

Sunday School Information and Procedures

Thank you for volunteering to work in the Children's Ministry (CM) this year! It is exciting to think about how God can use you to help the children of our church grow and mature in their walk with God. The Briarwood Children's Ministry desires to partner with parents to lead children to a saving, growing relationship with Christ by presenting the gospel, training children to worship, and equipping them to impact others for God's glory. We want to do this by

- Helping them to understand the Gospel and live it out daily;
- Immersing them in God's Word and prayer;
- Building their faith in God; and
- Helping them to reach out to their friends and neighbors.

The following information is meant to help you as you carry out your part of this important work. While this document is meant to be fairly comprehensive, there will always be questions and issues that arise during the year. Please do not hesitate to call or email Raleigh Macoy with any questions or concerns you might have.

Whether you are new or a veteran leader, take a few minutes to review this information and familiarize yourself with our ministry procedures.

What Do I Do As a Sunday School Teacher?

- **Pray!!!** You are doing God's work for our covenant kids. Don't forget to depend on Him to nurture these children. Pray with the kids during class every week. Pray for each child by name during the week, each teacher will receive a class list to help with this.
- **Get to know the children and their families.** At the beginning of the year, be sure to introduce yourself to the parents. One great way to do this is to send home a letter to the parents in your class introducing yourself and your co-teachers. You can follow the sample letter or feel free to write your own.
- **Communicate regularly with your co-teachers and work together as a team.** Each Sunday School class could have up to four teachers. Therefore, it helps the children if these teachers work together to have the same rules and format.
- **Plan schedule for each Sunday.** Each classroom team will need to organize a plan to make sure there is always a teacher available each Sunday. If you are scheduled to teach but are not able to make it to the class, first call your team partners to find a replacement. Second, call a predetermined parent to fill in for you. If you are still without a replacement then call John Evans as soon as possible so I will be able to find a replacement.
- **Visitors.** Make every effort to welcome visiting children and their parents. Wear a nametag in class every Sunday and introduce yourselves to visitors. If you need a permanent briarwood nametag contact Adelaide Williams at 776-5208.

What is the Sunday School schedule

Each team of teachers should work together to develop a consistent schedule for their class. The following sample is meant as an illustration only. You may modify the schedule according to the curriculum, the age of the children in your class or what works best for your class. The teacher's guide for your curriculum may have helpful suggestions about what is appropriate for the age group you are teaching.

Sample Schedule

9:10	Arrive to your classroom
9:15-9:40	Drop off — As parents drop off their children ask them to write their location and cell number in order for us to reach them quickly if needed.
9:40-9:50	Openers - Provide an ice breaker, game, music, or some type of activity while the children are transitioning into the class. If the children have been enjoying free play during the drop off period, it is very helpful to use a more structured activity as a transition to the lesson.
9:50-10:05	Bible Lesson - Try your best to incorporate the children into the lesson as much as possible. Always bring it back to the gospel and end with how the lesson applies to their lives. We don't just want to feed them information, but we want to show them how it applies to them. Share a story from your own life that reinforces the lesson. The kids often enjoy acting it out as well.
10:05-10:15	Activity - Choose one from the curriculum you are using or read a book to them while they sit in the floor. There are further resources located in the curriculum lab next to the bookstore.
10:15-10:30	Prayer - Have a time of gathering prayer requests and sharing how God has answered your prayers. Spend a few minutes praying with and for the children each Sunday. This will take patience and training, but they can do it on a child's level.
10:30-10:45	Clean up and Dismissal - Keep the children engaged in activities or games until the parents come to pick them up. Play "I Spy", "Hangman", or "Heads up seven up". Or you can have the children color or do another activity.
10:45	Children's Ministry Table - If your parents have not picked up their children by this time please walk each child down to our table host or Raleigh Macoy.

What Do We Teach?

- You will find the new curriculum located in your supply closet for the quarter. This is the approved curriculum for all of our Sunday school classes unless you have been approved to teach an alternative curriculum.
- Each class will have at least one set of teachers aides. If you don't have the teacher aides then check with your other teachers before it is your turn to teach again.
- For our younger classes, you will find coloring sheets divided by category on the shelves in the closet. You may take from any category that you like. There is also blank drawing paper for you to use with the kids.
- Each teaching team should review the curriculum for the quarter and agree on a schedule and approach that they believe will work for their class.
- At the end of each quarter, turn in the teacher's guide, the teacher aides, and any student pages to the bottom of the supply cart outside the closet so that they will be reused in the future.
- If you do not have enough curriculum on a Sunday, you may either check with the same age class next door or find extra located in the supply closet.

Supply Closet (located across from S203)

- You will find basic supplies that are available each Sunday. You will need to pick up your curriculum folder, supply bin, and your attendance roll book first, and then return your supply bin to the same spot in the closet before leaving.
- The supply bin is located in the closet for your convenience and will be labeled according to your class room #. You may add or subtract any supplies based on what you need each Sunday.
- Each week you will find your file folder that includes the student curriculum sheets either on top or underneath your supply bin. You will need to pass these out to each student.
- Once Sunday school is over return any extra curriculum to the bottom of the supply closet cart. Also, drop your roll book in the crate located on top of the cart.
- We have cds and cd players on the shelves if you want to use praise and worship music in your classroom.

Attendance

- We have taken the last two months to strategically balance out all of our Sunday school classes. We will need your help in order to keep them organized and balanced.
- Encourage each parent to fill out their location and cell phone information. They only have to fill it out once. This gives us the ability to locate a parent quickly in case of emergency.
- If a parent asks to put their child in your room and they are not listed on your active or inactive list then please do not add them to your room. In the most winsome, positive way apologize for any inconvenience and direct them to our Children's Ministry table (located on the 2nd floor lobby between the S & E halls) to enroll their child into a class.
- Make sure to take roll each week and check each child off on the attendance sheets.
- Once a visitor registers at the CM table we will have them bring you a slip of paper that will let you know that they have been assigned to your class. At that point you would add their name to the visitor section for attendance. If they marked regular visitor then you will see them appear on the attendance sheet in the visitors section. If they are coming on a regular basis then they will be added to the active roll section at the beginning of the new quarter.
- If you ever need anything for the closet or noticed something has run out please indicate on the bottom of your attendance sheet and we will replenish the closet for you.
- Return your roll book back to the supply cart outside the closet.

Safety Procedures

- Each teacher will need to fill out a background check and be a member for approximately six months in order to teach our covenant children.
- Never enter a stall or small bathroom facility with a child. If the younger child needs help make sure the door is cracked slightly for your benefit.
- Hand each family an informational postcard that provides instructions on how to pick-up all children. If you teach a class that is 4th grade and older, then your children can be dismissed to go meet their parents at 10:30am.

Curriculum Lab

- You are not alone! There are many additional resources available to you if you need ideas for games, crafts, and activities; or if you just need some inspiration! You are welcome to use our curriculum lab that is fully stocked with supplies and resources. If you need in to the room on Sunday the key is located in the bookstore. All you have to do is ask and they will be glad to help you get in.
- The curriculum lab is filled with Bible Story Picture books, other children's picture books, and idea books for children's crafts and games.
- We have cds and cd players in the supply closet if you want to use praise and worship CD's in your classroom.
- In addition to the provided curriculum, you may want to consider teaching the children the catechisms, Bible songs, the books of the Bible, memorizing scripture, or reading a children's missionary book.

Miscellaneous

- Sharing Rooms with Briarwood School – We have the privilege of sharing rooms with the school but we do not need to use any of the schools supplies that belong to your school teacher. I understand it is a challenge to keep the kids away from all the school stuff but please do your best.
- Dropping off and picking up children as teachers – Your children can help you set up the room when you come early but once it is time to start receiving children into the room I need one teacher to stay in the room at all times with the kids and the other teacher to walk your children to their classes. Once the first rush of parents have passed at pick up and your room has emptied some then send one teacher to pick up your other children.