



2017 Leader Handbook



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2017 Calendar

March 11 or 12 – Suggested Church Drill Date

March 18 or 19 – Suggested Associational Drill Date

March 30 – Deadline for State/Regional Registrations

April 7-8 – State (CH)/Regional (YT/HS) BGCT Drills/Speakers' Tournament

(**ALLEN** – FBC Allen, **HOUSTON** - Tallowood Baptist Church)

April 16 - Easter

April 21-22 – State (CH)/Regional (YT/HS) BGCT Drills/Speakers' Tournament

GRAND PRAIRIE – (FBC Grand Prairie), **LUBBOCK** – (Calvary Baptist Church), **TYLER** – (Colonial Hills Baptist Church)

April 29 – State Youth/High School Drills/Speakers' Tournament (Dallas - TBA)

Please conduct your associational drills in advance of the March 30 registration deadline for state/regional events. Accurate information by this date helps state staff schedule balanced drills and communicate schedules to you in a timely way for your travel planning.

GENERAL SCHEDULE - State (CH)/Regional (YT/HS) BGCT Drills /Speakers' Tournament

Friday

5:00 pm – Registration opens

6:00 pm – Competition begins

9:00 pm – Friday evening awards session

Saturday

8:00 am – Registration opens

8:30 am – Competition begins

11:30 am – Saturday awards session

BGCT Discipleship Office Contacts

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Bible Translations and Purchasing

The same version must be used for all sections of the drill. (e.g., driller may not use KJV for quotation drill and NIV for other sections) The following translations and item numbers will be used:

To order the New International Version (NIV)

BiblicaDirect is a HarperCollins Christian Publishing site that now sells the NIV Bible used for Bible Drill. You may order online at <http://biblicadirect.com/niv-worship-bible-2> or call ChurchSource at 800-727-3480 for assistance.

NIV Worship Bible translation – request ISBN # 9-781-56320-430-2, Burgundy hard cover

To order the Holman Christian Standard Bible (HCSB) or King James Version (KJV)

HCSB translation – request ISBN # 9-781-4336-0364-8, Burgundy hard cover

KJV translation - request ISBN # 9-781-5864-0945-6, Blue hard cover

Beginning with 2016 Bible Drill, the Biblica black KJV bible was not allowed in BGCT Bible Drill.

Your local LifeWay Store may stock carton quantities, but if not then store managers can place special orders for churches for the carton quantities at a discounted price. Smaller quantities may be ordered at the regular price in stores or online.

Children's Bible Drill Verses (Green Cycle)

Verse cards with full verses for each translation (KJV, NIV, & HCSB) are available for download on the BGCT website at www.texasbaptists.org/bibledrill. Downloads are two pages--one front and one back—to make two verse cards after printing and cutting. You may also purchase HSCB and KJV cards from LifeWay. (Note: LifeWay will not stock NIV verse cards.)

- | | | | |
|-------------------|------------------|-----------------------|---------------------|
| 1. Genesis 1:1 | 8. Isaiah 40:8 | 15. John 15:12 | 22. 2 Timothy 1:7 |
| 2. Exodus 20:12 | 9. Nahum 1:7 | 16. Acts 16:31 | 23. 2 Timothy 3:16 |
| 3. Psalm 118:24 | 10. Matthew 4:10 | 17. Romans 8:28 | 24. 1 John 1:9 |
| 4. Psalm 119:105 | 11. Matthew 5:16 | 18. Romans 12:1 | 25. Revelation 4:11 |
| 5. Proverbs 3:5-6 | 12. Luke 6:37 | 19. 1 Corinthians 4:2 | |
| 6. Proverbs 15:1 | 13. Luke 11:9 | 20. Ephesians 4:32 | |
| 7. Isaiah 9:6 | 14. John 3:16 | 21. Colossians 3:23 | |

Key Passages

1. The Ten Commandments: **Exodus 20:3-17**
2. A Psalm of Praise: **Psalm 100**
3. The Greatness of God: **Isaiah 40**
4. The Temptation of Jesus: **Matthew 4:1-11**

5. The Sermon on the Mount: **Matthew 5-7**
6. The Parable of the Sower: **Mark 4:1-20**
7. The First Lord's Supper: **Luke 22:15-20**
8. Jesus and Nicodemus: **John 3:1-21**
9. The Crucifixion: **John 19**
10. The Faith Chapter: **Hebrews 11**

Eligibility Guidelines

In an effort to encourage as many children and youth as possible to be involved in the Bible Drill/Youth Speakers' Tournament program, there are four options for participation:

1. Children's Bible Drillers, Youth and High School Bible Drillers and Youth Speakers' Tournament participants who are members of BGCT churches **are eligible** to participate in all BGCT competitions and receive appropriate recognition. The Youth Bible Drill Winner, High School Bible Drill Winner, and Youth Speaker Winner **will be eligible** to represent the BGCT at the National Invitational Tournament. Eligibility for Bible Drill/Speakers' Tournament scholarships from participating Texas Baptist universities is subject to the guidelines of each university.
2. Participants who are members of Baptist churches that are dually aligned with the BGCT and another convention may participate in all BGCT competitions and **will be eligible** to receive appropriate recognition. If a regional youth participant earns the right to advance to the state finals, they **will be eligible** to represent the BGCT at the National Invitational Tournament. Eligibility for Bible Drill/Speakers' Tournament scholarships from participating Texas Baptist universities is subject to the guidelines of each university.
3. Participants who are members of churches not aligned with the BGCT may choose to participate in BGCT competitions **under the sponsorship** of a cooperative giving BGCT church. However, if a regional youth participant earns the right to advance to the state finals, they **will not be eligible** to represent the BGCT at the National Invitational Tournament. Eligibility for Bible Drill/Speakers' Tournament scholarships from participating Texas Baptist universities is subject to the guidelines of each university.
4. A school (private or Christian) or Home School Association is welcome to participate in BGCT Bible Drill/Speakers' Tournament program. There are two different ways for their students to participate:
 - a. The school or association may participate under the sponsorship of a cooperative giving BGCT church. Their children may participate at all levels of competition and will be eligible for appropriate recognition. The youth, however, may participate in all levels of competition, but **will not be eligible** to represent the BGCT at the National Invitational Tournament. Eligibility for Bible Drill/Speakers' Tournament scholarships from participating Texas Baptist universities is subject to the guidelines of each university.
 - b. The school or association may participate on their own, but will be required to pay a \$500 participation fee. Their children may participate at all levels of competition and **will be eligible** for appropriate recognition. The youth, however, may participate in all levels of competition, but **will not be eligible** to represent the BGCT at the National Invitational Tournament. Eligibility for Bible Drill/Speakers' Tournament scholarships from participating Texas Baptist universities is subject to the guidelines of each university.

Children's Bible Drill Frequently Asked Questions

Q: What is the purpose of Children's Bible Drill?

A: The purpose of Children's Bible Drill is to help children increase in their knowledge of the Bible, develop skills to effectively handle the Bible, learn how to apply the Bible to their lives, and begin developing memorization skills.

Q: What do the children learn while participating?

A: During the year, drillers will learn:

- The names of the 66 books of the Bible.
- To locate books of the Bible within a 10 second time limit.
- To memorize and locate 25 verses and state references within the 10 second time limit.
- To memorize and locate 10 Key Passages and be able to find them within the 10 second time limit.

Q: What are the age guidelines for Bible Drill and Speakers' Tournament?

A: Grades of participants are as follows:

- Children's Bible Drill – Grades 4-6
- Youth Bible Drill – Grades 7-9
- High School Bible Drill – Grades 10-12
- Youth Speakers' Tournament – Grades 10-12

*Q: How do participants qualify for an **associational** Bible Drill/Speakers' Tournament?*

A: Your association may add additional qualifications, but here are the basics:

- Children's Bible Drill – Score of 36 or more in church drill (total from all 3 judges)
- Youth and High School Bible Drill – Score of 180 or more in church drill (total from all 4 judges)
- Youth Speakers' Tournament – Score of 65 or more in church tournament (Average of 3 judges)

*Q: How do participants qualify for a **BGCT** Bible Drill/Speakers' Tournament event?*

A: Two requirements qualify a participant for one of the BGCT regional/state events:

1. Achieve a score at the association competition as indicated below
 - a. Children's Bible Drill - Score of 48 or more at associational drill
 - b. Youth and High School Bible Drill - Score of 200 or more at associational drill
 - c. Youth Speakers' Tournament - Score of 70 or more at associational tournament
2. Register with the BGCT no later than **March 30, 2017**

Q: What if there is no associational drill?

A: A qualifying score is still required to participate in one of the BGCT regional/state events. If there is no associational drill, the participant's church drill score must meet the BGCT event criteria above in order to register. **If there is an associational drill, participants must compete and qualify at the associational level to qualify for a BGCT State/Regional event.**

Q: How do I register for BGCT Bible Drill/Speakers' Tournament events?

A: After the associational drill, and no later than March 30, the church leader should go online to register those who qualified for the BGCT event. A link will be provided at <http://texasbaptists.org/bibledrill>. Please call the BGCT Discipleship Office immediately if you have questions or problems with online registration (214-828-5286).

Q: What is the difference between a state and regional drill?

A: The first five drills/tournaments listed in the Calendar section above are state finals for children. However, they serve as regional semifinals for all 7-12th grade competitions.

Q: How do participants qualify for the Youth/High School state event in Dallas?

A: The top six in each region for Youth Bible Drill, High School Bible Drill, and Youth Speakers Tournament (w/score of 75 or higher) will qualify for their state finals on April 29, 2017 in Dallas. If a qualifier is a previous state first place winner, a seventh participant will also qualify from that region.

Q: Who is eligible to receive the Ellen Battles Lighthouse Award?

A: The Ellen Battles Lighthouse Award is given to a student who has participated for 9 consecutive years at the regional level in BGCT Bible Drill/Speaker's Tournament events. These awards will be distributed during our regional/state events based on qualifying students who have registered and who are present to receive them. To register online to receive your Ellen Battles Lighthouse Award in the year you qualify, go to www.texasbaptists.org/bibledrill and mark the 9 consecutive years blank on the regional registration form. Registration deadlines are provided on the registration form, and must be adhered to in order to provide time for the awards to be ordered and produced before recognition.

Q: What recognition is given at BGCT regional/state events?

A: All participants are given certificates and seals of achievement as follows:

Children's Bible Drill Scores

- 71-72 – State Winner Perfect and the Bible with which they drilled
- 66-70 – State Winner Superior
- 60-65 – State Winner Excellent
- 48-59 – State Winner Good
- 47 or less – State Winner Honorable Mention

Youth & High School Bible Drill Semi-Finals (regional)

- 300 or above – Outstanding and the Bible with which they drilled
- 289-299 – Superior
- 250-288 – Excellent
- 200-249 – Good
- Below 200 – Honorable Mention

Youth & High School Bible Drill State Finals

- Each participant receives a trophy
- First and second place trophies are awarded
- 300 or above – State Perfect Certificate

-

Youth Speakers Tournament Scores

- 90-100 – Outstanding
- 85-89 – Superior
- 80-84 – Excellent
- 70-79 – Good
- 70 or below – Honorable Mention

Q: *What materials are used in Children's Bible Drill?*

A: The following materials will help you lead Bible Drill:

- **Bible Drill Verse Cards** (Free downloads are available on the BGCT Bible Drill web pages. LifeWay also sells professionally designed verse cards for KJV and HCSB versions, but not NIV.)
- **Director Handbooks** and forms downloadable from BGCT Bible Drill web pages.

Optional recommended materials:

- **Bible Drill Competition Guide** from LifeWay. This notebook contains administrative helps as well as learning activities for all three Bible Drill cycles. All materials are also provided on CD for printing. Some slight adaptation will be necessary for the NIV, although most activities do not require any changes. If you need more teaching activities beyond just Bible Drill preparation, you may consider the *Bible Skills, Drills & Thrills* material below instead.
- **Bible Skills, Drills & Thrills Leader Guide, Leader Pack, and Activity Book** from LifeWay. These resources are very similar to the *Bible Drill Competition Guide* above, but each cycle is purchased separately and includes additional activities. The *Leader Guide* is in notebook format, and the *Leader Pack* is a downloadable resource kit which includes materials to go with the activities suggested in the *Leader Guide*. The *Bible Skills, Drills & Thrills* materials are also available for grades 1-3.

Q: *What are the color cycles?*

A: Children's Bible Drill consists of 3 cycles. The cycles rotate over a three-year period. The current cycle should be used. For the next three years the cycles to be used are as follows:

- 2017 – Green Cycle
- 2018 – Red Cycle
- 2019 – Blue Cycle

Q: *What are the four kinds of drills?*

A: A Children's Bible Drill consists of six calls in each of four types of drills.

Quotation Drill—Six calls, quoted from memory, Bible is not used.

- The caller/leader gives the reference, e.g. "Genesis 1:1"
- If the driller knows the verse, they step forward after "Start" is called. If called upon, the driller will quote the verse and give the reference.
- After the correct response, the caller/leader says "Attention." Drillers step back to the starting point and stand at attention with Bible at side.

Completion Drill—Six calls, quoted from memory, Bible is not used.

- The caller/leader reads the underlined portion of the Scripture from the pamphlet card, e.g. "Luke 19:10."

- If the driller can complete the verse, they step forward after “Start” is called. If called upon the driller states the complete verse and gives the reference.
- After the correct response, the caller/leader says “Attention.”

Book Drill—Six calls, Bible is used.

- The caller/leader may call any book of the Bible, e.g. “Luke.”
- After “Start” is called, drillers will find any page in the book, place their index finger on the page and step forward. If called upon, the driller will give the name of the book preceding the book called, the book called and the name of the book following the one called, e.g. “Mark, Luke, John.”
- After correct response, the caller/leader says “Attention.”

Key Passage Drill—Six calls, Bible is used.

- The caller/leader will state the title of a Key Passage from the pamphlet card, e.g. “The Parable of the Sower.”
- Drillers will find the passage in their Bibles, place index finger on any portion of the correct passage and step forward. If called upon, the driller will state the title of the Key Passage and the reference. The caller/leader will then ask the driller to read a verse, e.g. “Please read Chapter 4 verse 5.”

Q: *What are the Drill Commands?*

A: During a Children’s Bible Drill, the caller will use several commands.

Attention

- Stand straight, with minimal movement, one foot not extended in front of the other.
- Keep your eyes focused on the caller/leader until the command “Start” is given.
- Hold your Bible at your side (in either hand) with the Bible’s spine down.

Present Bibles (used only in the Book Drill and the Key Passage Drill)

- Bring your Bible to your waistline, parallel with the floor.
- Following the “Present Bibles” command, the caller announces the call.
- If you search with your right hand, hold the Bible in your left hand with Genesis down, and your right hand resting flat on the back of the Bible with no fingers extending over the edges.
- If you search with your left hand, hold the Bible in your right hand with Genesis up, and the left hand resting flat on the front of the Bible with no fingers extending over the edges.

Start (the signal to step forward or begin searching in your Bibles)

- In the Quotation Drill and Completion Drill, step forward when you know the verse after the command “Start” is given.
- For the Book Drill and Key Passage Drill, begin searching in the Bible when the command “Start” is given. It is a mistake to begin searching before this command is given.
- In the Book Drill, your index finger must be placed upon any part of the book.
- In the Key Passage Drill, find any part of the reference, place your index finger on any portion, and step forward.

Time

- The timekeeper calls out “Time” at the end of 10 seconds. No one may step forward after “Time” is called and drillers should stop searching in their Bibles.
- The caller/leader calls on one child by number who will give a response.

- You will remain quiet while the driller called upon responds. If the driller called on does not give the correct response, the caller/leader calls on another driller.

Attention

- Close your Bible, return it to its original position, and take one step back.
- Stand straight, with minimal movement, one foot not extended in front of the other.
- Keep your eyes focused on the caller/leader until the command “Start” is given.
- Hold your Bible at your side (in either hand) with the Bible’s spine down.

Q: *What qualifies as a mistake?*

A: A mistake is recorded by judges when:

1. Child fails to step forward within 10 seconds. (may only step forward once per call)
2. Child gives incorrect response. This includes any child who raises his/her hand, indicating an error.
3. Child fails to stand straight and still or keep eyes on the drill caller until the command “Start” is given.
4. When the Bible is used, child steps forward before the index finger is on the correct response.
5. Child fails to handle the Bible according to instructions or obviously misuses the Bible. The Bible should be parallel to the floor with one hand flat on the top and the other hand flat on the bottom with no fingers extending over the edges and held waist high.

Q: *How is Children’s Bible Drill judged?*

A: A caller, 3 judges and a timekeeper are enlisted. The caller calls the drill. The three judges watch for mistakes, made by all participants. The timekeeper starts timing when the caller states “Start” and calls “Time” at the end of 10 seconds. There should be no more than 12 participants in a drill.

Mistakes are marked by placing the number of the mistake on the Children’s Bible Drill score sheet. No more than one mistake will be marked on any single call. Mistakes are scored but only the number of correct responses is added from all three judges’ score sheets to get the final score.

Q: *How do I prepare and write a Church Drill?*

A: Each drill should be written out completely for or by the caller/leader. The four kinds of Drills (Quotation, Completion, Book, and Key Passage) have six calls each. Every word to be spoken by the drill caller/leader and all the correct answers should be written, including some reminders for the caller. A sample drill may be downloaded from the BGCT Bible Drill website. Also see *Conducting Your Church Drill* in this handbook.

Special Needs

Accommodations can be made for special needs participants in Bible Drill. Please contact your associational Bible Drill leader and the BGCT Discipleship Office well before associational and state drills to discuss the best way to help your drillers.

Beginning Children's Bible Drill in My Church

These suggestions will help you get started. Please feel free to contact your BGCT Discipleship Office, your associational Director of Missions, and a nearby church who has already been involved in Children's Bible Drill. We would love to help you!

1. Enlist someone to lead the Children's Bible Drill program who will organize and lead this strategic ministry and is passionate about discipling children.
2. Enlist your pastor's support and ask him to encourage participation from the pulpit.
3. Create a team effort with all children's leaders in your church to involve members and prospects in their Sunday School classes, music, and missions programs. Include these leaders and the pastor in the orientation meeting.
4. Develop an outreach ministry to involve unchurched children in Bible Drill.
5. Make note of the dates for BGCT State competition and registration deadline in the Calendar section of this handbook.
6. Contact your associational office for the associational competition date.
7. Set the date for the church drill. (The church drill should be held 1-2 weeks before the associational drill.)
8. Set a schedule for your Children's Bible Drill training. Most churches begin at about the time schools begin for the fall semester.
9. Decide when and where you will meet for training. Meet with church staff and reserve these times and places on the church calendar. Be sure to set a time that will allow for the most children to participate. This could be Sunday afternoon, Wednesday evening, Saturday morning, or any day of the week.
10. Advertise when Bible Drill will begin.
11. Promote Bible Drill in your church's newsletter, Sunday worship guide, Sunday School/small groups, and website.
12. Send letters to parents of fourth, fifth, and sixth graders, explaining Bible Drill and inviting them to participate.
13. Visit with your pastor and children's ministry leadership to determine the version your Bible Drill participants will use (KJV, NIV, or HCSB). Order a Bible for each participant, plus a few extras for newcomers. See the Bible Translations and Purchasing section of this handbook for details to make sure you order the correct item number from BiblicaDirect (NIV) or LifeWay (KJV and HCSB).
14. Schedule and conduct an orientation meeting with interested children and their parents.
 - Invite your pastor, staff and other children's ministry leaders to attend.
 - Provide refreshments.
 - Explain the purpose of Children's Bible Drill.

- Give attendees a copy of the Children's Scripture Memorization Card for the cycle and translation you will be using. (Scripture Memorization Cards are available for download on the Bible Drill section of the BGCT website. HCSB and KJV cards may also be purchased from LifeWay.)
- Explain the four different types of drills in a Children's Bible Drill, and the activity-oriented format of your training meetings. Give parents ideas for working with their driller at home. The keys to success are parent involvement and regular work at home.
- Discuss any anticipated costs with parents. These may include purchasing Bibles, T-shirts, and travel expenses for associational and state events.
- Provide a handout including your training date/time/place, church/associational/ state competition dates and locations.

15. Hold a special kick-off for Children's Bible Drill.

16. Meet weekly for at least an hour to help Bible Drill participants learn required material and practice drilling.

17. Hold the church competition.

18. Attend the associational competition.

19. Attend the state/regional competition.

20. Recognize all who participated in Bible Drill in your church newsletter, your church service, and hometown newspaper.

Conducting Your Church Bible Drill

Each church is responsible for planning and implementing their church drill. The following suggestions will help the Bible Drill Coordinator plan for the church drill. The coordinator should also be familiar with information available for download from www.texasbaptists.org/bibledrill.

Preparation for All Drills

- Drills and verses are different for Children (grades 4-6), Youth (grades 7-9) and High School (10-12), so these age groupings may not drill together.
- The recommended maximum number of participants in a drill is twelve. If you have more than twelve drillers in any one age group, you will need to conduct multiple drills for that group. Equal numbers in drills will balance the number of responses required from each participant.
- As you enlist judges and callers for your drill, consider lay leaders and church staff who work with children or youth. This will help create and maintain interest within those ministries.

- Enlist all volunteer callers and judges at least one week prior to your drill, and provide them a copy of the job description for the job they will perform. Detailed **job descriptions** are included in this handbook, and may be downloaded separately from www.texasbaptists.org/bibledrill for:
 - Registration Secretary
 - Ready Room Assistant
 - Caller
 - Three Judges (four for Youth and High School drills)
 - Timekeeper
 - Two Tally Room Assistants

Materials Needed

- Score sheets (download from www.texasbaptists.org/bibledrill)
- Tally sheets (download from www.texasbaptists.org/bibledrill)
- Drill to be used with each age group (A sample church drill may be downloaded from www.texasbaptists.org/bibledrill.)
- Bible Drill Bible for each participant (Some churches allow participants to use their personal Bible for competition.)
- 3x3 inch numbered squares of paper, one for each participant, with spaces on the back for Name, Church, City and Grade (These are to be worn on the clothing of the participants, who should be referred to by number and not name during the drill.)
- Pins or tape to attach numbers
- Pencils for Judges and Tally Room Assistants
- Stop watch for Timekeeper
- Masking tape for line on floor

Training Session for All Volunteers (Led by Church Coordinator)

- Schedule approximately 1 hour for the training session prior to your drill.
- Joint session with all volunteers (5-10 minutes):
 - Prayer
 - Personal introductions
 - Review schedule
 - Dismiss to age group sessions (if multiple sets of judges are used)

Training Session for Age Group Volunteers (Led by Caller)

- Emphasize these important purposes of Bible Drill:
 - Develop skills in Bible usage
 - Locate books of the Bible
 - Locate Scripture references
 - Identify Scriptures
 - Memorize Scriptures regarding ethical decisions
 - Document Baptist beliefs
 - Provide biblical knowledge, enabling children and youth to see the Bible in today's world
 - Develop poise and confidence
- Explain and demonstrate the following commands to be given during the drill. Prior to this time, ask one of the judges to be a demonstrator.

ATTENTION - Ask the demonstrator to stand at attention. Point out to the other judges that when this call is given a participant should stand straight with minimal movement and one foot not extended in front of the other. Eyes should be focused on the Caller until the command “Start” is given. The Bible should be held at the side in either hand with Bible spine down.

PRESENT BIBLES - As you give the command “Present Bibles,” your demonstrator should bring the Bible to the waistline. It is suggested that a driller who searches with his right hand should hold the Bible in his left hand with Genesis down and the right hand resting flat on top of the Bible. A driller who searches with his left hand should hold the Bible in his right hand, Genesis up, with left hand resting flat on the front cover of the Bible. The driller's thumb and fingers should not extend around the sides of the Bible.

START - Explain that the command “Start” is the signal for drillers to begin searching. In the Book Drill, the index finger may be placed upon any verse in that book. In other drills the driller finds the verse, places his index finger on the verse, and steps forward across the line, ready to respond when called upon. In the Children's Quotation Drill and Completion Drill, Bibles are not used, but at the command “Start” the participant should step forward if he can quote the verse called.

TIME - Instruct the group that “Time” is called by the timekeeper at the end of **ten seconds** for Children's drills and **eight seconds** for Youth and High School drills. The caller will call upon one driller to respond. Note that the participant called on does not necessarily have to be the one who stepped out first. The caller should call on different drillers so that all will have a chance to recite. The bonus judge (Youth & High School drills only) will watch for the first one to step out, awarding them the bonus point for that call.

ATTENTION - Explain that the command “Attention” is given for the drillers to return to attention behind the taped line in preparation for the next call. After the explanations have been made, go through one or more calls using your demonstrator. Perhaps a Scripture searching drill would be best for this purpose.

- Explain each of the different types of drills. In the Youth and High School Bible Drill training be sure to point out the differing point values for Youth and High School drills.
- Assign responsibilities to judges and give them another copy of their job description. Detailed **job descriptions** are included in this handbook, and may be downloaded separately from www.texasbaptists.org/bibledrill.
 - **Ready Room Assistant** will prepare drillers for each drill by getting required information, pinning on numbers, and answering any questions drillers may have.
 - **Judges** will watch for mistakes. No mark should be made on a regular judge's score sheet unless a mistake is made. The mistake should be indicated in the appropriate square by the writing number corresponding to the type of mistake as shown on the score sheet.
 - **Bonus Judge** (Youth and High School drills only) will watch for the first person to step out on each call and mark a slash in the appropriate square. In case of a tie, both drillers will receive a bonus point for that call. The bonus judge will also watch for mistakes by drillers earning bonus points. If a mistake is made on a call a bonus point is earned, the bonus judge will nullify the point by making an X out of the slash. The mistake should be indicated in the appropriate square by the writing number corresponding to the type of mistake as shown on the score sheet.
 - **Timekeeper** will start the stop watch when the command "Start" is given and call "Time" at the time limit (10 seconds for Children, 8 seconds for Youth and High School).
 - **Tally Room Assistants** will receive score sheets from the drill room and tally scores for each participant. These judges determine what level of recognition each participant achieved, and provides this information to whoever will recognize drillers publicly.
- Interpret mistakes for judges:

A participant receives no points (regular or bonus) if:

 1. Participant fails to step out within the time limit (**10** seconds for Children; **8** seconds for Youth and High School)
 2. Participant gives incorrect response. This includes any participant who raises his hand indicating an incorrect reference.
 3. Participant fails to stand erect or keep his eyes on the drill leader until start command is given.
 4. Participant steps forward before the index finger is on the correct response.
 5. Participant fails to handle the Bible according to instructions or obviously misuses the Bible. The Bible should be handled with respect.

Drill Procedure

- **In the Ready Room**

- Ask participants to take one of the 3x3 numbered squares and fill in the requested information on the back: (name and grade) Pin or tape the number to each driller's left shoulder. Refer to driller by number only.
- Invite questions. Have prayer. Allow drillers to warm up on their own until the Caller arrives to take them into the drill room.
- Caller may give a practice call in the ready room to help drillers have a feel for voice and rhythm of the calls, as well as to relax them before leading the drillers to the Drill Room.

- **In the Drill Room**

- Prior to the arrival of drillers and caller from the Ready Room, one of the judges may share expectations for spectators to help drillers do their best (quiet during drill, no timekeeping other than designated timekeeper, no entry or exit during the drill, no photos or video during drill, etc.).
- Caller and drillers enter, line up, and conduct drill.
- After drill, judges collect number tags from each driller and deliver them to the Tally Room Assistants along with all score sheets.
- Caller may allow parents to take photos of drillers prior to dismissing them for the next drill, if multiple drills are conducted.

- **In the Tally Room**

- Tally Room Assistants tabulate scores for each driller on score sheets by adding the number of **blank** squares (Children), or multiplying the number of **blank** squares by the point value of each drill (Youth and High School).
- (Youth and High School only) To tally the Bonus Judge score sheet, add all slashes for each participant and list the total at the bottom of the score sheet.
- Add together all totals from all judges for each participant to obtain the total score. Enter this score in the appropriate box on the tally sheet.
- Post or announce names of participants advancing to the next level of competition.

After the Church Drill

- The church coordinator or sponsor with drillers advancing to an associational drill must contact their Associational Office to register for the Associational Drill.
- After the Associational Drill, drillers advancing from the Associational level for the state drill (Children) or regional semi-final drill (Youth and High School) must be registered with the BGCT Discipleship Office. Registration will be online at www.texasbaptists.org/bibledrill.
- **Registration deadline for all BGCT State/Regional drills is Thursday, March 30, 2017.**

APPENDIX A

CHILDREN'S BIBLE DRILL JOB DESCRIPTIONS

Children's Bible Drill

Job Descriptions

These job descriptions are written for the BGCT State/Regional events. Churches/ Associations may adapt as needed for their event.

Caller Responsibilities

Set up the drill room (prior to the judges' training session)

- Place masking tape on floor to accommodate at least 12 participants at the front of the drill room.
- Arrange 3 judges' tables and chairs at the front of the drill room. These should be placed so judges can see the participants clearly. Place score sheets and pencils on tables. The timekeeper judge can sit in a chair with no table. He only needs to have a stop watch.
- Place podium at the center of the masking tape and at least 3 feet in front of the participants. Arrange chairs in the room to accommodate parents, sponsors and spectators.
- If windows are in the door, use paper to block the view of outside spectators.

Lead Judges' Training Session (prior to arrival of participants)

- Open with prayer
- Introduce judges
- Review the schedule for the event:
 - **Friday**
 - 5:00 – 5:45 pm – Judges' training session (at the church)
 - 5:00 pm – Registration opens
 - 6:00 pm – Competition begins
 - 9:00 pm – Friday evening awards session
 - **Saturday**
 - 8:00 am – Registration
 - 8:30 am – Competition begins
 - 11:30 am – Saturday awards session
- Hand out expense forms and personnel information cards.
Remind personnel to put last 4 digits of their Social Security number and their home address on the expense form and information card. Remind them to sign the expense form. Give these forms to the coordinator during the competition.
- Explain the purposes of Bible Drill
 - Develop skills in Bible usage
 - Locate books of the Bible
 - Locate Scripture references
 - Identify Scriptures

- Memorize Scripture regarding ethical decision
- Document Baptist beliefs
- Provide Biblical knowledge enabling youth to see the Bible in today's world
- Develop poise and confidence
- Explain the four types of drills
 - Quotation Drill (6 calls)
 - Completion Drill (6 calls)
 - Book Drill (6 calls)
 - Key Passage Drill (6 calls)
- Explain the commands to be given
 - Attention
 - Present Bible
 - Start
 - Time (emphasize the need to have this called consistently and “on the mark”)
 - Attention
- Make assignments to appropriate judges
 - Hand out a copy of the score sheet the judges will be using during the competition. There will be 3 regular judges and 1 timekeeper.
 - Regular judges will watch for any mistake and will indicate in the appropriate box on the score sheet the number of the mistake made as indicated at the top of the score sheet. If no mistake is made, no mark should be placed in the box.
 - The timekeeper should start the stopwatch at the command “Start” and call time in 10 seconds.
 - Assign judges to collect Bibles, score sheets and numbers at the end of each drill and take these items to the tally room.
- Interpret mistakes
 1. Fails to step forward within 10 seconds.
 2. Gives incorrect response. This includes any participant who raises his hand, indicating an error.
 3. Fails to stand straight or keep eyes on the drill caller until the command “Start” is given.
 4. Steps forward before the index finger is on the correct response (drills where Bible is used).
 5. Fails to handle the Bible according to instructions or abuses the Bible. The Bible should be parallel to the floor with one hand flat on the top and one flat on the bottom with no fingers extending over the edges.
- Address issues which are not spelled out in the rules
 1. Once a participant steps out, he is out. If a participant steps out thinking he has the correct reference, realized it is wrong, steps back, finds the correct reference and steps back out all within the time allotment, it is a mistake. The participants should make sure the correct reference is found when he steps out the first time.

2. Permission should be granted to let a participant start over if permission is requested. If the participant does not ask permission and the caller senses that the memory work is known by the participant, the caller can request the participant start again.
3. A call should be given only once but the participant does have the privilege of requesting a repeat if the call is not understood.

Prior to each drill

- Assign one judge to prepare the audience in the Drill Room while you are in the Ready Room with the next group of participants. (See *Judge Responsibilities*.)
- Prior to the time for the drill to begin, go to the Ready Room. Spend a few minutes putting the participants at ease. You may want to give one or two demonstration calls to help the participants get used to your voice and cadence.
- Lead a prayer with the participants before taking them to the Drill Room.

In the Drill Room

- Make brief opening comment, and be sure one of the judges has prepared the audience for the drill. If not, remind the audience that:
 - No one may leave or enter the Drill Room while the drill is in progress.
 - Cell phones should be off or set to silent mode.
 - No pictures and/or videos are taken during the drill. Pictures can be taken at the end of each drill.
- Call the drill. Be consistent in time allowed for responses from call to call and drill to drill.

After Drill Procedure

- Have each participant state his or her name, grade, and church (and all will clap for them again).
- Invite parents/spectators to take pictures. As they do, Caller will slip out to the Ready Room for the next group.
- Assign a judge to monitor the picture taking and encourage a quick process.
- Assign judges to help with collecting items from participants before they break from the line:
 - One judge--Collect their numbers (and pins) in the zip lock bag
 - One judge--Place their card in the front of the Bible (so tally room knows which Bible they drilled with).
 - Two judges--Take Bibles in ordered stacks, zip lock bag with numbers, and score sheets to the tally room.
- As soon as participant materials are collected, one judge should be assigned to thank everyone for their participation and gently, but firmly, guide them as quickly as possible out of the drill room and out of the hall so the next group may enter for the next drill.

Judge Responsibilities

All judges should attend the Judges Training Session as scheduled prior to the event.

There are a total of four judges for Children's Bible Drill:

- 3 regular judges
- 1 timekeeper

The **regular judges** will watch for mistakes. No mark should be made on a regular judge's score sheet unless a mistake is made. The mistake should be indicated in the appropriate square by listing the number of the mistake as listed at the bottom of the score sheet. For example, if the participant steps forward before the index finger is on the correct response, mark "4" in the square for that call.

The **timekeeper** should start the stop watch when the command "Start" is given and call "Time" at 10 seconds.

Mistakes are:

1. Participant fails to step out within 10 seconds.
2. Participant gives incorrect response. This includes any participant who raises his hand indicating an error.
3. Participant fails to stand straight or keep eyes on the drill caller until the command "Start" is given.
4. Participant steps forward before the index finger is on the correct response.
5. Participant fails to handle the Bible according to instructions or obviously misuses the Bible. The Bible should be parallel to the floor with one hand flat on the top and one hand flat on the bottom with no fingers extending over the edges.

Prior to Each Drill (as assigned by caller, one judge may prepare the audience):

- Welcome and thank them for their leadership and encouragement in Bible Drill.
- Ask audience to silence all electronic devices, and double-check at this time.
- Small children must be still and quiet.
- Any driller who will participate in this same drill at a later time cannot be an observer. AFTER they have drilled they are allowed to observe other drills.
- There is to be NO movement in or out of the drill room during the drill. ***Ask for a volunteer(s) to close and monitor door(s) when the drillers have entered the room.
- No pictures/videos should be taken *during* the drill, but time for pictures is given when the drill is completed and AFTER the participants have been introduced.
- Remind all that there are well-trained judges and time-keepers who have the official duty of judging and timing.
- Lead a prayer for drillers and audience.

At the **conclusion** of each drill, judges will take participant materials to the Tally Room and assist with moving people in and out of the drill room as assigned by their caller in the Judges Training Session prior to the event.

Ready Room Assistant Responsibilities

Your role is important in helping participants be as prepared, relaxed and confident as possible just before their event begins. Thank you for your attention to the necessary drill details, as well as setting a calm and positive tone for each group of participants.

Before the Event

- Attend the judges' training session prior to the event.
- Before participants begin to arrive in the Ready Room, become familiar with your supply box and the folder containing assigned drill lists.
 - Drill sheets should be numbered and in order (1, 2, 3, or A1, A2, etc.). Notice the number of participants in each drill, and especially note any drills where multiple Bible versions may be used. (Most drills should use one version only.)
 - Begin with drill 1 and set Bibles (NIV, KJV, or HCSB) in stacks according to the number of participants indicated on the drill list.
 - Place a set of participant numbers (1-12) on each stack of Bibles. Also place with the numbers 12 slips of paper for participants to write their name, drill, and number.
 - Set out pencils and straight pins.
 - Arrange 12 chairs for participants to sit in prior to their time to drill. (there should be no more than 13 chairs in the ready room)
 - Place the Ready Room sign on the door. Place the numbers indicating the drill in progress and the ready drill on the sign.

As participants arrive in the Ready Room

- Introduce yourself.
- Give each participant a number (1-12) and slip of paper (with blanks for their name, drill and participant number) and instruct participants to fill out all of the requested information on both handouts.
- PLEASE GIVE # TO PARTICIPANT THAT CORRESPONDS TO THEIR NAME/NUMBER AS LISTED ON YOUR DRILL SHEET. IF THERE ARE MULTIPLE TRANSLATIONS IN A DRILL (NIV, KJV and/or HCSB), THIS SHOULD INCLUDE PARTICIPANTS NUMBERED CONSECUTIVELY PER VERSION. (For example, if six participants are using KJV and four using NIV in the same drill, then #s 1-6 should be given to KJV participants and #s 7-10 to NIV.)
- Assist the participants in pinning the number on the left side of their clothing.
- Give each participant a Bible. Remind participants to not be rough in handling the Bibles.
- Allow a brief time for questions and allow participants to practice in their chairs or just sit still until the Caller for their drill arrives to give further instructions.

In the event you should need additional Bibles or supplies, speak to your coordinator or go to the Tally Room for more.

Tally Room Assistant Responsibilities

- Before materials from a drill are brought into the tally room, be sure each tally room person is aware of what they will be doing. **ALL MATERIALS NEEDED TO TALLY EACH DRILL OR SPEECH SHEET SHOULD BE PROVIDED IN THE TALLY ROOM MATERIALS BOX.** (Tally Sheets for children and youth Bible drill and youth speakers, pencils, Category Sheets to be used at the Closing Session, pencils, paper clips, labels for award Bibles, etc.)
- Upon completion of a drill (children and/or youth) judges will bring into the tally room the Bibles, score sheets, numbers, and 3 x 5 slips of paper for participants from each drill. Youth speakers will only have 3 score sheets and the number for each speaker.
- Check to be sure the drill number (Bible Drill) or the speaker number (Speakers' Tournament) is listed on each of the judges' score sheets (3 sheets).
- Each tally room assistant will tally each score sheet for each judge. **Upon completing a score sheet, be sure another assistant double checks your work.**
- One person should call out the total score from each score sheet for the other person to record on the tally sheet. Add total scores from each sheet to get the final score for each participant. **Once again, double check each other's work.**

Additional Instructions Below Are For BGCT State/Regional Events

- Names of participants are recorded on the Closing Session sheets by recognition categories. There is one sheet for each recognition category: State Winner Perfect (Children), Outstanding (Youth and High School), Superior, Excellent, Good and Honorable Mention. It is best to work together with one category at a time. **Once again, double check the Closing Session Category Sheets.**
- For Bibles used by State Winner Perfect (Children) and Outstanding (Youth and High School) participants, separate from each drill and prepare/attach an award label so Bibles may be awarded in the Closing Session.
- Bibles to be awarded in the Closing Session should be arranged in the same order as participant names on the State Winner Perfect (Children) and Outstanding (Youth) Closing Session Category Sheets. This is easily done by stacking them upside down with the first Bible to be given on the bottom. As additional award Bibles arrive from subsequent drills, they can be added to the stack. After all drills are completed, stacks may be turned back over to correspond to the order of the Category Sheets.
- Tally Sheets, Score Sheets and participant numbers from each drill should be paper clipped together to be brought back to the BGCT office.
- Bibles not awarded should be returned to boxes to be brought back to the BGCT office.

Regional/State Registration Secretary Responsibilities

Your role is important in setting a positive and happy tone for the event as you greet new arrivals, assist group leaders, and answer questions for them during the event. Thank you for serving others in this way.

- Arrive at least 15 minutes before the stated beginning time for registration. Become familiar with:
 - Master list of all drill grouping sheets with participant names
 - Participation certificates for each age group
 - Layout of the church so you can give directions to drill and speech rooms, restrooms, Closing Session location, and areas where sponsors should keep their groups when not participating in events.
 - Cell phone number of BGCT event coordinator and host church contact who may be needed during the event.
- Be available at the registration desk until the Closing Session on Friday evening and until the Closing Session on Saturday morning.
- As participants arrive, check off their names on the master list and drill grouping lists, indicating they are present.
- Direct attention to the Closing Session times for Friday evening and Saturday morning.
- Instruct sponsors to pick up certificates for their participants.



CHILDREN'S SCORE SHEET

DRILL NUMBER _____

JUDGE: _____

(PLEASE PRINT NAME)

PARTICIPANT NUMBER

	CALL	1	2	3	4	5	6	7	8	9	10	11	12
Quotation Drill Six Calls	1												
	2												
	3												
	4												
	5												
	6												
Completion Drill Six Calls	7												
	8												
	9												
	10												
	11												
	12												
Book Drill Six Calls	13												
	14												
	15												
	16												
	17												
	18												
Key Passage Drill Six Calls	19												
	20												
	21												
	22												
	23												
	24												
The highest score possible		24	24	24	24	24	24	24	24	24	24	24	24
Subtract the number of errors													
TOTAL SCORE													

Mistakes are:

1. Child fails to step out within 10 seconds.
2. Child gives incorrect response. This includes any child who raises his or her hand, indicating an error.
3. Child fails to stand straight or keep eyes on the drill caller until the command "Start" is given.
4. When the Bible is used, child steps forward before the index finger is on the correct response.
5. Child fails to handle the Bible according to instructions or obviously misuses the Bible. The Bible should be parallel to the floor with one hand flat on the top and one hand flat on the bottom with no fingers extending over the edges.

(IF A MISTAKE IS MADE, PLEASE WRITE THE NUMBER (1-5) IN THE CORRESPONDING BOX ON THE SCORE SHEET)

CHILDREN'S BIBLE DRILL – (grades 4-5-6)
BAPTIST GENERAL CONVENTION OF TEXAS GUIDELINES

There are four different calls:

- QUOTATION DRILL
- COMPETITION DRILL
- BOOK DRILL
- KEY PASSAGE DRILL

TIME LIMIT PER CALL – 10 SECONDS

QUOTATION DRILL (Six calls)

The caller will give the reference. If the participant knows the verse, he steps forward on the command "Start." When called upon, the participant must quote the verse and give the reference.

COMPLETION DRILL (Six calls)

The caller will quote the first part of the Scripture. If the participant can complete the verse, he steps forward on the command "Start", prepared to quote the entire verse and give the reference.

BOOK DRILL (Six calls)

The caller will name a book of the Bible. On the command "Start," the participant will look for the book and when he finds it, place his index finger on the page and step forward. If he is called upon, he will give the name of the book preceding the one called, the book called, and the book following the one called.

KEY PASSAGE DRILL (Six calls)

The caller will announce the reference by stating the subject or title given to the passage and will give the command "Start." A participant must locate the chapter containing the reference, place his finger on any portion of the passage and step forward. When called upon, the caller will ask the participant to state the Key Passage and reference. After stating the Key Passage and reference, the caller will ask the same participant to read aloud one or more verses.



DRILL NUMBER: _____

CHILDREN'S (GRADES 4-6) TALLY SHEET

PARTICIPANT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
1. JUDGE 1 SCORE												
2. JUDGE 2 SCORE												
3. JUDGE 3 SCORE												
4. TOTAL SCORE												
"AWARD"												

TOTAL SCORES ARE OBTAINED BY ADDING THE TOTALS OF THE THREE JUDGES' SCORESHEETS.

"AWARD" = STATE WINNER PERFECT – 71 - 72
STATE WINNER SUPERIOR – 66 - 70
STATE WINNER EXCELLENT – 60- 65
STATE WINNER GOOD – 48 – 59
STATE WINNER HONORABLE MENTION – 47 OR LESS

