

## Children's Ministries Volunteer Teacher

### Responsibilities:

The Volunteer Teacher will find the lesson, Bible Storybook with marked pages, Poster, coloring pages, any type of activity pages or game instructions, craft with all materials in the basket placed in the classroom.

- Teacher will greet parents and children at the door as they arrive to the classroom.
- Make sure every child has a "security tag" (number) and get an allergy status. This will help ensure the child's safety and everyone's peace of mind.
- The teacher will guide children to the "Worship Area" (entrance 2) at 10 minutes after the hour. (9:10 or 11:10).
- The teacher will count how many children are in the classroom, before and after worship, after the lesson is completed and during play time before dismissal. The assistant will also help with the count, to ensure all children are in the classroom at all times.
- After worship, the teacher will guide the children in prayer, using the prayer provided in the lesson.
- The teacher will share about on how important it is to bring offering to our Sunday Gatherings. Please follow the script found in the lesson under "Offering".
- While the children are eating snacks, please get ready to read the story using The Deep Blue Bible Storybook. There will be a poster available in the basket to assist with the lesson. The Bible Story book's pages will be marked for an easy find.
- After the story is read, the teacher may ask the questions formulated on the lesson already prepared by the Director of Children's Ministries. While the teacher interacts with the children, the assistant will be getting ready for the craft.
- At Craft Time, please ask the children about the story they learned. Help them make the craft. The Children's Ministries Assistant Coordinators plan and create simple and meaningful crafts for the kids to take home and share with their families.
- Prepare all Take home materials and have them ready for each child at dismissal.
- Clean and disinfect tables, chairs, toys, counters with disinfectant wipes. This must be done after the children are picked up by their parents.
- Set up for the next group, if you are at the 9:00 gathering.
- Connect "security tags".
- Give offering basket to the Director of Children's Ministries or one of his/her assistants.
- Engage with parent/parents at dismissal, sharing with them about his/her/their child/children in a positive manner.
- Children's Ratios:

Infants & Toddlers (0-36 months)	1:4
Preschoolers	1:6
Kindergarten - 1 <sup>st</sup> Grade	1:8
2 <sup>nd</sup> - 5 <sup>th</sup> Grade	1:10
Students 6 <sup>th</sup> -12 <sup>th</sup> Grades	1:10

## Children's Ministries Volunteer Teacher's Assistant

### Responsibilities:

- The teacher's assistant will help the teacher greet parents and children as they arrive to the classroom.
- Make sure every child has a "security tag" (number) and get an allergy status. This will help ensure the child's safety and everyone's peace of mind.
- Helping the teacher guide children to the "Worship Area" (entrance 2) at 10 minutes after the hour. (9:10 or 11:10).
- The assistant will be counting how many children are in the classroom, before and after worship, after the lesson is completed and during play time before dismissal.
- Preparing snacks (Goldfish, cheerios, water) for the kids, while the teacher gets ready to teach the lesson already prepared for the kids.
- The assistant will help children with any needs the children may have. For example, bathroom (following the training guidelines), washing hands, play time (before worship and after the lesson is completed), etc.
- Prep all craft materials for the children, i.e. Glue, crayons, cardstock, stickers, etc.
- Help the children make the craft, or any other activity planned for the lesson.
- Prepare all Take home materials and have them ready for each child at dismissal.
- Clean and disinfect tables, chairs, toys, counters with disinfectant wipes. This must be done after the children are picked up by their parents.
- Set up for the next group, if you are at the 9:00 gathering.
- Connect "security tags".
- Give offering basket to the Director of Children's Ministries or one of his/her assistants.
- Engage with parent/parents at dismissal, sharing with them about his/her/their child/children in a positive manner.
- Children's Ratios:

Infants & Toddlers (0-36 months)	1:4
Preschoolers	1:6
Kindergarten - 1st Grade	1:8
2nd - 5th Grade	1:10
Students 6th-12th Grades	1:10