

Children's Bible Drill Job Descriptions

★ CALLER ★

The **Caller** is the one “in charge” of a drill. **Callers** should keep the drill moving along at a relaxed pace. Thank you for serving in this important capacity!

Most children's drills last about 20 – 30 minutes.

BEFORE THE DRILL

- See the **Children's Bible Drill Example Drill** to practice calling and to become familiar with what the drill will look like. This can be found at www.texasbaptists.org/bibledrill.
- Upon arrival at the church, the **Caller** should check that the drill room set-up is correct. ***There is a sample room set-up at the end of this job description.***
- The **Caller** must make sure that all of the necessary signs are on the door(s) and that any windows in the doors are covered. *The Caller should instruct a Judge to make any necessary changes to the signs between drills.*
- The **Caller** should make sure that the three **Judges** have the correct **Children's Bible Drill Score Sheet** and sharpened pencils before beginning the drill.
- *The Judges should be reminded to indicate which mistake is made by putting the letter of the mistake made inside the box.* The mistakes are conveniently listed on the **Children's Bible Drill Score Sheet** and listed with the **Children's Bible Drill Judge** job description. This can be found at www.texasbaptists.org/bibledrill.
- The **Caller** should instruct the **Timekeeper** to *wait until they see the 10 second mark* BEFORE calling time. We want to make sure that the participants get the full **10 seconds** for each call.

The **Caller** must note the Bible translations that will be used in each drill group they are calling (*it can be different in every separate drill group*). In **Children's Bible Drill**, the **Caller** must make sure to call each translation (*KJV, CSB, and NIV*) in the **Completion Drills**. During this drill, the underlined part of the verse must be read in all translations, as necessary. *The caller must also be aware of this as participants will be quoting answers from the translation they are using in the **Quotation and Key Passage Drills**.*

- The **Caller** will go to the **Ready Room** to pray with and pick up the participants to bring them to the drill room.

🕒 **Helpful hint!**

You should give the participants a sample call or two so that they can get a feel for how you call. This might help put them at ease. Encourage them!

- While the **Caller** is bringing the participants to drill, one of the **Judges** must be assigned to pray with and then read the **Instructions for Spectators** to the audience in the drill room. This can be found at www.texasbaptists.org/bibledrill.

DURING THE DRILL

- The **Caller** should stand at the podium to lead the drill.
- As the participants enter the drill room, help them spread out evenly with toes behind the line. Make sure to smile and help the participants feel comfortable!

🕒 **Helpful hint!**

Use a blank piece of paper to make a simple chart with the numbers of participants to keep track of which participants are asked to respond. This helps the **Caller** make sure to call on each participant about the same number of times.

- Make sure that your **Judges** are able to keep up as you call the drill. When there are multiple mistakes, it takes longer for them to score. *Pay attention to the **Judges**, and slow down if necessary.* Watch for the **Judges** to be ready before giving the next call.

These are the four commands Callers use in a Children's Bible Drill

- **Attention** – The **Caller** uses this command to get the participants to attention at the *beginning of the drill*, at the *beginning of each new drill section*, and at the *end of each call* so the participants can return behind the line and be ready for the next call.

- At attention, participants stand comfortably straight with their feet about shoulder width apart. Their feet should be just behind the masking tape line.
- Bibles should be held at either side of the body with the spine down.
- Participants' eyes should be on the caller until start is called.



- Participants should remain still and ready when at attention.

2. **Present Bibles** – When given, participants should bring the Bible to their waist area, hold it parallel to the floor, and be ready to open their Bible and begin searching. *This command is only used for **Book** and **Key Passage** calls in **Children’s Bible Drill**.*

- Participants’ fingers should *never* extend over the edges of the Bible. (*Mistake **f** on the **Children’s Score Sheet***)
- Remind the participants to keep their eyes on the **Caller**, unless they are looking at their Bibles. (*Mistake **d** on the **Children’s Score Sheet***)
- The **Caller** should make sure every participant is looking at him/her and is *ready* before beginning the drill.
- **Callers** also should make sure that the **Judges** and **Timekeeper** are ready to progress.



3. **Start** – This command is the signal for participants to step over the line or begin searching their Bible. It is a mistake to move or begin before start is called.

- *Participants are given **10 seconds** to step over the line in all calls. (*Mistake **a** on the **Children’s Score Sheet***)*
- The **Caller** will repeat each call twice before saying start.
- ***If a participant does not hear the call, they may ask the caller to repeat, but this must be done before start is given.***
- **Once start has been called, the caller will not repeat the call until a third participant is needed to correctly answer.**



- In the **Book calls**, participants must place their index finger on any page of the book called *before* stepping over the line. (*Mistake **e** on the **Children’s Score Sheet***)
- In **Key Passage calls**, participants must place their index finger on any part of the actual key passage called *before* stepping over the line. (*Mistake **e** on the **Children’s Score Sheet***)

- Participants may only step over the line **once** during a call. It is a mistake to step back and then step forward again. (Mistake **b** on the **Children's Score Sheet**)

4. **Time** – The **Timekeeper** will say time at the end of **10 seconds**. No one may step forward after this command is called. All participants must also cease searching in their Bibles at this point. *Participants that did not make it over the line should quietly close their Bibles and stand at attention behind the line.* (Mistake **a** on the **Children's Score Sheet**)



- Make sure that your **Timekeeper** understands that they should **not** call time before seeing the **10** on the stopwatch!
- The **Caller** will ask one participant, by the number sticker they are wearing, to give the response. The other participants should remain quiet. If the participant that is first called upon cannot give the correct response, another participant will be called upon to answer. This will repeat until the correct response is given.
- Participants must **raise their hands to indicate an error** if they step over the line and realize that they have made a mistake. (Mistake **c** on the **Children's Score Sheet**) Participants should keep their hand raised until the **Caller** has acknowledged them. Once acknowledged, the participant should quietly close their Bible *and remain where they are* until attention is called and everyone steps back over the line. *Remember to give the judges time to adjust their score sheet if necessary.*
- Participants must keep their eyes on the **Caller** and should not close their Bibles (during book and Key Passage calls) or move until the command attention is given. When attention is called, participants should quietly close their Bibles and step back behind the masking tape line and be ready for the next call.

There are four types of calls in Children's Bible Drill

*There are six calls for each type, for a total of **24 calls** per drill.*

- **Callers** should let the participants have a small break between each section – let them relax for just a moment before starting the next calls.
- At the beginning of each section, **Callers** should read the instructions for each type of call before they command the participants back to attention. Make sure the

participants understand what is coming up. These instructions are written on each drill at the top of each section. *Participants have 10 seconds per call.*

☛ **Helpful Tip!**

The actual written drill that the **Caller** is given includes *everything* that you need to say and read to lead a **Children's Bible Drill**. The participants have learned the verses and key passages from the **Children's Bible Drill Card (CBD Card)**, which is found at www.texasbaptists.org/bibledrill.

1. **Quotation** – The **Caller** gives a reference from the **CBD Card**. If the participant knows the verse, they must step over the line and then state the verse and reference if called upon.
2. **Completion** – The **Caller** reads the underlined portion of a verse from the **CBD Verse Card**. If the participant knows it, they must step over the line and then state the complete verse and reference if called upon.
3. **Book** – The **Caller** names a book of the Bible; participants must find it, place their index finger on any portion of the book, and then step over the line. When asked to respond, the participant must recite the *book before* the book called, the *book called*, and the *book after* the book called. (*Example: If the book Luke is called, the participant would respond Mark, Luke, John.*)
4. **Key Passage** – The **Caller** says the title of a key passage from the **CBD Verse Card**. Participants must find the key passage and place their index finger *on any portion of the passage* before stepping over the line. When called upon, the participant must say the key passage title and reference. If they are correct, the participant is then asked to read a verse(s) from that passage.

☛ **Helpful tip!**

It is helpful to note in the **Children's Bible Drill** which **Key Passages** are on more than one page of the Bibles (*if it is necessary for the participant to turn the page to read the verse(s) as a part of their response*). This should be noted for each translation of the Bibles. **Participants must ask the Caller for permission to turn the page, if necessary.**

During the drill, the **Caller** should give each participant that is asked to respond ample time (within reason) to think and answer. The participant should also be given the chance to start over, if they are making a mistake. The Caller should be consistent in how every drill is called and in the amount of time allowed for responses. We want to give every participant the opportunity to be successful in **Children's Bible Drill**, but it is also imperative to be fair and consistent.

Please contact the **Bible Drill and Speakers' Tournament Coordinating Team** by emailing bibledrill@texasbaptists.org or by calling **214-828-5287**. There is a lot of helpful information at www.texasbaptists.org/bibledrill.

Dr. Diane Lane is the Preschool and Children's Specialist on the Great Commission Team for Texas Baptists and she oversees all things Bible Drill and Speakers' Tournament.

Children's Bible Drill Job Descriptions

★ JUDGE ★

The **Judge** watches for mistakes during a **Children's Bible Drill**. Thank you so much for serving in this important position!

There are three **Judges** for each **Children's Bible Drill**. All **Judges** have the same responsibility; they mark down mistakes made by participants.

The judges use the **Children's Bible Drill Score Sheet** to mark any mistakes. It is important that all **Judges** are familiar with the possible participant mistakes (*found on both the **Children's Bible Drill Score Sheet** and included below*).

BEFORE THE DRILL

- Make sure that you have the correct **Children's Bible Drill Score Sheet** and sharpened pencils before beginning the drill.
- Mark the score sheet with the correct drill number and your name.
- Study the mistakes (*also found on the bottom of the **Children's Bible Drill Score Sheet***) so that you can be prepared to mark them on the score sheet during the drill.
- Please indicate on the **Children's Bible Drill Score Sheet** which mistake the participants make by placing the number (*1, 2, 3, 4, 5, or 6*) in the correct box for that call.



- If a participant makes more than one mistake, include each letter. Points are deducted only once for each call regardless of the number of mistakes made.

There are SIX MISTAKES that participants can make during a Children's Bible Drill.

1. Fails to step over the line within **10 seconds**.
2. Steps over the line and steps back over the line (*participants can only step out once!*)
3. Gives incorrect response. This includes raising a hand to indicate an error.
4. Fails to stand straight or keep eyes on the caller until the command Start is given. After the participant locates the scripture, their eyes must remain on the **Caller**.
5. When Bibles are being used, steps over the line before the index finger is on the correct book, verse(s) or passage.
6. Does not handle the Bible with respect. 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.

- The **Caller** will go to the **Ready Room** to pray with and pick up the drill participants and bring them to the drill room. During this time, one of the **Judges** will be assigned to pray with and then read the **Instructions for Spectators** to the audience in the drill room.

DURING THE DRILL

- Make sure to smile and help the participants to feel comfortable as they enter the room!
- The **Judge** should mark each mistake made by putting the number of the mistake made inside the correct box (*intersection of participant number and call number*). The mistakes are listed at the bottom of the **Children's Bible Drill Score Sheet**.

- **It is vital that each Judge pay close attention to all of the participants during the entire call. Do not begin to score until time has been called.**

- Be careful to stay on the correct line as you score! There are six calls in each section, so make sure you are staying with your **Caller** and keeping up with the drill. *If you do get behind, let your **Caller** know immediately.*

☉ **Helpful tip!**

Some **Judges** use a blank sheet of paper to follow along with the calls during the Bible Drill to help them stay on the correct line. If you choose to do this, fold the paper so that you can still see the mistakes listed at the bottom of the score sheet.

- **If a participant is *moving* when time is called and their index finger is on the correct page, do not count a mistake** (*unless they are called upon and give an incorrect response*).

AFTER THE DRILL

- After the drill is over, make sure that you mark the number of mistakes for each participant in the correct box. Put a “0” in the box if they do not make a mistake. *The **Tally Room** will compute the total score, so **Judges** should leave this box blank.*
- A **Judge** will be asked to collect the number stickers from the participants and adhere them to the **numbered sticker sheet**.
- A **Judge** will also be asked to collect the three **Children’s Bible Drill Score Sheets** and the **numbered sticker sheet**. These items should be taken directly to the **Tally Room** at the completion of the drill.
 - *At **Regional and State events**, these items should be placed in a large manila envelope with the correct drill number on it and taken to the **Tally Room**.*
- **Judges** should also clear the room as quickly as possible so that family and spectators for the next drill can come in and take their seats.

Children's Bible Drill Job Descriptions

★ TIMEKEEPER ★

The **Timekeeper** is the only one keeping the time during a **Children's Bible Drill**.

Thank you so much for serving in this important role!

BEFORE THE DRILL

Make sure the stopwatch is working properly and you know how it functions.

In a **Children's Bible Drill**, the participants always get a full **10 seconds** per call.

DURING THE DRILL

When the **Caller** gives the command start, the **Timekeeper** will start the stopwatch.

- *Please do not anticipate and start the stopwatch too early; wait until you hear the command start!*

The **Timekeeper** must *wait until you see the 10 second mark on the stopwatch* **BEFORE** calling **TIME** and stopping the stopwatch.

- *Please do not guess and try to stop on the exact 10, we want to make sure that the participants get the full ten seconds for each call.*
- Make sure and speak the command **TIME** clearly and loud enough for all of the participants, the **Caller**, and the **Judges** to hear.

The **Timekeeper** must make sure to ***reset the stopwatch*** after each call so that you will be ready for the next call!

AFTER THE DRILL

The **Timekeeper** should reset the stopwatch and prepare for the next drill to begin.

Children's Bible Drill Job Descriptions

✪ READY ROOM COORDINATOR ✪

The **Ready Room Coordinator** helps prepare the participants for a **Children's Bible Drill**. This person helps the participants feel relaxed and confident, while taking care of the necessary details in preparation for the drill. If there is no **Ready Room Assistant**, it is acceptable to have one of the church sponsors join you in the **Ready Room**. *Thank you so much for serving in this vital role.*

Before participants arrive in the Ready Room

The **Ready Room Coordinator** should become familiar with the supply box and carefully read this job description.

- **Drill sheets** (*list of participants and their numbers, etc.*) should be numbered and in order (1, 2, 3, or A1, A2, etc.).
- Notice the number of participants in each drill, and especially pay close attention where multiple Bible versions are being used.
- Arrange 13 chairs for the participants (*13 is the maximum number in one drill*).
- Make sure the **Ready Room** sign is on the door. Place the numbers indicating the drill in progress (*when there is more than one drill and/or drill line*) and the **Ready Room** drill number on the sign.

As participants arrive in the Ready Room

1. Introduce yourself to the participants as they enter the room. Greet them warmly to help make the participants feel at ease.
2. Ask each participant their name.
3. Give each participant a number sticker. **Make sure the participants are given the number assigned to them.**
 - If there are multiple Bible translations (*NIV, KJV, and CSB*) in the same drill, they should be grouped together and their numbers will be consecutive (*for example, if there are six participants using KJV and four using the NIV in the same drill, then #'s 1-6 should all be using the KJV and 7-10 will be using the NIV*).

4. **Check each participant's Bible. Look for markings, additional materials, dog ears, folds, tears, etc.** *If any of these are found, the Bible will need to be replaced with a new one.* Their Bible can be returned to them after the drill.

5. Please make sure that all of the participants have used the restroom and that none of them are chewing gum or candy.
6. Allow a brief time for questions and for the participants to practice in their chairs or to just sit and wait for the **Caller** to arrive.
7. The **Caller** will give final instructions and pray with the drill group before taking them to the drill room.

If there is a problem or if you should need additional supplies, go to the **Tally Room**, speak with the **Caller**, or call the **Texas Baptists Event Coordinator** or the **Host Church Contact** person.

📌 **Helpful Tip!**

Make sure that you have the phone numbers for the **Texas Baptists Event Coordinator** and **Host Church Contact** before the event begins.

Children's Bible Drill Job Descriptions

✪ TALLY ROOM COORDINATOR ✪

The **Tally Room Coordinator** is in charge of collecting all score sheets, compiling the scores, and then doing the computations to get the final scores and awards for every participant. Thank you so much for serving in this vital role!

Please read and become familiar with the material below before the drill event.

- All of the necessary materials should be included in the **Tally Room Materials Box: Children's Bible Drill Tally Sheets, Category Sheets** (*used at the Closing Session*), pencils, and paper clips, etc.
- Upon the completion of each **Children's Bible Drill**, one of the **Judges** will bring the items listed below to the **Tally Room**. *Check to make sure that everything includes the correct **Drill number** and that all pieces match.*
 1. Three **Children's Bible Drill Score Sheets**.
 2. **Participant Numbered Sticker Sheets**.

Tallying the scores for each Children's Bible Drill

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| 1. Each score sheet for every judge will need to have all of the math checked. |
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2. Once scores on the sheet have been checked, the **Tally Room Coordinator** should initial the score sheet and pass it to the next Coordinator/Assistant.
 3. The second **Tally Room Coordinator/Assistant** will also check the score sheet and initial it.
 4. Once the score sheets have been checked twice, the scores can be entered onto the **Children's Bible Drill Tally Sheet**.
 5. Each **Children's Bible Drill Tally Sheet** should also be checked twice and initialed.
 6. If the **Tally Room** is using the Excel method for calculating, the scores should be entered on the spreadsheet, and checked by another **Tally Room Coordinator/Assistant**.

Additional instructions below are for Texas Baptists State Events

Names of participants should be recorded on the **Closing Session Sheets** by recognition/award categories. Double check these before the closing session and have everyone in the **Tally Room** initial.

All Tally Sheets, Score Sheets, and Participant Number Sheets from each drill should be paper-clipped together to be processed by the Coordinating Team.

Children's Bible Drill Job Descriptions

★ REGISTRATION COORDINATOR ★

Texas Baptists Regional/State Events

The **Registration Coordinator and Assistants** have the very important role of setting a positive, helpful, and happy tone for the event as participants are greeted, groups are assisted, and questions are answered. Thank you for your service in this special way!

Please arrive at least 30 minutes before the posted time for registration to begin.

- Gather and familiarize yourself with the items listed below when you first arrive.
 1. **Master list** of all the **Drill Grouping Sheets**, which include participant's names, drill locations, and times.
 2. **Map and layout of the church** so that you can give directions to drill and speech rooms, restrooms, **Closing Session** location, and areas where sponsors should keep their groups when not actively participating in events.
 3. **Cell phone number** of the **Texas Baptists Event Coordinator** and **Host Church Contact** who may be needed during the event.
- Please 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 Sheets**, indicating they are present.
- Direct attention to the **Closing Session** times for Friday evening and Saturday morning.