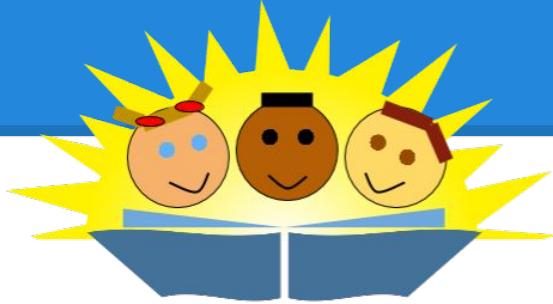


# CHILDREN'S

# MINISTRY

## IBCZ



**GUIDELINES FOR TEACHERS AND HELPERS**

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# Mission & Vision

Our **MISSION** is for every child who comes to IBCZ to hear the good news of Jesus.

Our **VISION** is to provide an exciting and safe environment for children to learn about the love of God, the saving work of Jesus, and the living power of the Holy Spirit. Our volunteer teachers and helpers offer their time and talents to encourage children to take their first steps to become followers of Jesus through creative telling of Bible stories, through prayer and worship, as well as meaningful games and activities.

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# Groups

<b>GROUP</b>	<b>AGE (approx.)</b>
Group 1	3 - 7
Group 2	8 - 12

The groups are divided in a way that allows us to make the teaching age-appropriate. Children will remain in their classes during the school year (August – June).





# Teachers - 1

## Main requirements:

- Born again believer
- Commitment to the Lord & His Word
- Basic Bible knowledge
- Joy of working with children

Each group will have one teacher per Sunday. The aim is for the Teacher to form relationships with the children in order to know them well and through prayer and friendship, model God's love to them. It is therefore desirable that Teachers commit to a specific group, and aim to lead that group 2x every 4-6 weeks, if possible. It also allows Teachers to have opportunities to worship and learn within the main church.

New Teachers are always needed, and can discuss potential commitment with the Head of the Ministry. New Teachers should work in the chosen group for a few Sundays, together with established Teachers, and learn from them, until they are ready to teach the group themselves.



# Teachers - 2

## Time in the groups:

Approximately one hour from 11AM to 12.00-12.15PM

### **Before** the class the Teacher is expected to:

- Collect the relevant material from church (unless the Teacher has a copy at home);
- Allocate time during the week to read, pray and prepare the group time story and activities. (Plenty of choices are available in the lesson material or online, to allow for individual Teacher's preferred style of teaching);
- Share the lesson plan with the Helper who is scheduled for the coming Sunday.

### **During** the class the Teacher is expected to:

- Adhere to the assigned lesson topic;
- Be well-prepared;
- Have clear positive guidelines for behaviour and adhere to them;
- Be an example of Jesus' love and kindness.



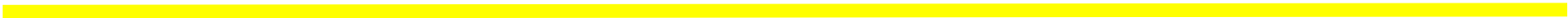
# Helpers

Each group will have one Helper per Sunday (unless it is not necessary due to the class size). Every parent is expected to be a Helper in Sunday School (several times during the year) especially if they have multiple children. Children's Ministry cannot function without adequate help and parents must be willing to participate.

**Before** the class the Helper is not expected to help. However he/she is welcome to offer the Teacher a hand with preparing a craft, an activity or bringing a snack.

**During** the class the Helper is expected to:

- Encourage children to participate in the lesson;
- Help children to adhere to the discipline guidelines;
- Accompany children to the toilet (if needed);
- Be an example of Jesus' love and kindness.





# Safety Issues

## **First Aid**

A small first aid kit is available in the kitchen. Look for the “First Aid” sign on the cupboard door.

## **Fire Safety**

Both Teachers and Helpers should know the location of the 2 nearest fire exits.

## **Allergy alert**

Parents will give details of allergies on the registration forms, and this point will be noted in the information sheets in the INFO folder downstairs. Teachers and Helpers should become aware if a child has special needs.

Snacks for the kids should never contain nuts as this is a very common and often severe allergy.



# Discipline in the Classroom

## To establish good discipline:

- Prepare clear simple guidelines for behaviour;
- Give reasons for the guidelines;
- Implement the guidelines firmly and consistently;
- Remain calm when talking to children about behaviour issues.

Wherever possible, **disruptive children** should be retained within the group, using the helper and if necessary an additional helper or the Kids' church coordinator to come and assist. Time outside the room, within view of the helper, can be used for a short period. As a last resort, parents can be asked to accompany their children. Our aim is always to show God's love and kindness to the children, despite their behaviour. Some children require extra movement and activities, so an active game can often break a pattern of disruption





# Important to Know

- If you have any questions/comments please contact Natalia Lutz: [natalia.m.lutz@gmail.com](mailto:natalia.m.lutz@gmail.com), 076 347 1122.
- Lack of experience is not an issue!
- Through World Vision our Children's Ministry supports a girl from Mozambique called Joantina. Each group collects offerings during the class.
- Current teaching material - Explore the Bible (by LifeWay)