typed, double spaced, with name of the writer, name of the church and phone numbers in the top left-hand corner. Headlines should not be written on the article. That's the editors job. If the news item is not written in that particular paper's style, they have a right to change it.

If special activity of new interest is planned invite a representative of the press to cover it. If a picture is desired be sure to contact the paper a week in advance.

Submit news items by the dead-line designated by the editor. Getting the item in well ahead of time would draw appreciation of the newspaper staff, as would a note of thanks for the good job the paper does in presenting items.

Many newspaper editors have a disgruntled opinion of preachers and Christian workers. No demand for items to be on the front page should be made. The editor is the best judge of the news value of the item and will place it where he thinks it is best fitted. Cooperation and expressed appreciation will do more towards winning the good will and cooperation of the newspaper staff than anything else. No criticism of the local paper should be made at a public meeting. Nothing should be said that will make the editor question sincerity.

Jesus was the master publicizer. He used the personal touch method. Personal Pentecost makes for powerful publicity. "Ye shall receive power, after that the Holy Ghost is come upon you:

and ye shall be witnesses unto me, both in Jerusalem, and all Judea, and in Samaria, and unto the uttermost part of the earth." (Acts 1:8) The Holy Ghost makes the difference in you.

Never telephone a story. Long items are difficult to take over the telephone. Then, too, mistakes are more liable to be made. Of course any material which is to be used for any type of publication must first be approved by the pastor and the Extension Department superintendent.

The radio broadcast is preferred, not only because of the great number of people reached, but because a high percentage of the listeners are people who are in some way confined. The Extension Department should inquire about the possibility of making spot announcements on the local radio stations on what is called "public service time".

Other avenues for promotion such as posters, bulletin boards and hand bills may be used to promote the work of the Extension Department. One of the best ways to promote the Extension Department with church members is for the visitor to invite them to accompany him on a call. The contagious enthusiasm of the visitor and the blessing of participating in the work may influence the church member in becoming actively associated with the Extension Department work.

One of the best promotional tools for the Extension Department is, of course, the annual day set aside as Extension Department day. On this day a number of Extension Department members may be brought to Sunday School and church where they receive special recognition.

One Assemblies of God Sunday School recently decided especially to honor one representative member of the Extension Department. They chose an unfortunate bedfast lady and bought for her a whole new outfit of clothing. They hired an ambulance to bring her to Sunday School where she was the honored guest for the day. The news story of this incident made the pages of the largest newspaper in that state, where it was illustrated with a picture of the honored shut-in.

Vision, imagination and hard work will help any Extension Department worker to promote successfully the work of his department.⁵⁴

C. Summary

In this chapter the operation of the Extension Department in the local church was presented showing that, although the Extension Department is a regular department of the Sunday School, it necessarily operates quite differently than any other Sunday School department due to its unique ministry. It was shown how this very ministry makes the Extension Department less dependent upon such facilities and equipment as is needed by other departments of the Sunday School.

The meetings which are held in the Extension Department, were disclosed as being especially important to the success of the department. These meetings, where the workers and officers gather together, are significant in the morale-building atmosphere as each worker realizes he is part of an important work. The workers can also profit by sharing experiences at such meetings.

CHAPTER V

THE TECHNIQUES OF VISITATION AND EVANGELISM IN THE EXTENSION DEPARTMENT

A. Introduction

The techniques of visitation and evangelism in the Extension Department are unique since there are no teachers but visitors who go right into the homes of the prospects and minister. The qualifications of the visitor were dealt with in this chapter as well as the aim of the actual visit. The subject was developed further to show that the work of the Extension Department is definitely a spiritual work and the responsibility is upon the individual worker to provide spiritual food for those under his care.

B. The Visitor

It is the visitor who actually contacts those in need of the Extension Department ministry. His worth as a visitor will be determined by the counseling he is able to give as he makes his visits.

The basic qualifications for supervisors and visitors are essentially the same. Let it not be assumed, however, since the prerequisites are not exacting, that just anyone could be given the positions. Too many times our workers are chosen on the basis of "any port in a storm". A search is not made for the persons adequately fitted for the work.²⁵

The successful visitor will be the visitor who is concerned about those families and individuals who have no opportunity to

attend the Sunday School. As Clarence Benson says in his book, The Sunday School in Action: "It is the care that counts".⁵⁶

If the worker is a consecrated Christian realizing his responsibilities as a redeemed soul, he will of necessity care about those in need of the Sunday School and Church influence. Because of his love for Christ, he will be Christ-like; he will be sympathetic, understanding and kind.⁵⁷

The qualifications of an Extension Department worker may seem very rigid, but one must remember that God does not call one to an impossible service.

What the Extension Department visitor must do is secondary to what he must be. In any work done for the Master, the devotion and character of the servant are far more important than the service.⁵⁸

The Extension Department visitor must have a sincere love for people. Since the visitor is to his members what the Sunday School teacher in other departments is to his class, then he must be the channel through which God ministers. Any lack of sincerity or love on the part of the visitor will be visibly apparent in his lack of a successful ministry. Love for the people is a qualification without which the visitor will never succeed.

The average Extension Department member is in need of encouragement and welcomes the visitor who comes with a genuine enthusiasm and optimism. He will often find himself in company with people in sad and depressing conditions and then especially should he be of an optimistic spirit coupled with an attitude of sincere sympathy and understanding and a real desire to help.

The visitor should be enthusiastic about his church and Sunday School. He should, furthermore, have an optimistic viewpoint toward life in general. His enthusiasm must of course be tempered by proper sympathy under certain circumstances. Tact born of understanding is a vital necessity.⁵⁹

The Extension Department visitor will find the time for daily Bible study and prayer. This is important not only for daily spiritual sustenance but because the visitor must be a student of the Bible and know how to use the Bible in explaining the way of salvation, the doctrines of the church, stewardship, and answers pertaining to personal Christian living.

In order to be enthusiastic about his Sunday School and church the visitor must of necessity know something about it. He should be well-informed as to the work of the church and of his own denomination in particular. He must be informed as to the work of the Extension Department and to this end it would be well for the church to stand the cost of good books and other literature on the Extension Department.

The visitor should know how and when to talk and when to keep still and let the Extension Department member do the talking.

He (the visitor) should be able to converse in an interesting and profitable manner, and to take the lead with a bashful, reticent person. And he should be able to tactfully guide the conversation if he encounters a person who is frank, unreserved and perhaps over-willing to talk. He should be willing to make every subject lead into a worthwhile discussion, somehow related, if at all possible, to the theme of salvation and Christian living.⁶⁰

The visitor must be of a cooperative spirit at all times

with the Sunday School, church, the Extension Department superintendent, pastor and all others working in the church. This is important because of the fact that the Extension Department is not an isolated project but a contributory activity.

The preparation the visitor makes for the visit will determine the success of that visit. If he has been faithful in his Bible study and prayer, in studying the work and doctrines of his church and Sunday School, and particularly of the Extension Department, and goes forth with an optimistic enthusiasm, he will meet with success in his visitation.

The visitor should set up a systematic plan of visitation. Each visit should be planned for the most suitable day and hour and recorded accordingly. Then, he must adapt himself to each visit to best meet the individual situation.

C. The Visit

The aim of the Extension Department visitor is to minister to the needs of the individual member, and this cannot be adequately done without at least one visit a month. This is extreme and should not be allowed as the standard because under some circumstances a member may need to be contacted several times in a week over a period of time. The individual circumstance will dictate the period between visits and the visitor can only be aware of this through close contact with his members.

There are a multitude of factors to be considered in determining the best hour. The businessman must be contacted when business interests are the least pressing. Most home contacts are better made in the afternoon, though evenings may be more convenient in some instances.

Sunday afternoon is a most favorable time. The visitor has to accommodate his schedule to that of the members as much as possible.⁶¹

Much of the success of the visit depends upon making it at the right time. The visitor must make a special effort to find out the schedules of activities in the places of business and the homes visited and determine from those schedules just when it is best to visit.

The wise visitor will not just include a visit on the way to another engagement. This will go down on the record as a visit but little success will come of such procedure. He must take time at the right time to make a successful visit.

If the visitor is visiting in a rest home, hospital, prison or any other institution, he must be careful to learn the visitation hours at the institutions and abide by them.

If the visitor will observe the rules and avoid asking for special favors, he usually will receive a more hearty welcome at the door of an institution, and his influence will be increased.⁶²

When calling in a home the visitor should avoid calling at mealtime. If the member is bedfast the visitor should learn what hours the member is usually awake.

When visiting a member who works on Sunday the visitor should try to do so during the member's leisure time. If the visit is made at the place of the member's employment it should be carefully arranged ahead of time according to the establishments regulations.

Calls should not be made in places of business where the member is employed

by another or where the member would
resent time taken from his business.⁶³

The words of George and Billie Davis are true: Success hinges on observing the little rules of consideration and thoughtfulness.⁶⁴

The best time to visit can usually be arranged to suit the convenience of the visitor as well as the one who is to be visited. The visitor will profit by keeping this in mind as he plans his visits.

This discussion on the time to visit would be incomplete without adding that the visitor must also know the time to terminate a visit. The length of time of the visit is variable and determined by many factors. The visit may last five minutes or it may last an hour. Circumstances will dictate in this consideration. However, Mildred McCraw gives a good thought in reference to this when she writes: The visitor should stay until he has accomplished the purpose for which he has gone.⁶⁵

The visitor must have a keen sense of the passage of time and keep this in mind constantly and not wait for the anti-climax of the visit to come due to staying too long. Visiting with a purpose develops a visit with a climax and this will usually come during the latter part of the visit during the devotional period or prayer. Lingering on after the climax of the visit, talking of trivial things, will often-times remove the effectiveness of the entire visit. Leave the member in a spiritual atmosphere and attitude.

It also can be told at this point that: It is often as dangerous to talk too much as it is to stay too long.⁶⁶

The most successful visitor is the one who is a good listener. It is good to tell the latest news of the church and Sunday School but the visitor should not dominate the conversation especially in the case of shut-ins who usually enjoy talking about their interests which, though seemingly insignificant, are the very center of living for them. Quite often the Extension Department visitor may be the only visitor a shut-in may see and his coming gives the shut-in a chance to express his feelings and thoughts. This not only makes the shut-in happier but it also gives the Extension Department member insight into his problems and the points of contact through which his needs can be met.

The Visitor should prepare for each individual visit by prayer. His mission cannot be successful unless the Holy Spirit blesses and gives guidance.

The visitor must have with him the necessary supplies, such as the Bible, members report envelope, the appropriate Sunday School quarterly and whatever literature is regularly given out, such as Sunday School papers. He should always be well supplied with tracts on salvation, Baptism of the Holy Spirit, healing, second coming of Christ, stewardship, and other subjects which may arise during the visit.

If the visitor goes forth to visit with a heart full of love, for the members, with the guidance of the Holy Spirit, with an attitude of helpful privilege and with the adequate supplies, then he is on the way to a successful visit.

D. Evangelism

Extension Department visitation is a spiritual work. The

Extension Department visitor who has made a decision for Christ personally will find a far greater opportunity to the evangelization of another. Some one wrote: "Every Christian life is a transaction of the Gospel into the universal language, and consequently everyone will read this life and many will imitate it." As God's representative, the visitor, prays before making the visit and the whole work is aimed at the goal of winning souls to Christ. A spiritual impression should be left with every member visited.

Due to the physical condition of many Extension Department members, it is often easier to deal with them spiritually than with normal healthy people. They are often in pain or lonesome or depressed and thereby more receptive to the Gospel.

The implication of personal evangelism which is wrapped up in the Great Commission is inescapable. We must go forth as Jesus did and carry the church to the people. A church not doing this, without an Extension Department, has an incomplete program. Jesus operated on the principle of taking the message of Salvation to the people and He taught His disciples to do likewise.

To emphasize this point on one occasion He told the parable of the wedding supper at which the invited guests failed to appear. The Order was given to the servants to "go out into the highways and hedges, and compel them to come in". At one stage in His ministry, Jesus sent out seventy special workers, two by two, to carry His message to the people. And when the Master gave His final charge to His disciples, it was worded thus: "Go ye into all the world, and preach the gospel to every creature".⁶⁷

The visitor is responsible for imparting the Word of God to his members but he is not responsible for the spiritual results.

He works on a partnership basis with God and, if the visitor faithfully executes the service committed to him, then God will take care of the results. If the visitor properly evaluates the reality and power of pure spiritual force, he is headed for a successful ministry to his members. God will not allow His word to return void. The visitor is cheered and strengthened by the knowledge and promise that the Holy Spirit shall go on before and prepare the hearts of the people.

The spiritual strengthening of the visitor is found not only in the presence of the Spirit but also in the knowledge of the spiritual support of the entire church. The church which is about the Father's business is intensely interested in its Extension Department and will pray for it, and prayer is the way to power. It is a stimulating reinforcement for the visitor to realize that, as he does his work, the prayers of a sympathetic and concerned pastor and co-workers are earnestly being lifted to God in intercession for him and his work. The Extension Department visitor should never be hesitant about asking for prayer from the church for the extension work. It is his privilege and the church's opportunity for service and blessing.

The determining of the actual method to be used will depend upon the spiritual needs of the individual member and also upon the abilities and temperament of the visitor and of the member.

The visitor must make a spiritual census of his members to set a goal for himself. The idea of winning all we can, or winning everybody is too vague, and the individuals concerned need individual consideration. The visitor should make a personal

study of each member and write it down to get a complete picture of the individual's life, background training, trade or profession, environments, attitudes, reputation, hobbies and all other bits of knowledge he can secure. A gradual growing acquaintance with the member will bring forth this information.

The visitor will not jot down information in a notebook in a pupils presence, but make careful mental notes and transcribe them at home. Nor will the visitor start to question the individual with the acknowledged purpose of "cataloging" him. Tact and friendship will become the channels of information. The extension secretary's records will furnish some of it. Some will be gathered of other peoples' knowledge of him. Some only from personal contacts.⁶⁸

The visitor should never try to hurry a decision. The member must be well aware of the seriousness of making such a decision and should give adequate thought and consideration to it. Then, too, it takes longer to get acquainted and acquire the confidence of some people than with others.

The materials supplied to Extension Department members should by all means have an evangelistic aim. The elements of worship, expression, and instruction are all parts of the program.

Statistics are proving that whenever the new lesson material is rightly used the age of decision is reaching its high point at the age of twelve, instead of the age sixteen, where it has been for years.⁶⁹

The individual person and circumstances will govern the possibility of the use of intercessory prayer by the Visitor. Under other than ideal conditions the intercessory prayer may do more harm than good. The individual being visited may not yet be con-

vinced of the need of such prayer and resent it. This brings to mind again the importance of the visitor being in the will of God where the Holy Spirit can guide and direct. However, the intercessory prayer should be a constant part of the visitors daily devotions as well as a part of the prayer circle of the church.

There are four different decisions that can be made, not just one. Decision may be one of these four things:

- a. The individuals decision regarding the place and power of Jesus in his life.
- b. The public profession of a decision already made.
- c. The conversion from a life of sin to one of faith in Christ.
- d. The decision to take a forward step in the Christian life.⁷⁰

Now it is quite possible for one person to make all four of these decisions. Human nature being what it is, quite often one who has decided for Christ will be sidetracked by the world only to be turned back to God by the wooing of the Holy Spirit through the ministry of one of God's servants.

The manner of the decision can hardly be predetermined. Some may reach a decision in an ecstasy of tears or smiles while another may decide in a quiet manner. The manner of the decision is quite unimportant. The vital thing is that the decision is made and that the teacher must not expect everyone to make a decision in the same manner.

The time for decision is also an individual thing. It is well to be zealous and try for the individual's decision but this

should be done carefully. It is not well to try to push one into a decision. The church does well to stress decisions at certain seasons of the year, such as Easter, Christmas and other special spiritual occasions. The decision is the important thing, not the time. Often, in special efforts, many people are rushed into a decision before they are ready for it. From such we find many of the has-beens so numerous in our country today.

The Extension Department member cannot attend the Sunday Services but this need not rob him of the privilege of becoming a member of the church. The program of the church is certainly larger than the Sunday services. Denominational discipline and custom will answer most questions as to time, age and procedure for becoming a church member. Once again, the responsibility is heavy upon the visitor to inform his members of the structure, history and custom of his church so the members will be ready when accepted for membership.

Having made the decision for Christ, the Extension Department member is in a position where the visitor must really go to work and nurture him in the Christian way of life. Too often people are content to see decisions made and then consider the job as done. Actually, it has only begun. The work of evangelism is to nurture the new-born souls into a strong Christian life. The Extension Department visitor must see to it that the souls under his responsibility have good spiritual food provided for them; that daily Christian living is exercised such as Bible reading, prayers, songs; that the new-born soul is living in an environment conducive to Christian living. An atmosphere of obscenity,

vice and commercialized amusements is so often deadly to the newborn soul. The soul needs cleanliness in all realms of life, companionship with happy Christian friends, comfort and sufficiency. The soul does not grow fast and in a healthy way when poverty and hunger are around.

At this point the work of the Extension Department worker often gets much heavier. He may have to help a family live cleaner in the home, help them get new jobs, work them into a group of needed Christian friends, or patiently show them why some language is not acceptable. The item of environment figures larger in the Extension Department than in any other part of the church program.

E. Summary

The visitor is the one who actually contacts those in need of the Extension Department ministry and in this chapter the qualifications of the visitor were discussed. The subject was further developed to include the aims of the individual visit. Each Extension Department member should be visited at least once a month and at a convenient time, being careful to observe the rules when visiting in hospitals, prisons or other institutions.

The Extension Department visitation was shown as a spiritual ministry reaching right into the homes of the members through the efforts of the visitors. The whole work of the Extension Department worker is aimed at winning souls to Jesus Christ and then nurturing them in the faith.

CHAPTER VI

CONCLUSIONS

A. General Conclusions

On the basis of the evidence examined the following conclusions were revealed:

(1) The rapid growth of our civilization has developed a need for extension work and to the church this great task and privilege has been given. Wherever there are people there is found the opportunity to minister to the Sunday workers, the aged, and the sick. These are all the charges of the church and the members of the church know well the answer to the question: "Am I my brothers keeper?" Gen. 4:9. Wherever sin is found there is an opportunity for the church to work, and everywhere human nature is, sin will war against righteousness. The church of Jesus Christ, therefore, cannot consider the Extension Division as an accessory to the church program. The Extension Department is a definite requirement for the church which would faithfully carry out and obey the command of Christ when He said: "Go ye into all the world, and preach the gospel to every creature." Mark 16:15.

(2) The advantages of an Extension Department are many and important to the over-all church program. Since the Extension Department goes right into the home in its visitation ministry, it is a big help to the pastor. The Extension Department also aids the entire Sunday School by enlarging the Sunday School ministry, finding prospects for other departments.

The Extension Department visitor attempts to lead the unsaved to Christ, helps the family in the home set up a family altar of Bible reading and prayer, and demonstrates a real practical Christianity.

Another advantage of the Extension Department is the fact that it does not require the rooms and most other equipment needed for the successful operation of other Sunday School departments.

These advantages are supported by two authorities in this field, George and Billie Davis:

1. It is impossible for the church to fulfill completely its responsibility to the great commission unless it has some form of Extension Department.
2. The Extension Department works with the church by finding the unsaved, winning the unsaved, teaching the Word, and building church membership.
3. The Extension Department works with the Sunday School by enlarging its ministry, discovering prospects for other departments, and giving Christians opportunities for service.
4. The Extension Department works with the pastor by making important contacts and providing reliable helpers.
5. The Extension Department helps the church and Sunday School to demonstrate practical Christianity.⁷¹

(3) Some of the main disadvantages were considered to give a better idea of the undertaking when initiating an Extension Department. One of these, lack of group contact, is a distinct disadvantage because worship becomes more difficult when confined to the individual. Relative to this is the disadvantage of having

no group contact in the Extension Department ministry, thereby depriving the member of the fellowship and class spirit offered in a Sunday School class.

However, considering also the disadvantages of the absence of the physical environment of the church, the distracting environment of some places of ministry, and the limited teaching facilities, the advantages and opportunities offered by such a ministry make it very worthwhile.

(4) Upon consideration of these to whom the Extension Department ministers such as the shut-ins, the aged, the Sunday workers and inmates of institutions, and further realizing that no other agency of the church influences these people, the ministry of the Extension Department can only be termed as essential.

(5) The Extension Department is not an accessory, but rather, a vital part of the whole church program. It is as much a part of the Sunday School as any other department. In fact, it supplements all other departments of the church and Sunday School.

B. Specific Conclusions

(1) The unusual teaching conditions in the Extension Department make the job of finding adequate qualified workers difficult. However, if the time and deliberation is taken to choose truly Christian people with a passion for souls and with leadership ability, then the end results will be greater and more lasting.

(2) To have a strong organization the first thing to be done in initiating an Extension Department is to get the ground

work laid out. One of the important requirements at this stage is enthusiastic but careful promotion. The pastor can do much toward the success of such a program by promoting the work from the pulpit.

(3) The meetings held in the Extension Department are especially significant. As much as possible, these meetings make up to the Extension Department workers what they miss in not having the Sunday meetings as do the other departments of the Sunday School.

(4) Individual training is a must for the Extension Department. The well-trained worker is the worker who continues on doing a good job rather than becoming too easily discouraged and quitting. Training is good insurance of success.

(5) The aim of the Extension Department visitor is to minister to the needs of the individual member. Every member should be visited at least once a month. Some members will require more visits than others. The individual circumstance will dictate the period between visits and the visitor can only be aware of this through close contact with his members.

In summary, God does not command us to do the impossible so the Extension Department worker can go out with confidence in his heart that Christian Education is possible for the Sunday workers, the sick and the aged.

The vision of the church must go out beyond those who assemble in its services every Sunday, to the fields which are white unto the harvest, where live and labor the many who cannot and will not attend the church services.

Pray ye therefore the Lord of the harvest, that he will send forth labourers into His harvest. Matt. 9:38

.....Lord, when saw we Thee an hungered, and fed thee? or thirsty, and gave thee drink? When saw we thee a stranger, and took thee in? or naked, and clothed thee? Or when saw we thee sick, or in prison, and came unto thee? And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me. Matt. 25:37-40.

FOOTNOTES

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