Building the Q&A Guide by Hand

Oct 19, 2026

Overview

Every source in these study guides can be found with a regular search engine, free Bible websites, and copy and paste. This guide walks through the same searches in the order you would do them, using Rooted Together, Week 3, "Whose Image," as the example. Expect roughly 4 to 5 hours the first time, and closer to 3 hours once you know the sites.

What you need:

- The group outline for the week (the PDF from the church)
- A web browser and any search engine (Google, Bing, or DuckDuckGo)
- A word processor (Word, Google Docs, or Pages)
- The ICCEC Catechism PDF, free from iccec.org (Step 5)
- Optional: the Foundations of the Faith workbook

The one skill you will use in every step is Find on page. Press Ctrl+F on Windows or Cmd+F on a Mac, then type a word. The browser jumps to every place that word appears. On a phone, look for "Find on Page" in the browser's menu or share button. It works on web pages and PDFs alike.

Step 1: Set up the template from the group outline

The guide follows the outline section by section, so start there.

1. Open the group outline PDF and scroll to the **Discover** section.
2. Write each section letter (A, B, C, and so on) and its heading into a new document.
3. Under each heading, list the outline's discussion questions by position: A1 is the first question in section A, A2 is the second, then B1, and so on. Keep the outline's wording in your own notes only, not in the guide.
4. For each one, write your own question that covers the same ground and goes a step deeper (see Writing your own question, below). Give it the same label, such as A1.
5. Under each question, paste the labels from the template below.
6. Copy the **Texts** line from the top of the outline into your notes. You will use it in Step 2.

Copy this block once per question:

```
A1. [your question] ([passage])

Commentary
- "[exact words]" ([commentator, source])

ICCEC Catechism
- "[exact words]" (Q-[number])

Summary
[three to five sentences in your own words]

Deep Dive
[background: word meanings, customs, related passages]

Read before class: [two or three passages]
```

The full guide also has three pieces outside the questions:

- **About this guide** and **How to read this guide** at the top: who the guide is for, how the question labels match the outline, and which parts are quoted word for word and which are written for the guide.
- **Three notices** under them: the NKJV permission line, the fair use line, and a credit line naming the outline the guide follows (see Step 8).
- **Sources** at the end (see Step 8).

Writing your own question

Every question in the guide is written for the guide. It should lead to the same answer as the outline question it matches, and then go deeper. Someone who knows the outline should see right away which question it matches.

- **Stay on the same passage and topic.** Use the same verses as the outline question, and put the reference in parentheses at the end as a Bible Gateway link, so the group can click it and read it in class. If you add a wider range or another passage, put it after the word "also," for example (James 3:9; also verse 10).
- **Go one step further.** Ask why or how, or what it means for us, not only what happened.
- **Use your own words.** Do not copy the outline's sentence or lightly reword it. Any Scripture you quote comes from the NKJV.
- **Keep the type.** An application question stays an application question.

For example, A2 in Whose Image asks: "Jesus asks whose image is on the coin. How does that turn a question about money into a question about who we belong to? (Matthew 22:19-22)" It stays on the coin passage, and the second sentence takes it from taxes to belonging to God.

Step 2: Identify the lectionary Sunday

The series follows the Revised Common Lectionary, the shared list of Sunday readings many churches use. Many commentary sites are organized by that Sunday, so naming it first makes Step 3 much faster.

1. Copy the Texts line from the outline. For Whose Image it reads: Isaiah 45:1-7 | Psalm 96 | 1 Thessalonians 1:1-10 | Matthew 22:15-22
2. Paste it into a search engine and add the word *lectionary*, for example: `Isaiah 45:1-7 Matthew 22:15-22 lectionary`
3. Look for a result that names the Sunday. Whose Image matches **Proper 24, Year A**, the readings for October 18, 2026. Protestant sites also call it the Twenty-first Sunday after Pentecost.
4. Write the Sunday name and date in your notes.
5. To look ahead to future weeks, search `Revised Common Lectionary Year A 2025-2026` and open the Vanderbilt Divinity Library list. It shows every Sunday's readings in order.

You may notice the outline lists a reading a little differently from the lectionary, shorter or longer. Use the outline's version for the questions, but read the full lectionary passage for context.

Step 3: Gather the commentaries

Open each source in its own browser tab, then use Find on page to jump to the verses you need. Copy anything useful into your notes with the source's name next to it.

Source	Type this search	Where to click and what to copy
Enduring Word (David Guzik)	`Enduring Word Matthew 22` (then the same for `Isaiah 45` and `1 Thessalonians 1`)	Open the enduringword.com chapter page. Find on page: "poll tax" or "Render therefore." Guzik quotes other scholars with their names in parentheses, like (Carson) or (France).
Working Preacher (Luther Seminary)	`Working Preacher Matthew 22:15-22`	Pick the commentary dated October 18, 2026. The tabs across the top (Gospel, First Reading, Psalm, Second Reading) lead to the Isaiah commentary. Older years are listed under "Related commentaries."
Bible Hub classic commentaries	`Matthew 22:21 commentary Bible Hub`	One page shows Ellicott, Barnes, Matthew Henry, Jamieson-Fausset-Brown, the Pulpit Commentary, Bengel, and more. Use the arrows at the top to move verse by verse (22:17, 22:19, 22:20).
John Chrysostom, Homily 70	`Chrysostom homilies Matthew 22 Bible Hub`	On the Bible Hub "Homilies of Chrysostom" page for Matthew 22, use Find on page for "tribute" or "Herodians."
GotQuestions.org	`GotQuestions image of God`	A short overview of what it means to be made in God's image, useful for a plain-language summary.

Two habits save time later:

- **Copy the scholar's name with the quote.** When Enduring Word quotes D.A. Carson, cite it as "Carson, as cited in Guzik, Enduring Word." That is honest, because you read it there and not in Carson's book. The "Cited Authors" list at the bottom of each Enduring Word page gives the full book titles.
- **Paste the web address next to each note.** Copy it from the address bar at the moment you take the note. You will need it for the Sources list in Step 8.

Step 4: Find the Greek word and cross references

You do not need to read Greek. Bible Hub does the lookup for you, and this is how you can see that the "image" on Caesar's coin is the same Greek word Paul uses when he says the new man is renewed "according to the image of Him who created him" (Colossians 3:10).

1. Search `Matthew 22:20 interlinear` and open the Bible Hub interlinear page. Each Greek word sits above its English meaning with a number beside it.
2. Find the word under "image" (some versions say "likeness"). It is *eikon*, Strong's number 1504.
3. Click the number 1504. The page gives a short definition and, near the bottom, lists every verse that uses the word, including Matthew 22:20, Romans 8:29, 2 Corinthians 3:18, and Colossians 3:10.
4. For a plain-English explanation of the word, search `Vine's Expository Dictionary image`. On the page, use Find on page for "eikon" and "coin."
5. For the verse text itself, look the verse up on Bible Gateway in your group's translation and copy it from there.

For cross references, the classic commentary pages on Bible Hub include a "TSK" link (Treasury of Scripture Knowledge). It lists related verses for each verse you are studying.

For the Deep Dive, the same Bible Hub commentary pages include **Vincent's Word Studies**, which explains key Greek words in plain English, verse by verse. Use Find on page for "Vincent" to jump to it.

Step 5: Search the ICCEC Catechism

The Foundations of the Faith workbook teaches from the ICCEC Catechism but does not include it, so get the catechism itself.

1. Search `ICCEC Catechism PDF` and open the link from iccec.org. It is the 2014 edition, 67 pages.

2. Download it so you can search it any time.
3. Use Find on page with the keywords in the table below. Every answer in the catechism starts with "Q-" and a number. Copy the number along with any quote.
4. Read the whole question and answer, not just the line you searched for. Then look at the Bible references printed under it.

Two search tips:

- **Search for your passage too.** Find on page for "22:21" turns up answers that cite the same verses you are studying. That is how Q-315 was found: it lists avoiding taxes as a sin against the eighth commandment and cites Matthew 22:21.
- **Search for short single words.** PDFs sometimes break a word across lines, so a search for "self-examination" can miss Q-273. A search for "examination" finds it.

These keywords found every catechism answer used in Whose Image:

Question	Find on page for	Answers found
A1 The tax trap	Pilate	Q-112
A2 Whose image is on the coin	taxes, worship	Q-288, Q-315
A3 Cyrus and earthly rulers	providence, authority	Q-62, Q-124
B1 The worth of every person	image, sacred	Q-76, Q-308
B2 Reflecting God at home and work	glorify, purity	Q-79, Q-273
B3 The person hardest to love	merciful, estate	Q-242, Q-270
C1 Where we look for identity	idolatry, selfish	Q-100, Q-289
C2 What a loss reveals	bread, despair	Q-150, Q-239
C3 Giving God every part of life	possessions, surrender	Q-257, Q-323
D1 Blessing and cursing	trespasses	Q-241
D2 Put off, put on	image, creation	Q-76, Q-102
D3 Godly sorrow or self-condemnation	confess, penitent, dignity	Q-187, Q-243, Q-269
E1 Why we hide	brothers	Q-224
E2 Love made visible	merciful, community	Q-160, Q-270
E3 Habits that build trust	neighbor, ninth	Q-272, Q-318

Question	Find on page for	Answers found
F1 Words that give grace	gifts	Q-159
F2 Evidence of God at work	fruit	Q-158, Q-159
F3 Blessing or flattery	truth	Q-317

Step 6: Fill in each question

With your notes gathered, fill in each question in this order:

1. **Commentary.** Paste two to five short quotes, each in quotation marks, with the source in parentheses, for example (David Guzik, Enduring Word on Matthew 22). When a commentator quotes someone else, cite it as "John Trapp, as quoted in David Guzik, Enduring Word on Matthew 22."
2. **ICCEC Catechism.** Paste one to three exact quotes, each followed by its Q number, for example (Q-288).
3. **Summary.** In your own words, answer the question in three to five sentences and put the source in parentheses at the end of the sentence, for example (Chrysostom) or (Q-243), rather than starting with "Chrysostom says." For application questions, say so and list a few common answers. The Summary should also answer the outline question, so someone holding only the outline still finds the answer.
4. **Deep Dive.** Add background that helps readers come prepared: what a key word means (Step 4), how a custom worked in Jesus' day, and where the same idea appears elsewhere in Scripture. End with a "Read before class" line of two or three passages.

Rules for copy and paste:

- **Word for word means quotation marks.** If you paste someone's exact words, put them in quotes and name the source right there.
- **Otherwise, use your own words.** Summarize the idea and still name where it came from.
- **Keep quotes short.** A phrase or one sentence is usually enough.
- **Check every quote.** Paste the quote back into Find on page on the source. If it does not find it, fix your copy.

Three question types need a different shape:

- **Application questions** (such as C1, E1, and F2 in Whose Image) ask about the group's own lives. Say so in the Summary, give a short list of common answers, and put two or three anchor verses in the Read before class line.
- **Comparison questions** (D3, godly sorrow or self-condemnation, and F3, blessing or flattery) read best when the Summary describes each side and then names the difference in one sentence.
- **Cross-passage questions** (A3 on Isaiah 45) should show how the second passage sheds light on the Gospel reading.

Writing style: keep sentences under about 25 words and paragraphs to three sentences. Avoid the long dash. In Word, turn off the setting that changes two hyphens into a long dash: File, Options, Proofing, AutoCorrect Options, AutoFormat As You Type, then uncheck "Hyphens (--) with dash." To catch any that slip in, use Find and Replace and search for the long dash (Alt+0151 on Windows, Option+Shift+Hyphen on a Mac).

Step 7: Apply the group's source rules

Each guide follows three rules. Check every source against them before it goes in.

Rule	Keep	Leave out
Protestant commentary	Enduring Word, Working Preacher, the classic commentaries on Bible Hub, Vine's, GotQuestions.org	Sources outside the list above; staying with these keeps every guide consistent
Early church fathers	Writers like John Chrysostom, with the church history note	Other copies online (use the Bible Hub copy so every link goes to the same place)
The church's own teaching	The ICCEC Catechism, including its teaching on the sacraments	Nothing; include all that applies, with Q numbers

Ways to filter while searching:

- **Search one site at a time.** Add "site:" and the site's address to any search, for example: `Matthew 22:15-22 commentary site:biblehub.com`
- **Watch the Sunday's name.** Search with the Sunday's lectionary name, such as "Proper 24" or "Twenty-first Sunday after Pentecost," to find commentary written for that Sunday.
- **Check the About page** of any site you do not recognize to see who runs it.

The church history note can go near the top when you quote an early church father. One wording that works: Chrysostom preached around AD 390, more than a thousand years before the Reformation, so that era is Protestant church history too, and the Reformers read and quoted the early fathers. The ICCEC also describes itself as submitted to Scripture "as interpreted by the continuing witness of the ancient church," and its catechism quotes Chrysostom in Q-257.

Step 8: Build the Sources list and do a final check

The Sources list goes at the end as a two-column table: Source and Where to find it.

1. For each source, paste its page title and the web address you saved in Step 3.
2. In the second column, paste the link. For Bible Hub, link each verse page you used.
3. Put the church's own catechism first, then the commentaries, then the Bible translation.
4. Show how citations work in the table itself. Whose Image lists "ICCEC Catechism (2014), cited by Q-number," and names the scholars quoted inside Enduring Word, such as D.A. Carson and John Trapp.

The three notices go at the top, under How to read this guide:

- **NKJV:** "Scripture taken from the New King James Version®. Copyright © 1982 by Thomas Nelson. Used by permission. All rights reserved." Bible Gateway's NKJV page lists the limits for quoting without asking: 500 verses or fewer, and under 25% of the work.
- **Fair use:** "Quotations from commentaries and the ICCEC Catechism are brief, credited to their sources, and used for nonprofit study and discussion, in keeping with the principles of fair use. Readers are encouraged to visit the full sources listed at the end."
- **Credit line:** "This guide follows the Intercessor Church Community Group outline " [series], Week [number]: [title]""

Final checklist before you share the guide:

- [ ] Every quote matches its source word for word (paste it into Find on page)
- [ ] Every catechism Q number matches the answer it is attached to
- [ ] Every Bible reference opens to the right verse on Bible Gateway
- [ ] Every question has Commentary, ICCEC Catechism, Summary, and Deep Dive

- [ ] Every question is in your own words, labeled to match the outline (A1, A2, B1), and covers the same ground as the outline question it matches; the outline's wording appears nowhere in the guide
- [ ] No sources outside the group's rules from Step 7
- [ ] No long dashes left (Find and Replace), and the three notices are at the top
- [ ] Someone else reads it through once before it is posted

Bookmarks

Save these once and every future week starts here. For a new week, change the chapter or verse in the search.

Site	Used for
Revised Common Lectionary, Year A 2025-2026 (Vanderbilt Divinity Library)	Finding the Sunday and next week's readings (Step 2)
Enduring Word Commentary, Matthew 22	Verse-by-verse commentary with quotes from many scholars (Step 3)
Working Preacher, Commentary on Matthew 22:15-22	Commentary on each Sunday's readings (Step 3)
Bible Hub, Matthew 22:21 Commentaries	Classic commentaries, all on one page (Step 3)
Bible Hub, Homilies of Chrysostom on Matthew 22	Early church preaching on the passage (Step 3)
GotQuestions.org, Made in the Image of God	Plain-language overview (Step 3)
Bible Hub Interlinear, Matthew 22:20	Seeing the Greek word behind the English (Step 4)
Bible Hub, Strong's Greek 1504	Every verse that uses the same Greek word (Step 4)
Vine's Expository Dictionary, "Image"	Meaning of Greek words in plain English (Step 4)
Bible Gateway	Verse text in your group's translation (Steps 4 and 8)

Site	Used for
ICCEC Catechism (2014, PDF)	The church's own teaching, cited by Q number (Step 5)