

APOSTOLIC CHRISTIAN CHURCH Remington, IN

Position Description for **Sunday School Teacher - Sister**

Position Purpose

- To train our young children in an age appropriate manner about the love of God, the stories of the Bible, and how to apply the Bible to everyday living.

Term length

- 3 years

How Office is Filled

- Nominated and voted on at the annual business meeting.

Number of Persons Serving in Position

- 1 sister per class through 2nd grade

Office Leadership or Supervision

- Supervised by the SS Superintendent.

Major Duties

- Responsible for Biblically supported order and Christ-like instruction in the classroom and when interacting with students.
- Make the classroom a positive place for the children.
- Prepare each week for a lesson, songs and craft. Room may be decorated appropriately.
- Pray for the students on a regular basis.
- Work with students on verse-memorization and songs for Christmas, Easter, and Sunday School Picnic programs.
- Give children small gifts at Christmas and candy at Easter.
- Purchase or make small gifts and/or cards for the students to give to their parents on Mother's Day and Father's Day.
- Sing enthusiastically with children before and after Sunday School, and during the noon-hour singing. Support music instruction and program practices when respective classes are involved.
- Assist the Superintendent with organization and support of activities, especially when students in teachers' classes are involved.
- Provide students discipline in a way that displays the love of Christ and teaches good character, including prayer manners and respect in God's house.
- Keep classroom materials organized.

Special Duties

- Help students draw pictures and write letters to send to the sponsor child.
- Help in the planning of Vacation Bible School every other year (materials, teachers & crafts).
- Communicate to Superintendent the students' names to be engraved on songbooks / Bibles that are given to students at the Sunday School Picnic.
- Help feed children in Sunday School rooms when there is an overflow crowd.
- Clean classroom at the annual church cleaning.

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- Work together with the SS Superintendent to keep the position description current. Updates are requested at the time of the annual review process in August or whenever changes are made in the position.

Procedures

- Communicate positive and negative student behavior to parents, as needed.
- See that students are respectful to teachers and other students in Sunday School. In the event of extreme misbehavior consult with the Superintendent & parents before taking measures of removing student from class.
- Consider asking sisters who have not taught in SS to serve as a substitute when needed.
- Teachers should pick up loose papers or supplies from crafts so the classroom is neat and organized. The sisters hired by the church will clean classroom as part of their weekly cleaning tasks.
- From year-to-year, a basic procedure is passed down, but teachers tend to personalize it for whatever works for them.
- Typical schedule and procedures on a Sunday. This may vary based on the Superintendent and teacher's format.
 - Assemble in first 3 rows in large SS room for songs, verse on the board, and prayer.
 - After being dismissed to the back room, four to six children's songs are sung (typically, four to five songs are selected by teachers on a monthly rotation and one song selected by student that does Prayer Manners).
 - One child says "Prayer manners", the song "To Sunday School We Go" is sung, and then the Lord's Prayer is recited before going to individual classrooms. This is a rotation between the 3 classrooms.
 - Attendance taken (optional).
 - Memory verse recited.
 - Review of last Sunday's story / questions.
 - Read / discuss story, color worksheet and do craft/activity, if applicable.
 - Sing song relating to story.
 - Practice for programs, if it is that time of year.
 - Clean up after 1st knock on door.
 - Send home activity page for parents to see what was learned in class and for reinforcement of the lesson during the week.
 - Return to main SS assembly area after second knock on the door.

Communication with Others

- Sunday School Superintendent
- Other Sister Sunday School teachers

Time Requirements

- Approximately 1-2 hours preparation (story & craft) and 1-hour class time per week.
- Preparing crafts for younger students is more time-consuming.
- Preparing for programs takes a little extra time.
- VBS requires lots of time, for preparation and for each evening (~10-20 hours extra).
- Depending on how often the room decorations are changed also affects the amount of time required.

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Position Qualifications

- A love for the Lord, students and enjoy teaching, recognizing that the children are precious souls and “Jewels for His crown.”
- Able to teach at the appropriate grade level.
- Willingness to learn as well as teach.
- A sister in good standing. Member of the Remington church for at least one year.

Minister Contact: Bro. Dan Kilgus