

# ***Responsibilities of a Sunday School Teacher***

**Take ownership of your class – which means...**

## **I. When Preparing Your Lessons, and are Teaching Your Class**

- A. You **MUST** read, understand, and sign off on the Child Protection Policy
- B. You study from and use the King James Bible exclusively
- C. All lessons will be from the church materials that are provided
- D. Other material / lessons can be used but first must be approved
- E. Please remember we are striving for excellence to glorify the Lord!

## **II. Make Regular Phone Calls and Visits**

- A. Usually done on Saturday afternoon
- B. Be excited – Give a hint about the lesson or craft
- C. Ask about the student's week
- D. Ask if ready for Sunday School (homework, memory verse, Bible, offering, etc)
- E. Leave message if not home
- F. Vary your call from week to week
- G. Focus on children absent two weeks or more (we have Sunday school postcards to send with a special note)

## **III. Attend Regular Teachers' Meeting – During the year there will be reviews and updates**

- A. Some Sunday Mornings - Plan for a 10 – 15 minute meeting at the conclusion of the church service
- B. There may be some 1-on-1 meetings for anything that can't be discussed in group meetings.

## **IV. Come up with new decorations and crafts**

- A. In the new building it will be a priority to brighten our Sunday School class-rooms!
- B. These are part of the teacher's responsibility
- C. New decorations every quarter, at a minimum
- D. Be careful what you put up (pictures, Bible verses, etc.) and how it is put up
- E. **Candy, sweets, biscuits and such given to children in class**
  1. If the teacher chooses to do this it is at the teacher's expense – really very inexpensive
  2. The Sunday school as a whole / each teacher will be aware of any child's allergies or reactions to certain foods.
  3. Be very careful to only give out a few sweets.

## **F. Arts and Craft Supplies**

1. If needed, art supplies will be provided for you
2. If any additional supplies are needed, request them through the Sunday school director as soon as possible. If not, the teacher will be required to purchase the needed items.

## **V. Promptness**

- A. Arrival time is at least 15 minutes before morning service
- B. Be on time so the students see an example set for them.
- C. Conclude on time. Be ready to end the class and still have the place tidy and the children's craft's completed.

## **D. Beginning of Class**

1. Greet students with smile, enthusiasm, and kindness
2. When students come in late, make them feel welcomed and carry on

## **VI. Praise Character and Accomplishment**

- A. Being present, on time, behaved and prepared
- B. Bring any homework back – (completed)
- C. Memorizing the Bible verse
- D. Bringing an offering unto the Lord
- E. Having their KJV Bible
- F. These things can be rewarded with special treats or star awards

### **1. Know the Lesson and Memory Verse**

### **2. Curriculum Material**

- a. Use it; be positive about it
- b. Brings problems to the Superintendent (or Pastor)

### **3. Sunday School Attendance Book / Points Sheet**

- a. Know how to fill out the main attendance sheet and the points posters.
- b. The children are NOT to touch the stickers on the posters unless accompanied by a teacher or helper.
- c. Make sure the Director has the weekly attendance record for that week.

## **VII. Substitute Teachers – Filling in**

- A. Needs to be predetermined (at least two weeks in advance), if possible
- B. The teacher should seek out someone to fill –in
- C. Need class material for substitute as soon as possible
- D. Substitute must be another qualified teacher or selected and approved by the Director / Pastor.
- E. If needed, they will be required to perform your duties as long as you are out

## **VIII. Contact the Sunday School Superintendent with any needs / problems**

## **IX. Birthdays**

- A. Each teacher should be aware of upcoming birthdays – must be consistent and inclusive
- B. No parties but maybe a cupcake for the snack and sing “Happy Birthday”
- C. Give a pencil, piece of candy, cupcake, etc.as a small gift

## **X. Sunday School Activities**

- A. Fill out the Sunday school Activity Consent Form at least two weeks ahead; used to request approval of the activity as well as coordination for the use of church vehicles, facilities, monies and parental consent.
- B. Activities must be approved by the Pastor.
- C. There should be at least one general Sunday school activities per quarter
- D. Everyone should if able always participate in these activities.
- E. **Some Possible Activities to look forward to...**

- 1. Mitchelstown Cave
- 2. Super Nova
- 3. Ross Castle
- 4. Fota Wildlife Park – Picnic
- 5. The City Gaol (old Jail)
- 6. In the warmer months we could have outdoor activities – the beach, picnics...

## **XI. Record Keeping**

- A. We must keep accurate attendance records
- B. They must be turned in promptly every week to Dan Eberly