

## Children's Sunday School Teachers Responsibilities

Thank you for serving as our Children's Sunday School teacher<sup>1</sup>. The Children's Sunday School program is conducted during 11:15a-12:30p every Sunday. There will be one main teacher (or a husband & wife team) and one or more assistant teachers in each small group<sup>2</sup>. The main teacher will serve for one school year (September to June) with at least 80% presence in the class. The assistant teachers will serve one quarter in each year<sup>3</sup>.

The overarching goal of teachers is to shepherd the children God has entrusted to us. We will use **SAMUEL** as our model:

- Seek God's guidance as we teach our children
- Aspire to be God's agents of change in our children
- Model the way for our children
- Understand our children
- Engage our children in learning
- Love our children

### A. The following are the specific responsibilities of a main teacher:

1. Know and pray for the children by name
2. Arrive 15 minutes before program begins
3. Teach the Sunday School lesson using the [curriculum](#)<sup>4</sup> provided
4. Handle classroom management<sup>5</sup> and interactions with parents
5. Inform the Director of Children's Sunday School<sup>6</sup> regarding any special needs in class
6. In case of anticipated absence on any Sundays, please: (a) ask a current assistant teacher to be the main teacher; (b) find an off-duty assistant teacher to be a substitute assistant teacher; and (c) update the [coworkers schedule](#)<sup>7</sup>
7. If an assistant teacher informs you that he/she needs to be absent, please: (a) find an off-duty assistant teacher to be a substitute assistant teacher; and (b) update the [coworkers schedule](#)

### B. The following are the specific responsibilities of an assistant teacher:

1. Know and pray for the children by name
2. Arrive 10 minutes before program begins
3. Assist in classroom management and interactions with parents
4. In case of anticipated absence on any Sundays, please inform the main teacher
5. Serve as the substitute main teacher when needed
6. Serve as a substitute assistant teacher during off-duty Sundays when needed

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<sup>1</sup> As a teacher of our Children's Sunday School program, you will have access to our [Children's Ministry website](#) and contact information of some of our teachers and students. I encourage you to browse through the website but keep the information available to you in the context of our ministry.

<sup>2</sup> The small groups are currently divided according to grades, with at least two teachers in each class and maintaining the teacher-child ratios of 9, 10, 10, and 10 for Grades 1, 2, 3 and 4 respectively, a slight improvement over the 10, 10, 10, and 12 recommended recommended by the [National Association for the Education of Young Children](#).

<sup>3</sup> The quarter designations are Q1 (Sept-Dec), Q2 (Jan-Mar), and Q3 (Apr-Jun), and we welcome assistant teachers to serve two or more quarters teaming up with the same main teacher.

<sup>4</sup> We currently use the [curriculum](#) by David C. Cook in our Children's Sunday School program. The Director of Children's Sunday School will provide the materials to the main teachers on a quarterly basis. We will consider better integration of our Children's Worship and Sunday School curriculum in the future.

<sup>5</sup> See [Children's Code of Conduct](#), [Children's Ministry Discipline Policy](#), and [Children's Ministry Health and Safety Guideline](#) on the [Children's Ministry website](#).

<sup>6</sup> Currently, May Huang is the Director of Children's Sunday School.

<sup>7</sup> The [coworkers directory](#) and [schedule](#) can also be accessed through our [Teachers website](#).