

Calvary Baptist Church – Children’s Ministry Teacher Expectations

Sunday School

1. Be in your Sunday School Teaching area and ready to greet your students by 9:20am each Sunday morning.
2. Check out your classroom to make sure it is ready to receive students (light, heat, no leaked water, etc.).
3. Meet with parents/responsible adult the first time a new student comes to your class. Get accurate information for the registration form.
4. Meet/talk with each parent/guardian at least one time each quarter about the student.
 - a. Always!!!!!!! Share positive attributes of the student at the beginning of each conversation.
 - b. Share funny stories or comments the student has made.
 - c. Share progress made in class.
 - d. Be sincere in each of your comments. People know when you are not!
 - e. Then, if necessary, share your concern or problem you have encountered with the student. Offer a solution that you are willing to participate in. Offering to pray is a good start and offering to do something adds more validity to your solution.
5. When a student is absent two Sundays in a row, please send a post card.
6. If the student is absent more than three Sundays in a row, call the parent, then talk with the student. Tell them you miss them and ask them to come back to class. When the student returns to class, make a big deal of it. Encourage other students to meet and greet the student. This will make them feel more welcome than just the Teacher welcoming them.
7. Send Birthday cards. This will show the student and parent you care.
8. Spend some time outside of Sunday School getting to know your student. Talking during class time takes away from teaching, may intimidate the student, and you have other students to show attention to as well. We do not want them to feel uncomfortable and possibly not return because they were embarrassed. Take notes on your copies of the registration form of their interests for the other teachers.
9. Pray for each Student at least twice per week.
10. Let the students out of class no later than immediately after the second bell. Remind the students to use the bathroom before the beginning of the next service. Also, remind them that getting up during the services distracts others from hearing the Word of God or worshiping. Encourage them to make sure they do not leave their papers all over the church.
11. Prizes given at the end of the quarter for good behavior, attendance, memory verse, etc. are acceptable. Candy or edibles given each week is discouraged. Students eating during church services are a distraction to themselves and others (especially those who did not receive anything). The sucker sticks and wrappers left lying throughout the church are disrespectful to God’s provision of our church property and a discouragement to visitors. This has also caused problems in Jr. Church.
12. If you are unable to teach during your scheduled Sunday, it is **YOUR** responsibility to call your co-teacher first. If they cannot teach, call the other teachers in the rotation. For respect of other teacher’s time, make these arrangements as soon as you know you will not be able to teach. They need to prepare for the lesson and review the registrations forms for that class. If you wake up sick on Sunday morning, begin making your phone calls not later than 7:00am.

Junior Church:

1. Meet and greet each student as they enter the room with a smile and encouraging word.
2. Meet each new student's parents/responsible adult.
3. Talk with each student's parents/responsible adult at least once during your teaching rotation. Use guidelines in #3 under Sunday School.
4. When a student is absent two Sundays in a row, please send a post card.
5. If the student is absent more than three Sundays in a row, call the parent then talk with the student. Tell them you miss them and ask them to come back to class.
6. Send Birthday cards. This will show the student and parent you care.
7. Spend some time outside of the Jr. Church setting to get to know your student. Talking during class time takes away from teaching, may intimidate the student, and you have other students to show attention to as well. We do not want them to feel uncomfortable and possibly not return because they were embarrassed. Take notes on your copies of the registration form of their interests for the other teachers.
8. Pray for each Student at least twice per week.
9. Snacks and prizes are discouraged each week. Snacks take too much time away from teaching time and become a distraction. Prizes can be used at the end of your teaching rotation as rewards if you wish. We are preparing this age group to sit in church, focus on God's Word, take notes, and apply the message to their lives.
10. If you are unable to teach during your scheduled Sunday, it is **YOUR** responsibility to call or make arrangements for a replacement.

* *All teachers must be church members in good standing*

* *All teachers must give hearty agreement to the church membership covenant and teachers doctrinal statement (www.calvarybyesville.org/beliefs.htm).*