



## **Children's Ministry Volunteer Procedures**

1. Teachers' and helpers' schedules will be posted in advance after consultation of availability. Reminders will also be sent each week. If a teacher or helper cannot serve on their scheduled date, they must contact the coordinator as soon as possible. A substitute or a trade will be arranged.
2. We aim to have each teacher and helper serve only once a month to enable them to attend the worship service (and/or youth group) on other Sundays, however, this may not always be attainable. Please let your coordinator know if you are able and willing to work more than once a month if the need arises.
3. Each Sunday the scheduled teachers and helpers are expected to arrive no later than 9:30 A.M. at which time all workers are encouraged to prepare the classroom and meet together for prayer. Children start arriving by 9:45 A. M. If you need more setup time for your lesson, please come earlier.
4. Each teacher and helper are provided with a title lanyard. Kindly ensure that you utilize it every Sunday you are scheduled to teach or help. This will ensure parents that you are a bona fide children's ministry volunteer in The Gathering Sunday School program. You can also wear a name tag as well.
5. Each teacher is responsible for preparing the lesson for their class — the Toddlers/Preschool, K - 2nd grade, and 3rd - 5th grade. (No lesson is required for babies.) Teachers will be given the Sunday school materials along with teaching aids, keys, etc. (Please do not write on materials and return them to their proper place of storage.) All classes will have a basic supply of items such as scissors, glue sticks, crayons, and markers. Please let your grade's coordinator know when any of the supplies need to be replaced.
6. Much importance should be given to prayer, learning verses, singing, learning Bible stories, and sharing of testimonies. If/when we are able to provide a kid's worship time, it can encompass much of this during that combined time – leaving the individual lessons geared for their specific class levels.
7. If/when you know that you will need to quit or take a leave of absence, please make sure your coordinator knows as soon as possible. Also, make arrangements to turn in any materials, keys, or other church belongings before you go.
8. Nursery/Preschool Class Procedures: Due to the church being held at a university rather than in our own facilities, there are some responsibilities which precede and follow each session of pre-school classes. Please ensure that you allot enough time to complete the following tasks:

- a) A “Sign In Sheet” and labels for name tags will be on the table outside when kids arrive. Kindly ensure that every child has been signed in properly before parents leave their child in the classroom.
- b) Crackers and plastic cups with water are provided every week for the children for a snack. Opened packages of food must be discarded. Teachers and helpers are responsible for emptying their water pitcher, drying it with a paper towel, and returning it to the cabinet.
- c) We provide toys for the children to play with. Please wipe down the toys with disinfectant wipes before putting them away and/or when putting them out. Defer to procedures set up by your coordinator.
- d) Please make sure the coordinator is aware when supplies are low and need to be replaced. There are also small folding tables. These are to be returned to storage as well. Please ensure proper storage of all The Gathering’s items into our locked cabinets before leaving. This includes the security boxes and digital thermometer from our check-in/security team.