

FaithfullyGiving

Bible Study Guide for Church Leaders

Build studies, add ready-made studies from the library, arrange your church's Bible Study page, connect studies to your classes, and invite people to study.

“Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.”

2 Timothy 2:15 (ESV)

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The short version

1. Open **Bible Study** in the menu.
2. Click **Library**, tick the studies you want, choose a shelf and click **Add**. They arrive as drafts.
3. Open **My studies** > **Drafts**, look them over, and click **Publish all drafts**.
4. Use **Arrange page** to pick a featured study and order your shelves.
5. Optional: link a study to a class in **Curriculum**s, so the class gets a discussion board and you can see their progress.

Ready-made content. FaithfullyGiving provides 21 full studies of the New Testament letters, Romans through Jude: 122 lessons in all, each with Scripture, notes, a quiz, a reflection question and discussion questions. Every church can use them for free.

1. Getting started: who can do what

Bible Study is part of the **Bible Classes** module. Two settings control it:

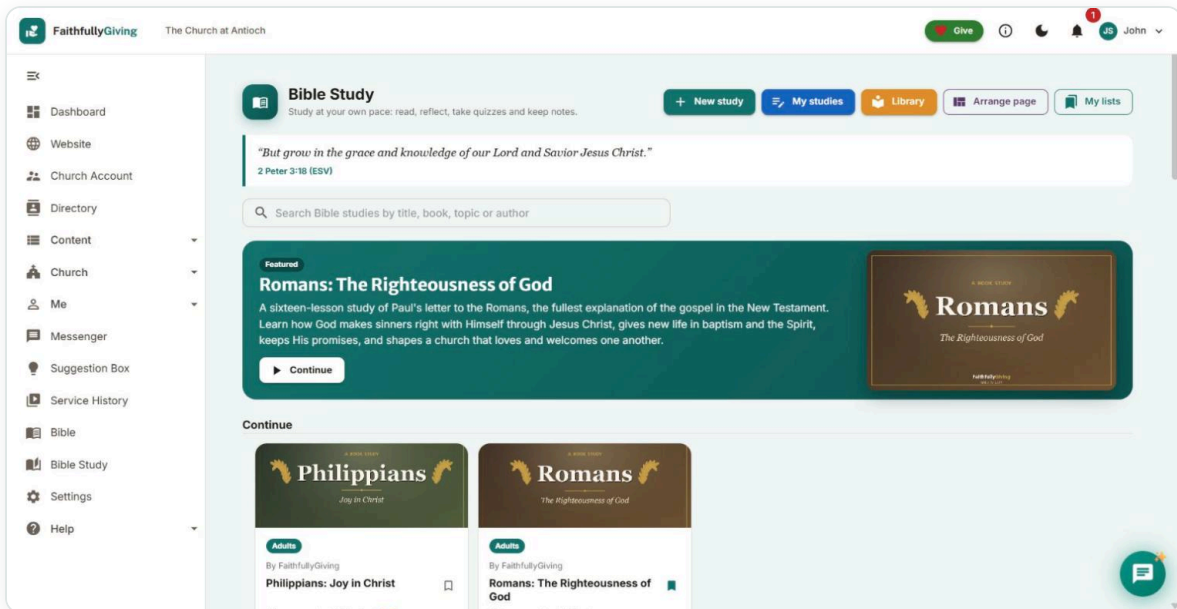
Setting	Where	What it does
Bible Study page on/off	Settings > Permissions > <i>Bible Study</i>	Shows or hides Bible Study for your church.
Bible Study permission	Church > Members > (a member) > Access	View lets someone take studies. Edit lets them build, publish, share and arrange studies.

Church admins can do everything. Give **Edit** to the elders, teachers or volunteers who will build and manage studies. Everyone else needs only **View**.

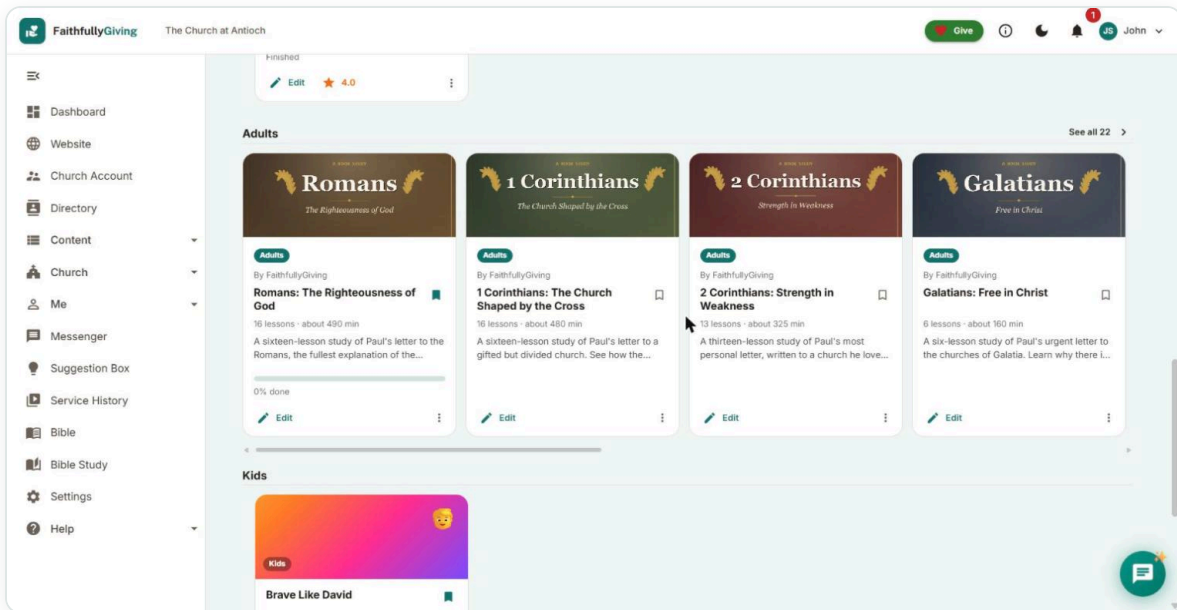
Answers stay hidden. People who only take studies never receive the quiz answers. Grading happens on our servers.

2. The Bible Study page

Builders see five buttons at the top of the page: **New study**, **My studies**, **Library**, **Arrange page** and **My lists**. Members see only **My lists**. Below them are a verse, a search box, the featured study and your shelves.



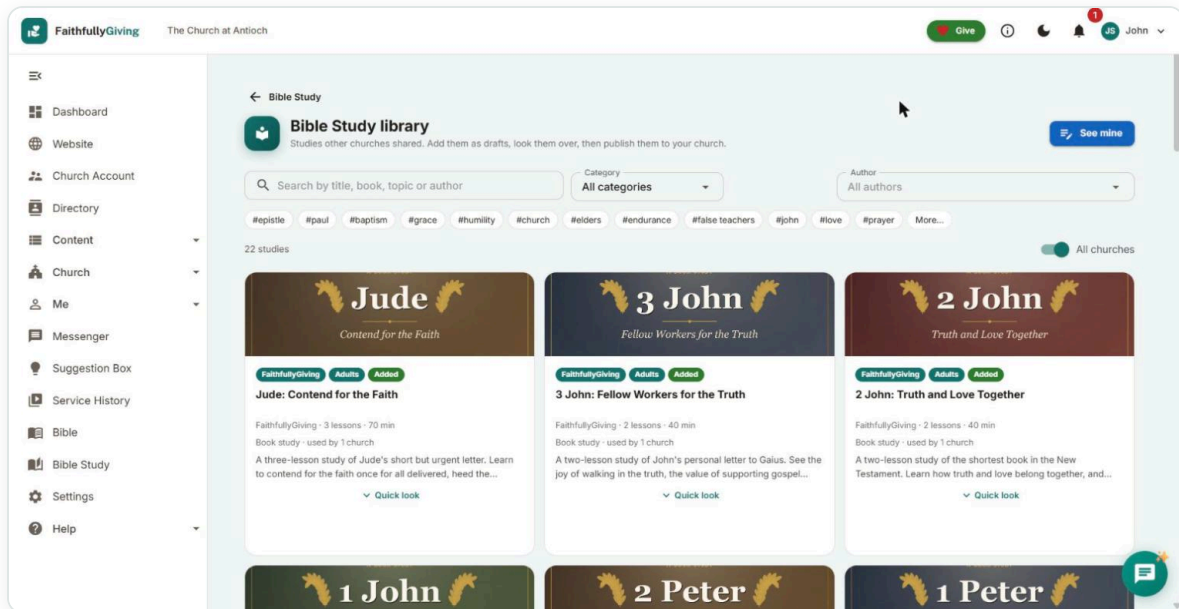
The Bible Study page as a builder sees it. The featured study shows its cover beside the description.



Shelves scroll left and right. "See all" opens the whole shelf.

3. Adding studies from the library

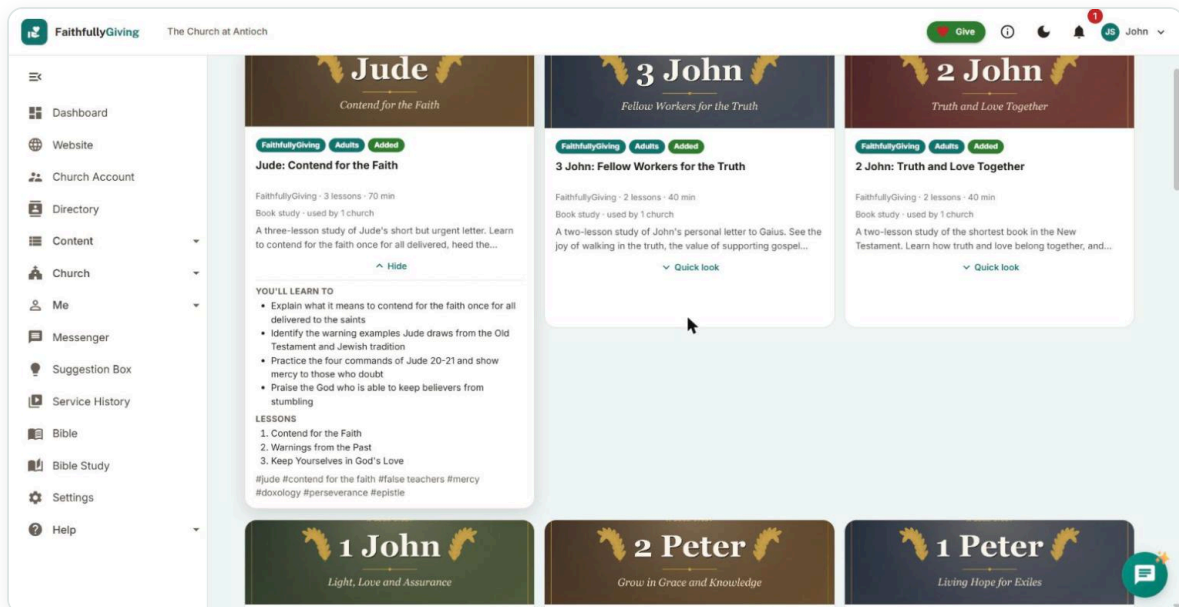
The library holds studies shared by FaithfullyGiving and by other churches. By default it shows churches of your own tradition; turn on **All churches** to see everything.



Search by title, book, topic or author, or filter by category, author or tag.

Quick look

Click **Quick look** on any card to see what the study teaches and its lesson list, without leaving the page.

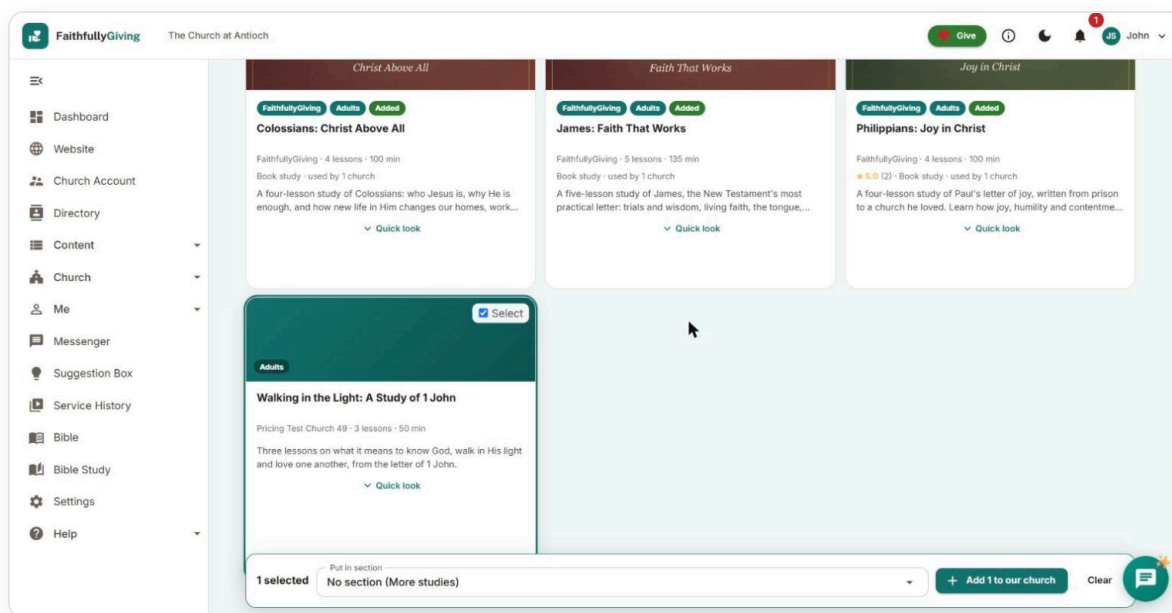


Quick look shows "You'll learn to", the lessons and the study's tags.

Adding several at once

1. Tick **Select** on each study you want.

2. In the bar at the bottom, choose a shelf under **Put in section** (or make a new one).
3. Click **Add to our church**.

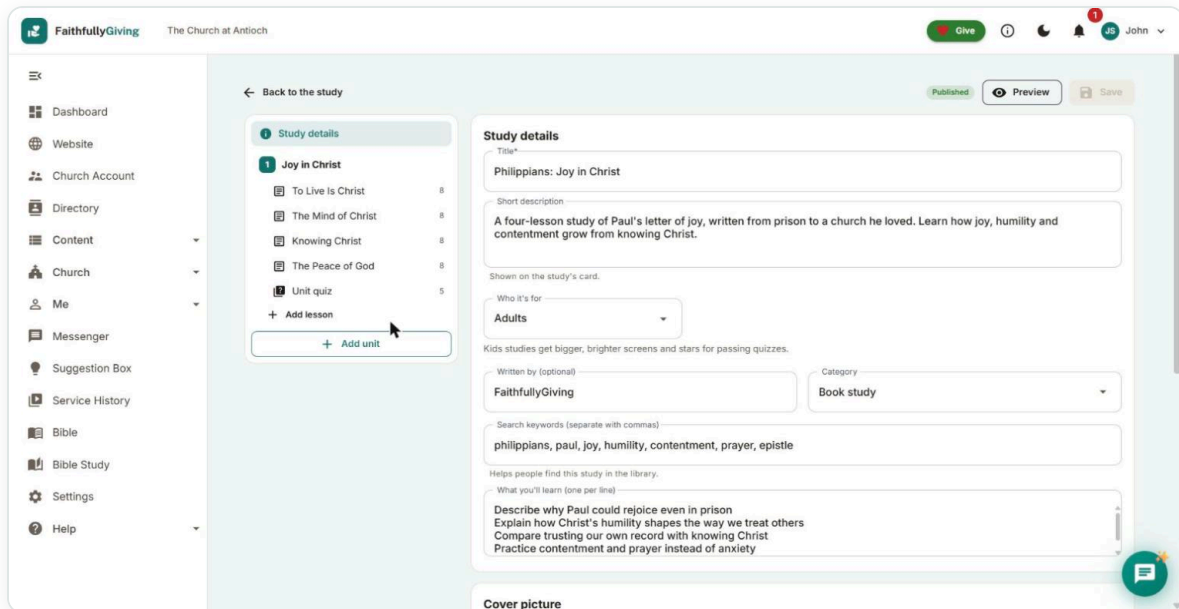


Studies already in your church show a green "Added" badge.

Added studies start as drafts. Only builders can see drafts. Look them over, change anything you like (it's your church's own copy), then publish.

4. Building your own study

Click **New study**. The left side lists the study's units and lessons; the right side edits whatever you pick.



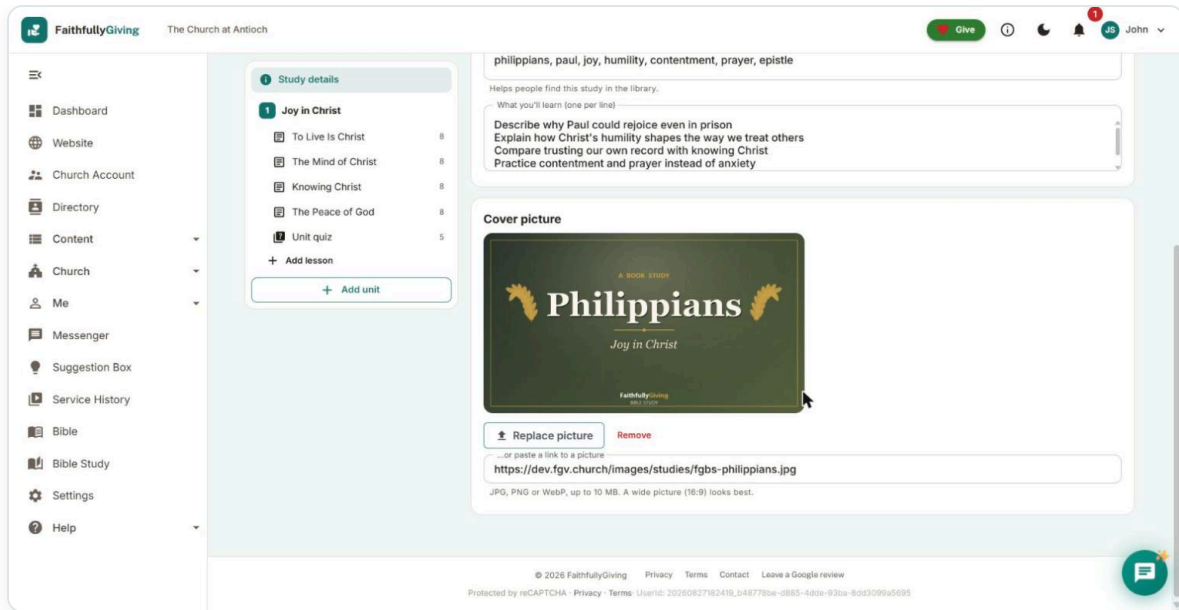
The screenshot shows the 'Study details' form in the FaithfullyGiving interface. On the left, a sidebar lists navigation options: Dashboard, Website, Church Account, Directory, Content, Church, Me, Messenger, Suggestion Box, Service History, Bible, Bible Study, Settings, and Help. The main area is titled 'Study details' and includes a 'Back to the study' link. Below this, a list of units is shown: 'Joy in Christ' (8 lessons), 'To Live Is Christ' (8), 'The Mind of Christ' (8), 'Knowing Christ' (8), 'The Peace of God' (8), and 'Unit quiz' (5). A '+ Add lesson' button is at the bottom of the list. The right side of the form contains fields for: Title (filled with 'Philipians: Joy in Christ'), Short description (filled with 'A four-lesson study of Paul's letter of joy, written from prison to a church he loved. Learn how joy, humility and contentment grow from knowing Christ.'), Who it's for (dropdown menu set to 'Adults'), Written by (optional, filled with 'FaithfullyGiving'), Category (dropdown menu set to 'Book study'), Search keywords (filled with 'philippians, paul, joy, humility, contentment, prayer, epistle'), and What you'll learn (one per line, filled with 'Describe why Paul could rejoice even in prison', 'Explain how Christ's humility shapes the way we treat others', 'Compare trusting our own record with knowing Christ', and 'Practice contentment and prayer instead of anxiety'). At the bottom, there is a 'Cover picture' section.

Study details: title, description, who it's for, author, category, search keywords and what people will learn.

- **Who it's for:** Everyone, Adults, Teens or Kids. Kids studies get bigger, brighter screens and stars for passing quizzes.
- **Written by** shows on the card ("By ...") and lets people search the library by author.
- **Search keywords** help people find the study, for example "holiness, character study, prayer".

Cover picture

Upload a picture or paste a link. A wide picture (16:9) looks best. It appears on the card and beside the study's title.

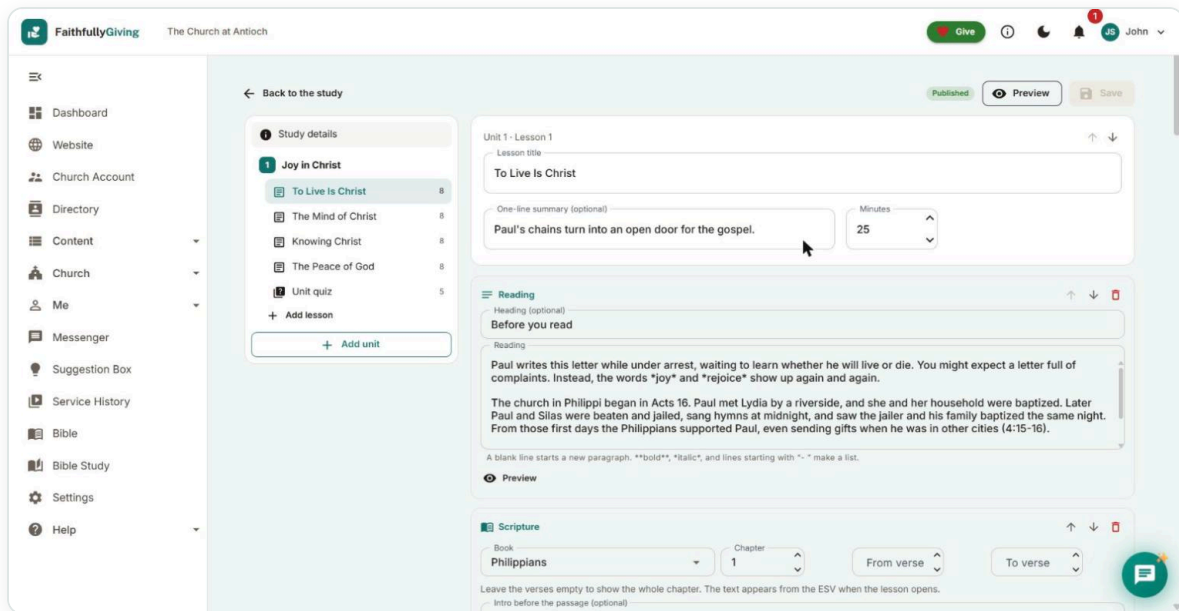


Every FaithfullyGiving study comes with its own cover.

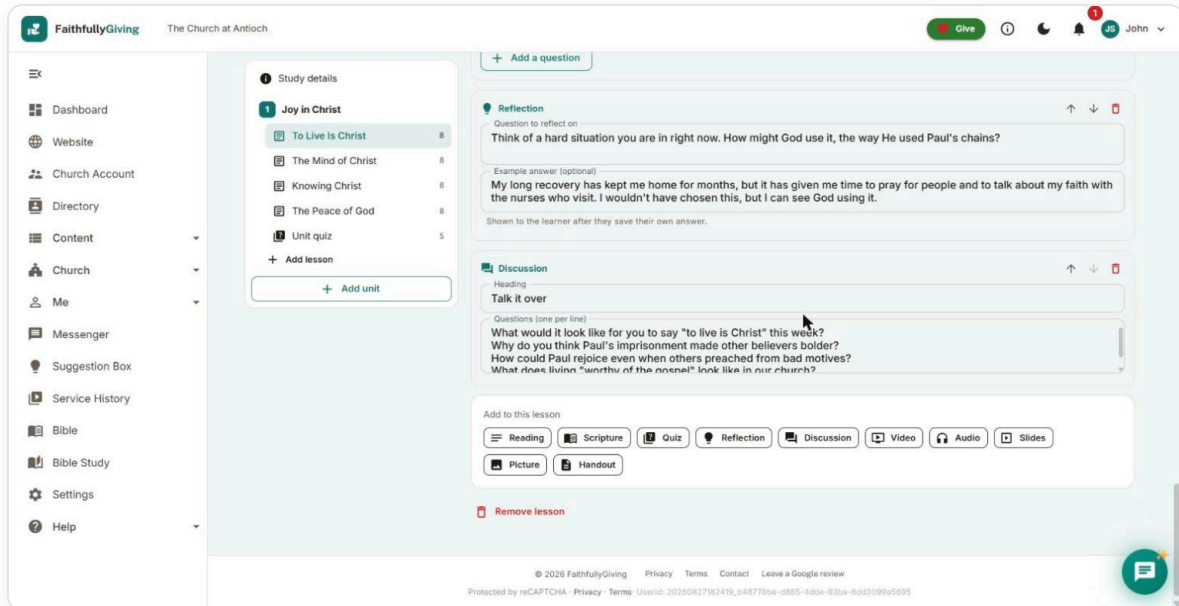
Units and lessons

Use **Add unit** and **Add lesson** on the left. Each unit can end with a **Unit quiz**. People must finish each lesson before the next one opens.

5. Lessons: reading, Scripture, quizzes and more

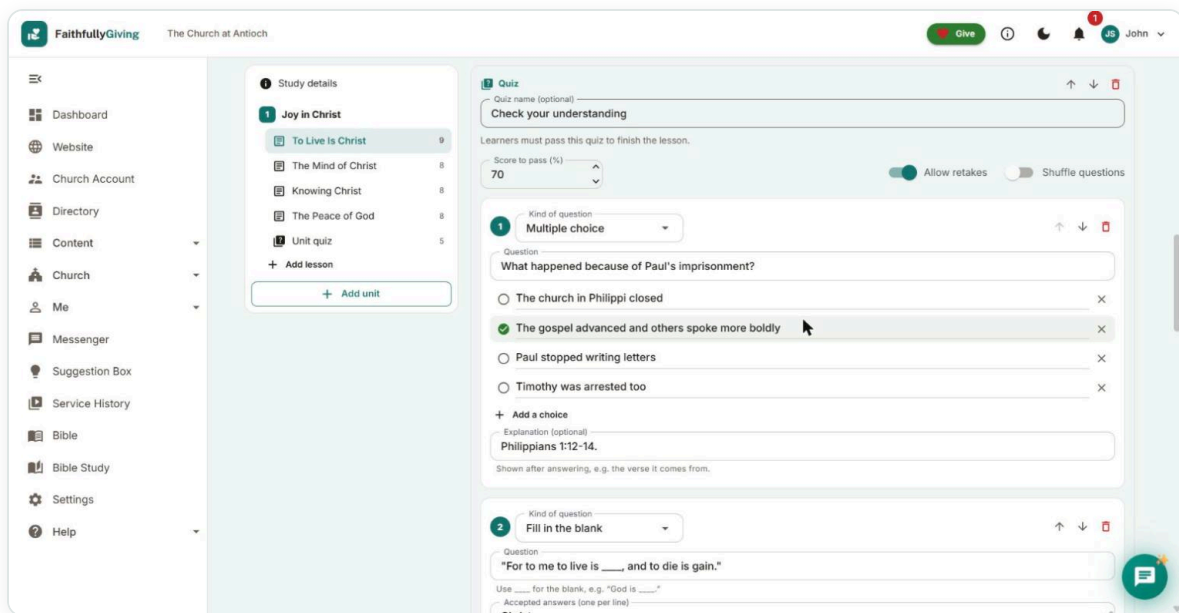


A lesson is a list of blocks. Use the arrows to reorder them and the trash can to remove one.



"Add to this lesson" adds a new block at the end.

Block	What it's for
Reading	Your teaching text. A blank line starts a paragraph; **bold** , <i>*italic*</i> and "- " lists work.
Scripture	Pick a book, chapter and verses. The text appears from the ESV when the lesson opens.
Quiz	Multiple choice, true/false, fill in the blank or short answer. Set the passing score and allow retakes.
Reflection	A question people answer privately. An optional example answer shows after they save.
Discussion	Questions to talk over at home or in class.
Video, Audio, Slides	Upload a file or paste a YouTube, Vimeo or file link. See section 6.
Picture, Handout	An image, or a file people can download.

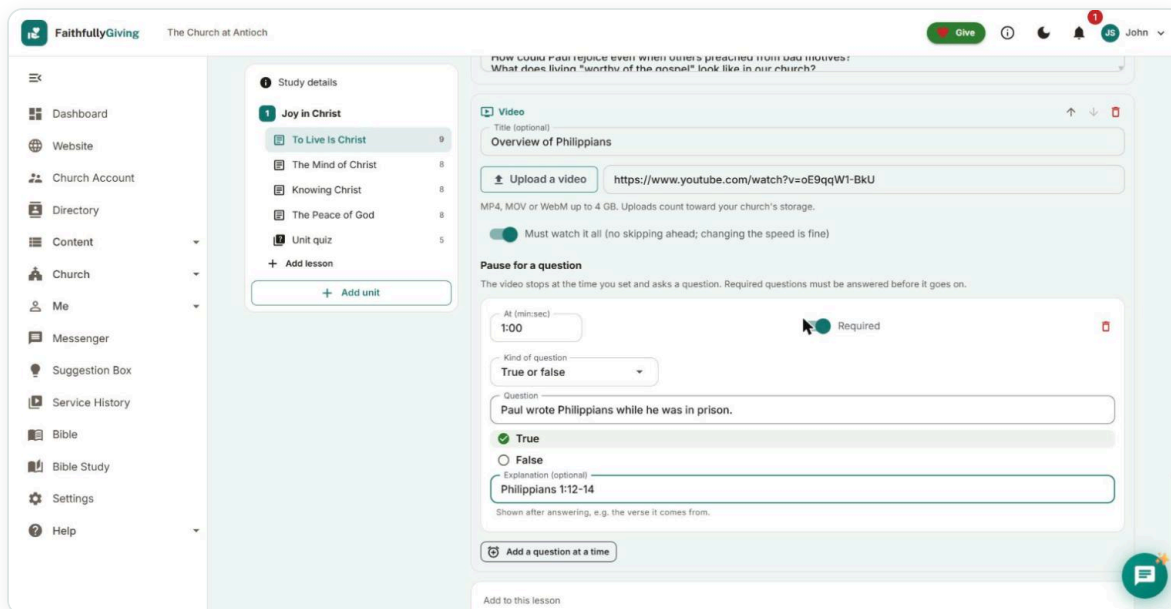


Quiz editor: the green check marks the right answer. The explanation (often the verse) shows after answering.

How fill-in-the-blank is graded (no AI). Capital letters, punctuation and spacing don't matter, "the" or "a" at the start is ignored, and one extra or missing "s" is fine ("Lords" for "Lord's"). Longer answers forgive about one wrong letter in ten. You can list more than one accepted answer.

6. Video, audio and slides with questions

Add a **Video**, **Audio** or **Slides** block, then upload a file or paste a link. Uploads count toward your church's storage.



"Must watch it all" stops people skipping ahead (they can still change the speed). "Add a question at a time" pauses the video and asks a question.

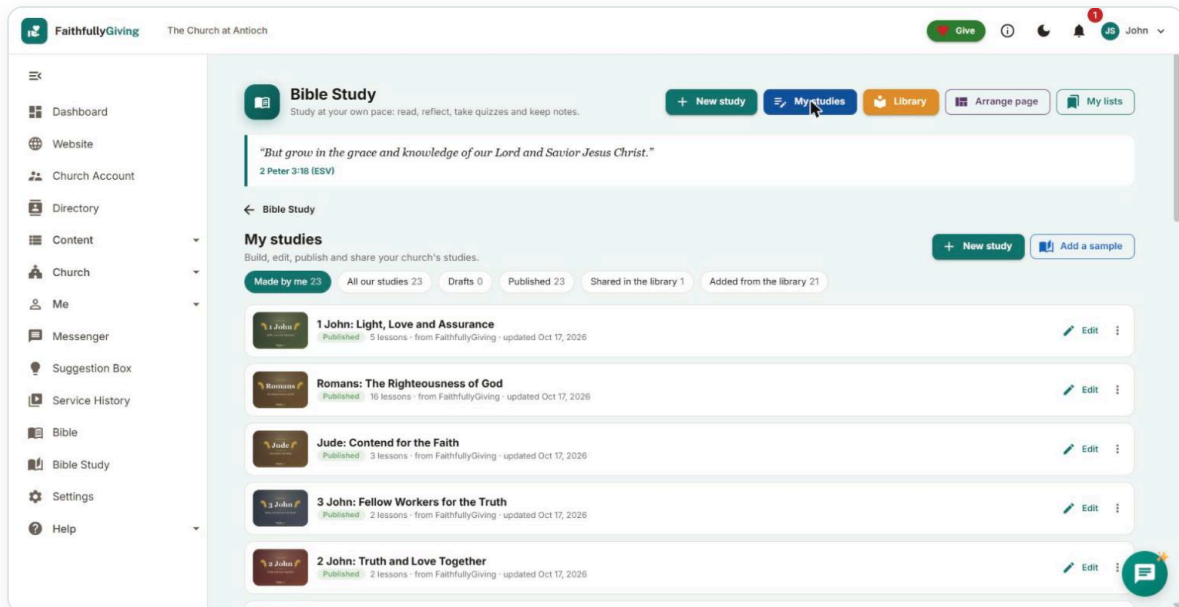
- **Must watch it all:** people can't skip ahead, and the lesson can't be finished until the video has played through.
- **Pause for a question:** set a time (min:sec) and a question. Turn on **Required** to make people answer it before the video continues.
- **Slides:** upload a PDF (export your PowerPoint as PDF). People click through the slides, and questions can appear after a given slide.

Preview and save

Use **Preview** (top right) to try the lesson as a member would, then **Save**. A new study stays a draft until you publish it.

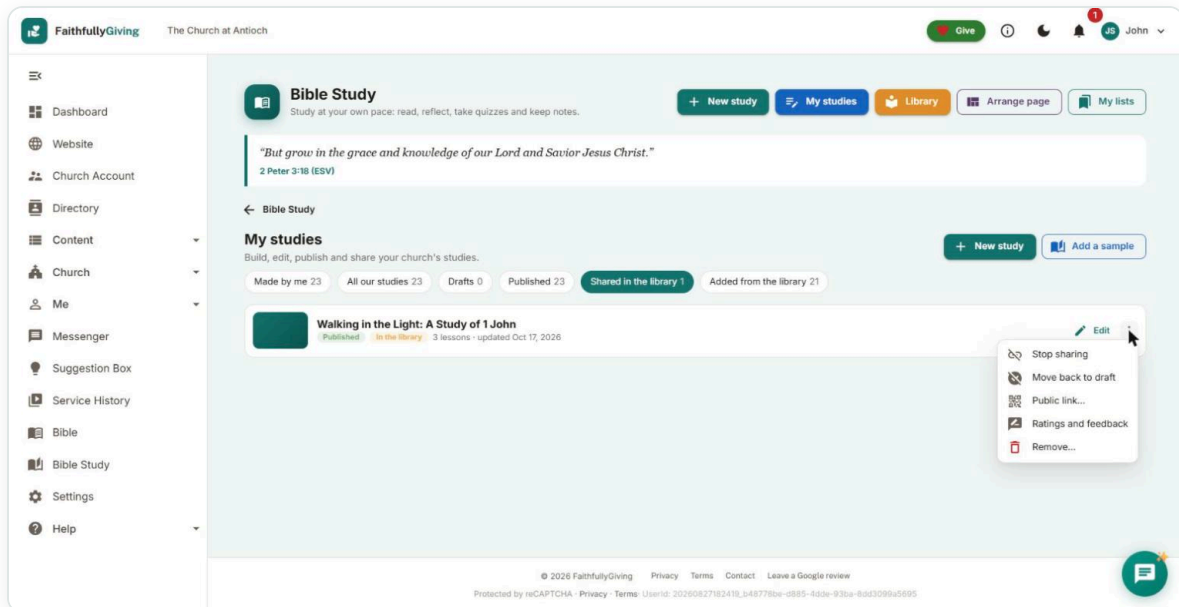
7. My studies: publish, share and manage

My studies lists everything your church has. Filter by *Made by me*, *Drafts*, *Published*, *Shared in the library* or *Added from the library*.



When the Drafts filter is on, a **Publish all drafts** button publishes them in one step.

The  menu on each study has:



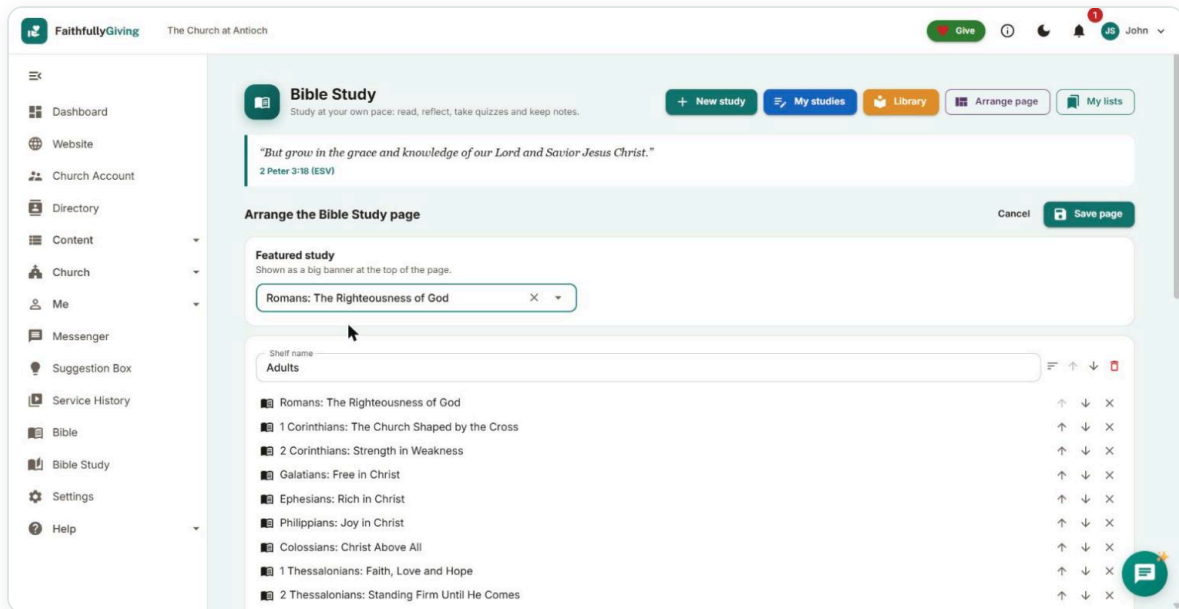
The study menu.

- **Share to the library / Stop sharing:** offer your study to other churches, either churches of your tradition or all churches. Copies they add are theirs; your study stays yours.
- **Move back to draft:** hides it from members while you work on it.
- **Public link...:** see section 12.

- **Ratings and feedback:** see section 11.
- **Remove...:** takes the study away. Members' progress is kept.

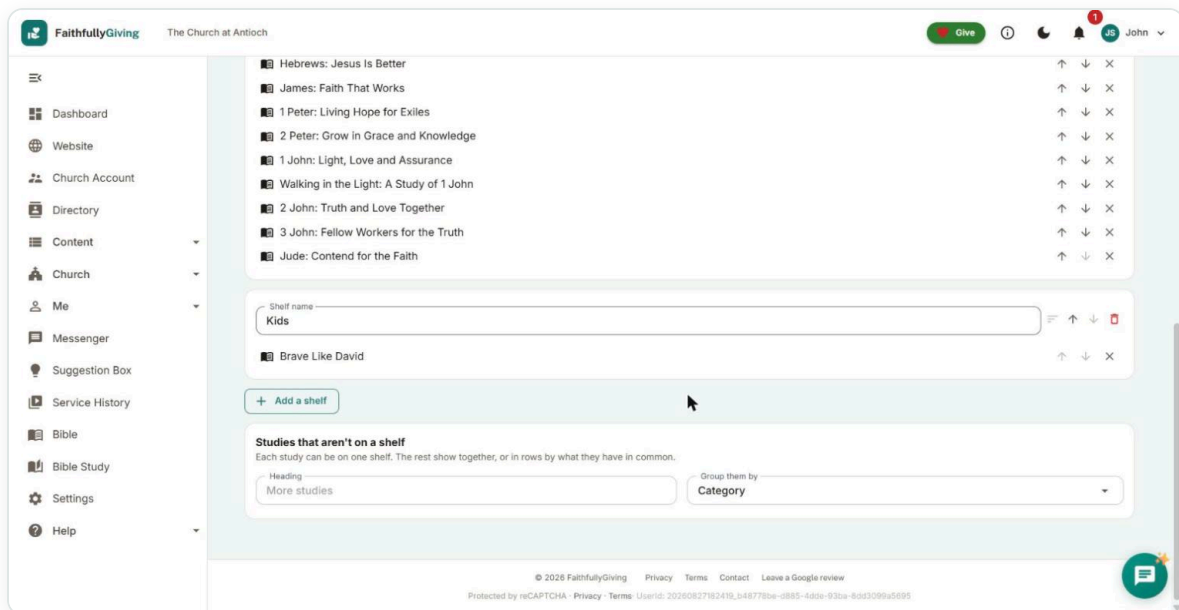
8. Arranging the page

Click **Arrange page** to choose the **featured study** (the big banner) and organize studies onto **shelves**, for example Adults, Kids or Fall series.



Rename shelves, reorder them with the arrows, and add or remove studies.

- The **Sort** button on a shelf puts its studies in **Bible order** (Romans before Galatians) or **A to Z**.
- Each study can be on one shelf. Studies that aren't on a shelf show together under a heading you choose, or grouped by category, book, audience, author or keyword.



"Studies that aren't on a shelf": pick a heading and how to group them.

Click **Save page** when you're done.

9. Connecting a study to a class

A Bible Study can be the material for one of your classes in **Curriculums** (the Teaching Dashboard).

1. Go to **Church > Curriculums** and click **New Curriculum** (or edit a class).
2. Choose the study under **Bible Study for this class**. That one choice connects the class to the study.
3. Click **Generate Lessons** to make one lesson per class meeting.
4. Optional: edit a lesson and pick which study lesson goes with that week. Members can then open that week's lesson in one click.

The screenshot shows the 'New Curriculum' form in the FaithfullyGiving interface. The left sidebar contains navigation links: Dashboard, Website, Church Account, Directory, Content, Church, Members, Attendance, Prayer List, Giving, Events, Groups, Duty Management, Curriculums, Devotionals, and Reading Plans. The main form area includes fields for 'Theme / Phrase for the Year' (e.g., 'Walking in Faith, Growing Together in Christ'), 'Optional theme or phrase that represents this curriculum's focus', 'Service Time' (e.g., '9:00 AM Sunday School'), 'Days of Week' (dropdown set to 'Sunday'), 'Status' (dropdown set to 'Active'), 'Start Date' (9/6/2026), 'End Date' (10/11/2026), 'Location' (e.g., 'Room 101, Fellowship Hall'), and 'Bible Study for this class (optional)' (dropdown set to 'Romans: The Righteousness of God'). There are also checkboxes for 'Enable Lesson Recording' and 'Auto-approve returning teachers'. At the bottom, there is a section for 'Curriculum Materials' with an 'Upload curriculum materials' button and a 'Browse files' button.

Type to find a study. Long lists scroll and can be searched.

Every connected class says **Bible Study: ...** on its card, and each linked lesson shows its study lesson under the title.

The screenshot shows the 'Curriculums' page in the FaithfullyGiving interface. The left sidebar is the same as in the previous screenshot. The main area displays five curriculum cards, each with a title, description, and progress bar. The cards are: 'Bible Story Time' (Preschool, Ages 3-5), 'Foundations of Faith' (Teens), 'Heroes of the Old Testament' (Elementary, Grades 1-6), 'Studies in the Book of Acts' (Adult Bible Class), and 'Wednesday Night: Romans' (Adult Bible Class). Each card shows the number of lessons, completed lessons, and unassigned lessons. For example, 'Bible Story Time' has 3 lessons, 0 completed, and 3 unassigned. The 'Bible Study' for each class is listed as 'Romans: The Righteousness of God'. Each card has a 'View Details' link and icons for star, edit, and delete.

The Teaching Dashboard shows which study each class uses.

Open the class to see **This class's Bible Study**: the study, each week's lesson with **Open**, and **Class progress**. Teachers and curriculum managers see it on the Teaching Dashboard and on the class page under **Me > Curriculums**.

- **Caught up**: finished every class lesson whose meeting date has come. **Behind**: started, but missing one. **Not started**: hasn't opened the study.
- Each member's row shows lessons done (for example "2 of 12"), Caught up or Behind, and their quiz average. Hover to see their progress through the whole study.
- Next to each week's lesson: how many members have finished it.

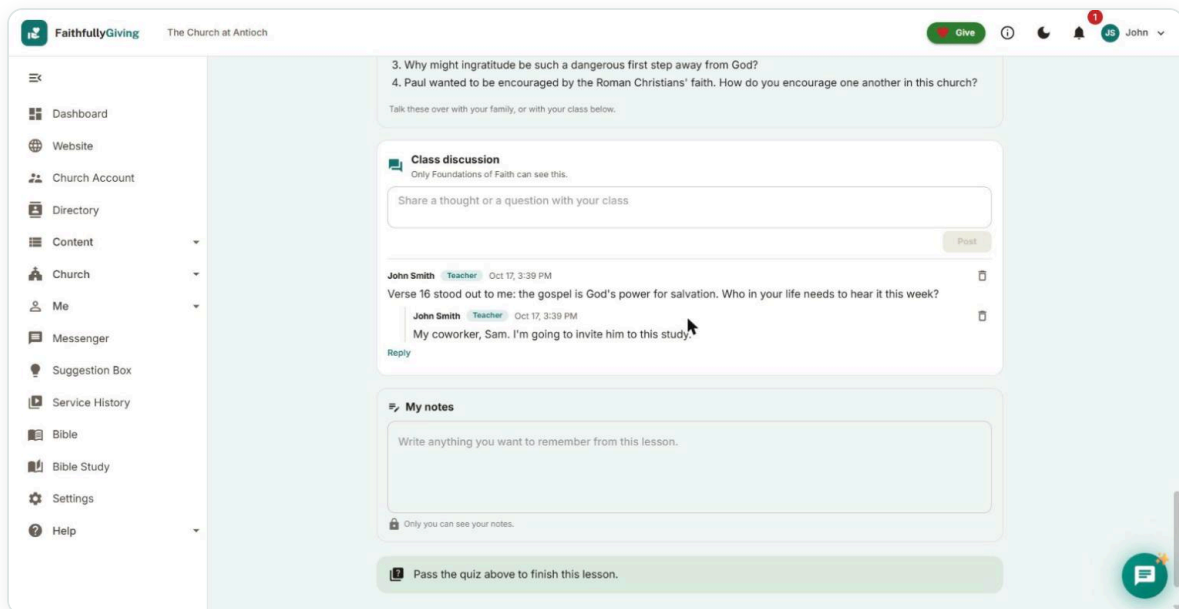
The screenshot shows a web interface for a Bible study class. At the top, there's a navigation bar with a 'Back to Curriculums' link and an 'Edit Curriculum' button. The main heading is 'Wednesday Night: Romans' with an 'Active' status indicator. Below this, it says 'Adult Bible Class' and 'Bible Study: Romans: The Righteousness of God'. A description states: 'An adult class working through Romans together, one lesson a week.' The 'THIS CLASS'S BIBLE STUDY' section lists two lessons: 'Oct 14 Not Ashamed of the Gospel' and 'Oct 21 No Partiality with God', both marked as '1 of 1 done' and 'Open'. A 'Refresh' button is next to the 'CLASS PROGRESS' section, which shows '1 caught up · 0 behind · 0 not started (1 of 2 class lessons so far)'. Below this, a progress bar for 'John Smith' shows '2 of 2' completed, with a note 'Caught up · Quizzes 100%'. At the bottom, a summary table shows: Total Lessons: 12, Completed: 0, Unassigned: 12, and Progress: 0%.

Total Lessons	Completed	Unassigned	Progress
12	0	12	0%

Class progress counts the class's own lessons, not the whole study.

10. Class discussions

When a study is linked to a class, each lesson gets a **Class discussion** board. Only members of that class can see it.

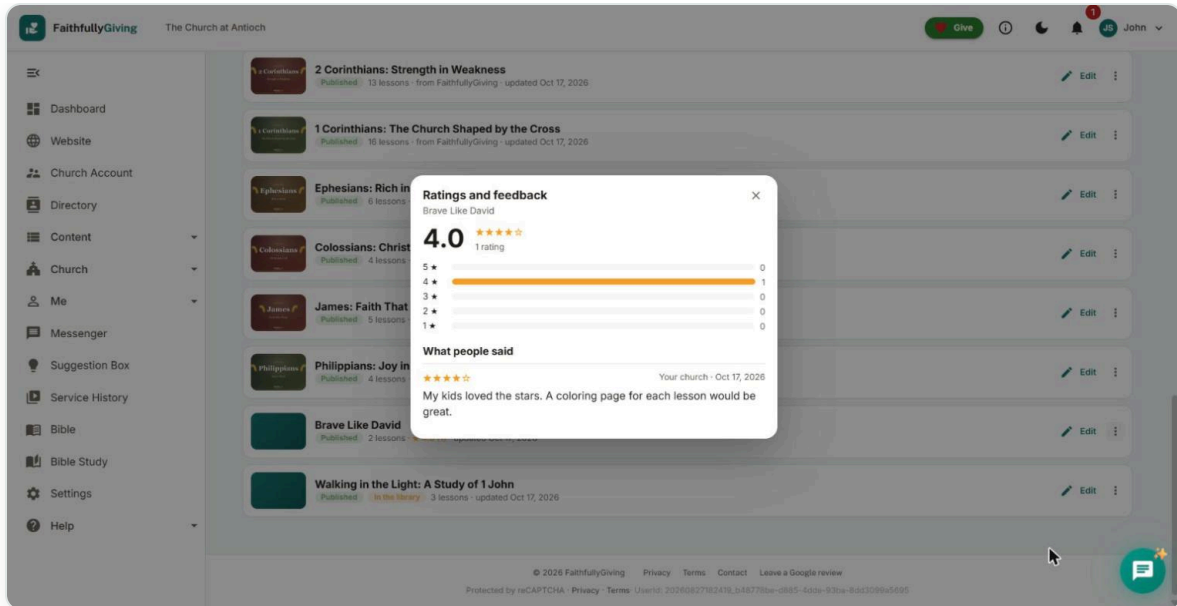


Teachers and admins get a "Teacher" tag. Anyone can reply; people can remove their own posts, and teachers can remove any post on their class's board.

Private by design. Discussions stay inside the class. Other churches that use the same study never see your class's posts, and nothing appears on public links.

11. Ratings and feedback

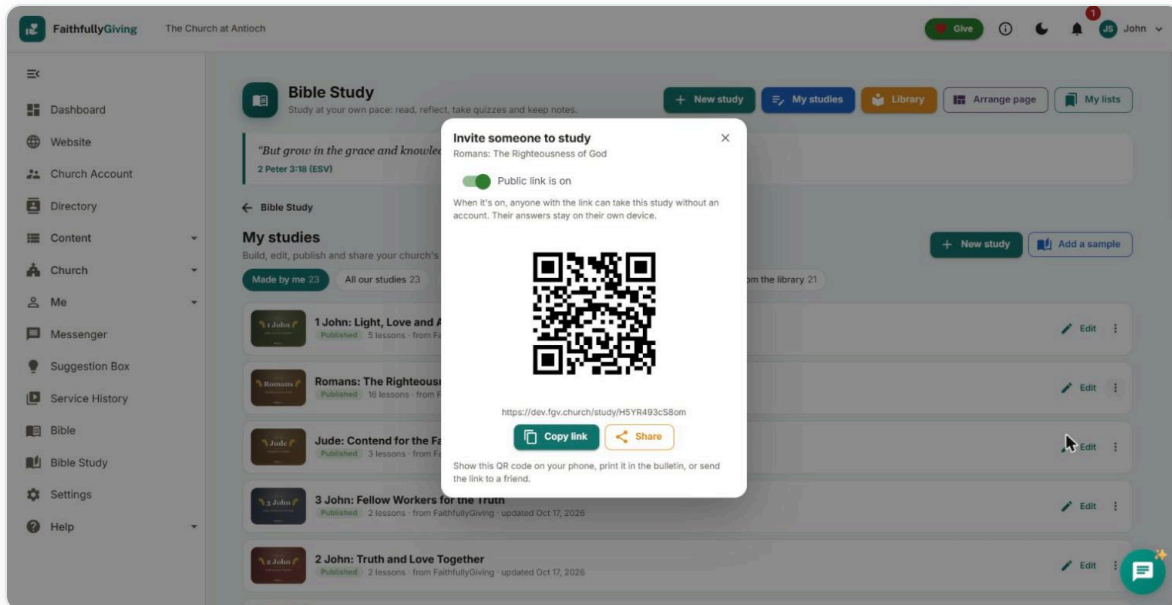
Members can rate a study from one to five stars and leave a note for the author. Open  > **Ratings and feedback** to see the average, the breakdown and what people said, so you can improve the study.



Each note shows its stars, which church it came from, and the date.

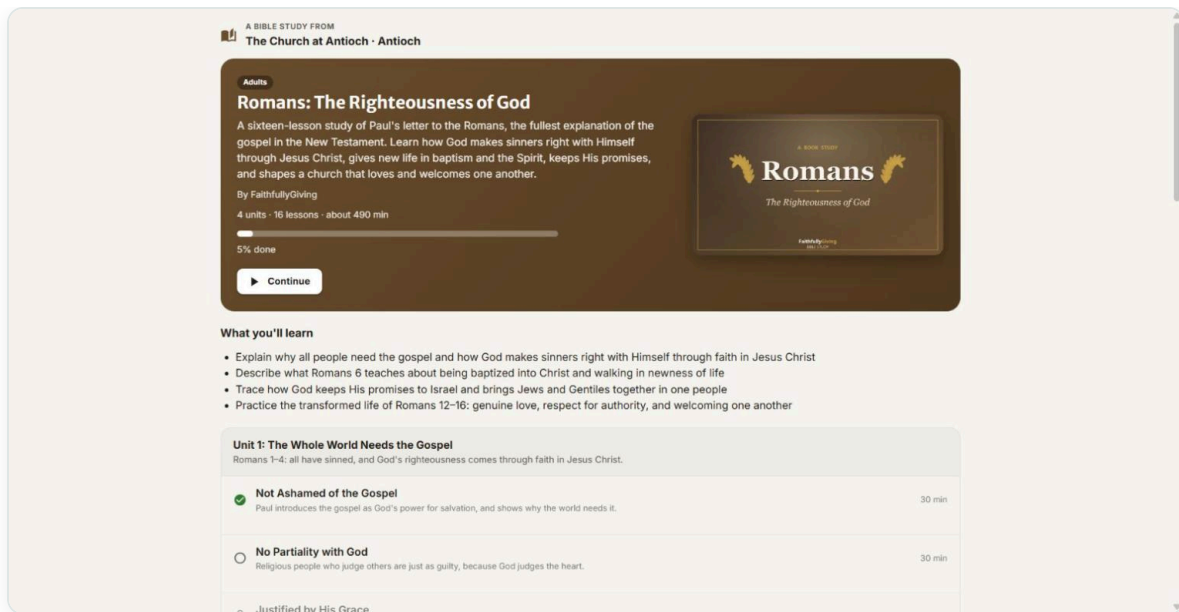
12. Public links and inviting people

Any published study can have a **public link**. Anyone with the link can take the study on their phone or computer without an account. It's an easy way to share the gospel with a friend, neighbor or coworker.



⋮ > Public link...: turn it on, then copy the link, share it, or show the QR code.

- Visitors see only that study, with your church's name at the top. They never see your members, classes or discussions.
- Their progress, notes and answers are kept on their own device. Quizzes are graded but nothing is stored about them.
- Turn the link off at any time and it stops working. Turn it back on and the same link works again.
- Once a link is on, every member sees the study under **Me > Profile > Invite someone to study**, with its own QR code.



What a visitor sees when they open the link.

Ideas: print the QR code in the bulletin, put it on a visitor card, or text the link to someone who asked a question about the Bible.

Questions? Use the Help menu in the app, or ask Barnabas, the assistant in the bottom corner. Scripture quotations are from the ESV® Bible (The Holy Bible, English Standard Version®), © 2001 by Crossway, a publishing ministry of Good News Publishers. Used by permission. All rights reserved.