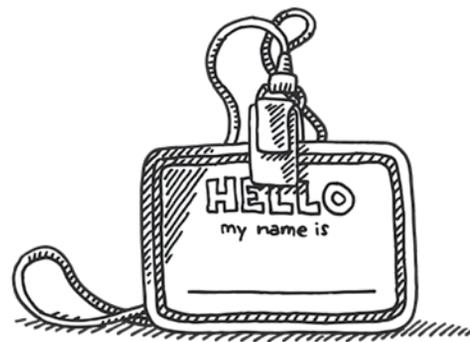


# Sunday School Teacher

## Ministry Description

(Church name)



1. This is a member of the church who is committed to faithful worship, Bible study, and prayer.
  2. Tasks include the following:
    - Provide a safe, loving, and nurturing learning environment in the classroom that promotes faith development. Follow Safety Guidelines, Discipline, and Personal Peacemaking Blueprints.
    - Prepare and present the Sunday School lessons, utilizing the teacher's guide as provided and any other creative means available. If you have questions about the lesson you will teach, seek help from the Sunday School Head Coordinator, the DCM, or the pastor. Know the lesson well and be ready to share God's very Word with the children. Make sure all children hear the Gospel in every lesson and know that Jesus loves them.
    - Work with the Sunday School Department Coordinator to gather appropriate materials needed for the lesson before class time begins. (Bibles, pencils, flannelgraph, puppets, CD player, markers, scissors, glue, tape, construction paper, stickers, and so on).
    - Be in the classroom plenty of time before class begins in order to develop relationships with the children and to provide supervision and transition into the Sunday School lesson.
    - Record attendance and collect offerings and give them to the department coordinator. Recognize each student's birthday and Baptism birthday in a timely manner.
    - Bring the students to the choir area for opening time or singing. Be on hand to assist the person leading the music. Contact the music coordinator if any extra music or song resources are available for classroom use.
- Motivate, encourage, and guide the children with their Bible Words to Remember.
  - Maintain classroom control.
  - Keep in good communication with the Sunday School Head Coordinator and notify him/her when there will be a substitute teacher, when questions arise, and if there is a need for guidance with specific issues in the classroom.
  - Help plan and participate in special Sunday School worship and event opportunities and fellowship activities in the Sunday School.
  - Mail Sunday School lessons and "We missed you!" notes to children who were absent. The Department Coordinator can assist when needed. Give a phone call to parents if their child is absent more than two Sundays in a row to show you care and that you are sincerely interested in the spiritual development of the child.
  - Continually assess the progress of the children in your Sunday School class. Stay in communication with parents on how their child is progressing. Return the classroom space to good condition as it was found before the children entered the room.
  - Assimilate new students into the class and make them feel welcomed.
  - Attend Sunday School teacher meetings.
  - Keep the Sunday School, your students, and their parents in prayer.
  - Smile A LOT!

