

This may look a little daunting at first glance, but these guidelines are designed to help and encourage you in your ministry here at First Reformed. You obviously have a passion and desire to work with our children and young people so we don't need to tell you how to interact with them, rather these guidelines are here for you if you have any questions about what you should be doing in specific circumstances and also to let you know what First Reformed hopes for you to achieve while teaching. Your volunteered time is very much appreciated and the ministries at First Reformed Church could not function without it.

"I thank my God every time I remember you. In all my prayers for all of you, I always pray with joy because of your partnership in the gospel." Philippians 1:3-5.

Basics

- Must be a born-again believer in Jesus Christ (1 John 5:1) and growing in your walk with Christ. (Mark 8:34-38)
- Must be a member of First Reformed Church who faithfully attends a weekly service of your choice. (1 Timothy 3:6)

Preparation to Teach

- Pray and ask God to prepare your heart and those of your students. (Acts 6:4)
- Study the Word of God carefully and prepare your lesson skillfully. (Romans 15:4)
- Prepare for your lesson as early in the week as possible, so the material becomes familiar. (2 Corinthians 13:11)
- Strive to relate your comments and instruction to the age and situation of your students. (1 Corinthians 9:19-23)
- Don't assume every student has a basic understanding of Christianity. (1 Peter 2:2)

Classroom Procedures

- Arrive on time regularly (no later than 5 minutes prior to your schedule class time):
- In 3 yr olds-12th grade Sunday school and K-5th grade Wed. night classes: take attendance and offering and turn in to secretary (get name/address, contact info. for new students).
- If student is gone 3 weeks consecutively, the teacher and then the Pastor/Youth Pastor should contact the student and family to share that they are missed, possibly discovering why they are absent, if appropriate.
- Strive to use a variety of teaching methods (not solely lecture; CD, DVD players are available).
- Be creative with visuals and object lessons – if they see it they will remember it.
- Encourage your students to bring a Bible and make sure you use the Bible in your teaching.
- Share the gospel regularly and give opportunity to accept Christ.
- Provide opportunity to respond to the lesson regularly, always using positive reinforcement.
- Avoid references to movies, books or media which the church would not endorse.
- Encourage students to bring friends.
- Encourage discussion after class or youth group.
- Leave your room clean and desks or chairs organized out of respect for those using it later.
- Clean off the chalkboard/whiteboard after use.

Teacher Policies

- Follow the selected curriculum unless you check with the Pastor or the Christian Education Ministry Team. (We want students to have a balanced diet). Adapt the curriculum to your teaching style/class. No curriculum is perfect.
- Avoid "winging it" (teaching without adequate preparation).
- Never use physical discipline!

Communication

- Notify the person in charge if you know you will be late
- If you need a sub, please exhaust the sub list.

Goals

- Regularly pray for your students and their families. (Acts 6:4)
- Contact students who are new, absentees or sick ASAP, as well as prospective attendees when applicable.
- Make at least two outside-of-class contacts on each student during the class year.

I have read these guidelines and will follow them to the best of my abilities.

Name _____ Signature _____

YOUR HELP IS EXTREMELY VALUABLE TO FIRST REFORMED CHURCH! THANK YOU!!!