

High School 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 High School drills last about 30 – 40 minutes.

BEFORE THE DRILL

- See the **High School 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 four **Judges** have the correct **High School 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 **High School Bible Drill Score Sheet** and listed with the **Regular Judge** job description. This can be found at www.texasbaptists.org/bibledrill.
- The **Caller** should instruct the **Timekeeper** to *wait until they see the 8 second mark BEFORE calling time*. We want to make sure that the participants get the full **8 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*). The caller must be aware of this as High School participants will be reading and quoting answers from the translation they are using.

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

☉**Helpful tip!**

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 tip!**

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 all four **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 five *commands* Callers use in a High School Bible Drill

1. **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 used for every call in **High School Bible Drill**.*

- Participants' fingers should *never* extend over the edges of the Bible. (*Mistake **f** on the **HS Score Sheet***)
- The **Caller** should make sure every participant is looking at him/her before beginning the drill. (*Mistake **d** on the **High School Score Sheet***)
- **Callers** also should make sure that all four **Judges** and the **Timekeeper** are ready to progress.



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

- *Participants are given **8 seconds** to step over the line in all calls. (*Mistake **a** on the **High School Score Sheet***)*
- ***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 all **calls**, participants must place their index finger on any page of the book, verse(s) or passages called *before* stepping over the line. (*Mistake **e** on the **High School 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 **High School Score Sheet***)**

4. **Time** – The **Timekeeper** will say time at the end of **8** 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 **High School Score Sheet**)*



- Make sure that your **Timekeeper** understands that they should ***not*** call time before seeing the **8** on the stopwatch!
- In **High School Bible Drill**, participants should lower their Bibles down after they have stepped over the line so that the three **Regular Judges** can check their finger placement. *At **Texas Baptists Regional and State** events, the **Regular Judges** will have finger charts with which to check the finger placements.* Instruct the participants to lower their Bibles at the beginning of the drill, and remind them during the drill if needed.
- *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. *The **Caller** will repeat the call if they need to ask a third participant to answer.*
- *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 **High School 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 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.



5. **Close Bibles** – This command is given by the **Caller** during in the **Steps to Salvation, What We Believe, and Key Biblical Passage drills** in a **High School Bible Drill**. Participants must quietly close their Bibles when given this command and stand still with their Bibles at their side and eyes on the **Caller**. One participant

will be asked to respond from memory. Everyone will step back over the line once the correct response is given and the **Caller** has given the command attention.

There are five types of calls in High School Bible 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 **8 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 **High School Bible Drill**. The participants have learned the verses and key passages from the **High School Bible Drill Card (HSBD Card)**, which is found at www.texasbaptists.org/bibledrill.

1. **Book Drill** – The **Caller** names a book of the Bible. At the command start participants must find the book, place their index finger on any portion of the book, and then step over the line. When asked to respond, the participant must name the *book before* the book called, the *book called*, and the *book after* the book called.
☪ There are five of these calls worth two points each in a High School Bible Drill.
2. **Scripture Searching Drill** – The **Caller** will announce a random scripture reference. At the command start, participants will find the scripture verse(s) in their Bibles and place their index finger on that verse(s) before stepping over the line. When asked to respond, the participant will read the verse(s) and state the scripture reference.
☪ There are five of these calls worth four points each in a High School Bible Drill.
3. **Steps to Salvation Drill** – The **Caller** will state a scripture reference from the **Steps to Salvation** section of the **HSBD Card**. *These are called in the order they are listed on the HSBD Card*. On the command start, participants must locate the scripture reference and place their index finger on the verse(s) before stepping over the line. When time is called, the caller will instruct the participants to close their Bibles. When called upon, the participant will recite the verse(s) and state the scripture reference.

⊗ ***There are six of these calls worth four points each in a High School Bible Drill.***

4. **What We Believe Drill** – The **Caller** will announce a question from the **HSBD Card**. On the command start, participants must correctly locate the verse(s) that answers that question and place their index finger on the verse(s) before stepping over the line. When time is called, the caller will instruct the participants to close their Bibles. When called upon, the participants will be asked to state the question asked, recite from memory the verse(s), and state the scripture reference.

⊗ ***There are five of these calls worth five points each in a High School Bible Drill.***

5. **Key Biblical Passage Drill** – The **Caller** will announce a title of a **Key Biblical Passage** from the **HSBD Card**. On the command start, participants will locate the verse(s) listed for the passage called and place their index finger on any verse(s) listed before stepping over the line. When time is called, the **Caller** will instruct the participants to close their Bibles. When asked to respond, the participant must be able to state the title of the **Key Biblical Passage** and scripture reference. After stating the title and reference, the **Caller** will ask the same participant to recite the entire passage from memory.

⊗ ***There are three of these calls worth seven points each in a High School Bible Drill.***

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 realize on their own they are making a mistake. **No prompts or corrections should be given by the Caller.** **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 **High School Bible Drill**, but it is also imperative to be fair and consistent.

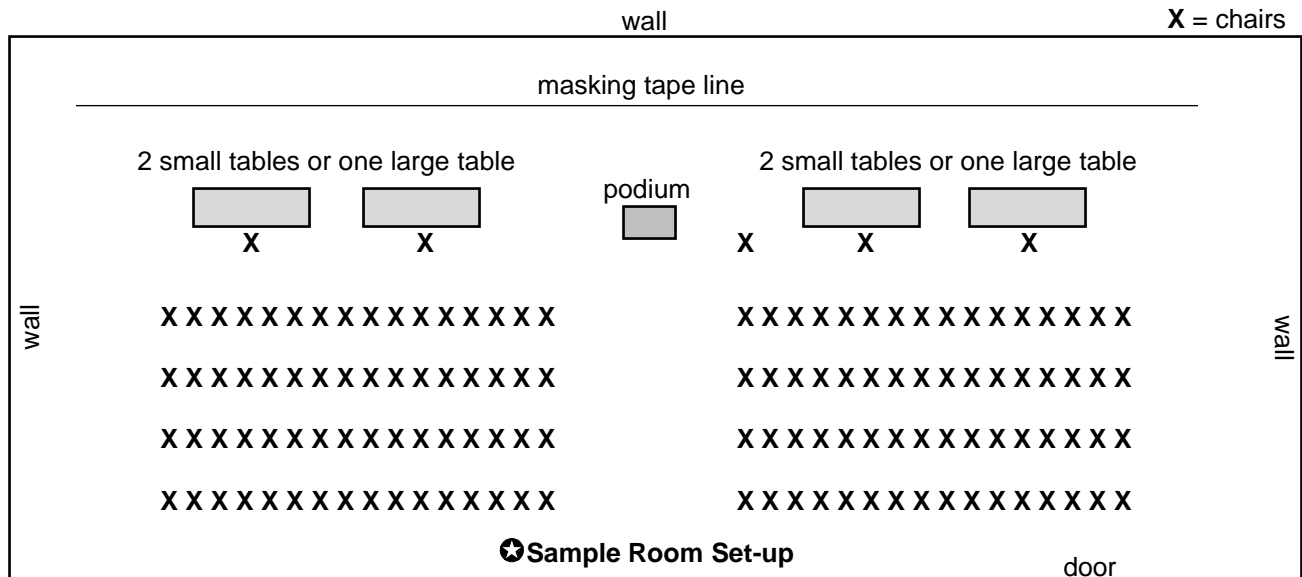
AFTER THE DRILL

- Once the drill is complete, briefly encourage the participants at the conclusion of the drill. *Ask each participant to share their name, grade, and church.*
- Please make sure that all four **Judges** have completed their score sheets.
- Thank the spectators and applaud their efforts in helping the participants be successful in **High School Bible Drill!**
- After this, move to the side so that parents can take pictures.

- The **Caller** should ask a **Judge** to collect the numbered stickers that each participant is wearing before they leave the room. This same **Judge** should also collect the four (3 regular and 1 bonus) score sheets and take them to the **Tally Room** along with the **numbered sticker sheets**.

At Regional and State events, the score sheets and numbered sticker sheets are placed in a large manila envelope which is marked with the drill number and taken to the **Tally Room**.

- The **Caller** should slip out and go prepare the next group waiting in the **Ready Room** to drill.
- Ask the **Judges** to make sure the room is cleared and ready for the next group of spectators to enter and be seated.



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.

Jennifer Howington is the Childhood Discipleship Specialist for the Center for Church Health for Texas Baptists and she oversees all things Bible Drill and Speakers' Tournament.

High School Bible Drill Job Descriptions

★ REGULAR JUDGE ★

There are four **Judges** for each **High School Bible Drill**. There are **three Regular Judges** and **one Bonus Judge**. All **Regular Judges** have the same responsibility; they watch for and mark down mistakes made by participants.

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

Thank you so much for serving in this very important position!

BEFORE THE DRILL

- Make sure that you have the correct **High School Bible Drill Score Sheet** and sharpened pencils before beginning the drill.
- Mark the score sheet with the **correct drill number, your name**, and that you are a **Regular Judge**.
- Study the six mistakes (*also found on the bottom of the **High School Bible Drill Score Sheet***) so that you can be prepared to mark them on the score sheet during the drill.
- Please indicate on the **High School 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 number. 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 High School Bible Drill:

1. Fails to step over the line within **8 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 **Regular 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 above and at the bottom of the **High School Bible Drill Score Sheet**.

- **It is vital that each Regular 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! 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 spot, 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.*

☺**Helpful Tip!**

As you are adding up the scores, please be aware of the differing point values for each type of call.

- 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 four **High School 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.

High School Bible Drill Job Descriptions

★ BONUS JUDGE ★

The **Bonus Judge** watches carefully to see which participant(s) steps out first during a **High School Bible Drill**. *Thank you so much for serving in this important position.*

There are four **Judges** for each **High School Bible Drill**. There are **three Regular Judges** and **one Bonus Judge**.

The **Bonus Judge** uses the **High School Bible Drill Score Sheet** to mark the first participant(s) to step over the line. The first participant(s) to step over gets a bonus point. *If more than one participant steps over at the exact same time, give each of them a bonus point.*

The **Bonus Judge** must also watch for any mistakes made by the participant(s) that earned the bonus point(s). If they make a mistake, they lose their bonus point for that call.

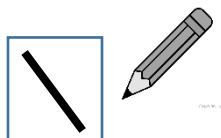
BEFORE THE DRILL

- Make sure that you have the correct **High School Bible Drill Score Sheet** and sharpened pencils before beginning the drill.
- 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.

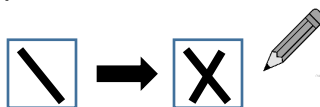
DURING THE DRILL

- Make sure to smile and help the participants to feel comfortable as they enter the room!
- The **Bonus Judge** must pay very close attention to every call. You will mark on the **High School Bible Drill Score Sheet** which participant steps over first. **If more than one participant steps over at the exact same time, give each participant the bonus point.**

- The **Bonus Judge** makes a slash in the correct box (*intersection of participant number and call number*) for the participant(s) that step over the line first.



- If the participant that received the bonus point is called upon to answer and they make a mistake, or raise their hand to indicate a mistake, the **Bonus Judge** must make the slash into an X (*see example below*). The X means that the participant loses that bonus point.



- Be careful to stay on the correct line as you score! 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.

There are SIX MISTAKES that participants can make during a High School Bible Drill:

1. Fails to step over the line within **8 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.

AFTER THE DRILL

- After the drill is over, make sure that you count the number of bonus points for each participant and write this number in the **Total Bonus Points** boxes. Put a “0” in the **Total Bonus Points** box if they do not earn any bonus points.
- *The **Tally Room** will compute the **total scores**, so **Judges** should leave these boxes 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 be asked to collect the four **High School 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 clear the room as quickly as possible so that family and spectators for the next drill can come in and take their seats.

High School Bible Drill Job Descriptions

★ TIMEKEEPER ★

The **Timekeeper** is the only one keeping time during a **High School 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 **High School Bible Drill**, the participants always get a full **8 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 8 second mark on the stopwatch* **BEFORE** calling **TIME** and stopping the stopwatch.

- *Please do not guess and try to stop on the exact **8**, we want to make sure that the participants get the full eight 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.

High School Bible Drill Job Descriptions

✪ READY ROOM COORDINATOR ✪

The **Ready Room Coordinator** helps prepare the participants for a **High School 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.

High School 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. This person also will rank the scores for the High School at the Regional event to determine the winners that will advance to State. *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: High School Bible Drill Tally Sheets, Category Sheets** (*used at the Closing Session*), pencils, and paper clips, etc.
- Upon the completion of each **High School 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. Four **High School Bible Drill Score Sheets** (*3 Regular Judges and 1 Bonus Judge*).
 2. **Participant Numbered Sticker Sheets.**

Tallying the scores for each High School Bible Drill

1. Each score sheet for every judge will need to have all of the math checked.

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 **High School Bible Drill Tally Sheet**.
5. Each **High School 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 Regional/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.

*At the Regional events, if there is a tied score at the 10th place, both participants will be allowed to go to State. At State, if there is a **tied score for first or second place**, there will be a Drill-off between the tied participants. The drill-off will be conducted immediately at the State competition. There can only be one winner advance to the NIT.*

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

High School 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.