

Every Sunday: a Teacher's Guide

EVERY SUNDAY:

- ☺ **Pray** for the children in your classroom.
- ☺ **Arrive** at least 15 minutes before class begins (Sunday School begins @ 9:45 a.m.).
- ☺ **Welcome each child** as they enter the room.
- ☺ Have some **activity** prepared for them as soon as they arrive.
- ☺ Mark **attendance** on the roll sheet provided in the binder.
- ☺ Put the total number of students (plus teacher or other helpers) on **the offering envelope** and place it on the clip outside your door by 10:15 a.m.
- ☺ **Use the entire class time.** Children should not be dismissed from the classroom before 10:45. Children 3rd Grade and under should not be allowed to leave until a parent or older sibling picks them up.
- ☺ **Snacks** are allowed but are optional. Choose drinks that will not stain the floor if spilled.
- ☺ We share this facility with the Grace Preschool ministry. **Please clean up after class**, put chairs on top of tables, tie up trash and place by the door, turning off the lights and the air conditioning/heat.

IMPORTANT:

- ☺ **Supplies**—Each Sunday school room has a supply closet. You may stock your closet with additional supplies from the supply room in the children's wing next to Amy Buttrey's office (second door from the left as you enter the children's wing). If you need additional supplies or something we don't have in the supply room, you may purchase them yourself and turn in the receipt to the church office for reimbursement or you may contact David Teel (david@graceumc.net; 754-6034) or Amy Buttrey (amy@graceumc.net; 754-6034) requesting that the materials be ordered.
- ☺ **Copier**—a copier is available for your use in the Sunday school supply room. If you have any problems with the copier you may use the one in the adult wing work room.
- ☺ **Substitute Teachers**—When a substitute is needed please refer to the Substitute List (see classroom **binder**). Barring unexpected emergencies, please make arrangements a week or more in advance to give your sub time to prepare a lesson. If you cannot secure a substitute from the list, please contact David Teel (david@graceumc.net; 754-6034)) for assistance.
- ☺ **Absent Student Follow Up**—When a child misses 2 or more Sundays, teachers will follow-up with a written "we missed you" note to the child. The church will provide cards, postage, and mailing labels for your class. If a child misses more than 3 Sundays, please call that child and let them know that we care about them and have missed them in class.
- ☺ **Have Fun**—Don't let the unpronounceable Bible names or strange lesson activities stress you out! Be yourself and let God's love in your own life overflow into the lives of these precious children through your gestures of care, your laughter, and your love.