

WELCOME!

Dear Friend,

Thank you for expressing an interest in becoming a part of the children's ministry in our church. We strive to carry out all our children's programs with excellence.

Our goal for all children attending our program is that each one will feel loved and valued as an individual person. We seek to teach Scripture in such a way that it will become evident in their lives at home, at school, and at play. We want to build positive relationships between children and the adults that represent Christ to them.

Since the role of the adult is so vitally important to the children, we ask you to complete the following information sheet and prayerfully consider the responsibility of such a commitment. Please return the information to Pastor Jill when you are finished. Working with our children will be, for you, a time of hard work, personal sacrifice, and wonderful growth as we labor together with the Lord for the salvation and nurturing of His children.

In His Service,

Pastor Jill

Teacher Job Description

Your responsibilities include:

A. Personal:

- 1. Must be a born-again believer in Jesus Christ, who exhibits a consistent testimony and Godly walk.**
- 2. Complete the “Personal Information Sheet” and the “My Covenant” sheet concerning service in the children’s ministry.**
- 3. Attend worship services regularly.**
- 4. Spend regular time in the Word of God.**

B. Assist Your Department By...

- 1. Preparing all assigned activities before Sunday morning.**
- 2. Carrying out specific assigned activities.**
- 3. Guiding children from one activity to another and maintaining an effective learning and worship environment.**
- 4. Cultivating friendships with your co-workers.**
- 5. Praying for the co-workers in your department.**

C. Show Personal Concern To Students By...

- 1. Praying for them regularly.**
- 2. Showing a personal interest in your students and their families.**
- 3. Arriving on time – a minimum of twenty minutes before class begins!**
- 4. Having a neat personal appearance.**
- 5. Getting a good night’s rest, so you are at your peak of pleasantness.**

D. Show Personal Concern For The Church By...

- 1. Returning all equipment and supplies to appointed areas.**
- 2. Modeling to students respect for rooms and furniture.**

E. Time Involvement:

- 1. Length of term is normally one year.**
- 2. Three to five hours weekly, including outside preparation.**
- 3. Give adequate notice on Sundays when you will be absent and find a replacement for yourself from among the approved substitutes.**
- 4. Attend *all* scheduled teacher-training meetings.**
- 5. Take advantage of outside training opportunities.**

PERSONAL INFORMATION SHEET

Name: _____ Phone: _____

Address: _____

Email: _____

Employment: _____ Phone: _____

Is it okay to telephone you at work if needed? _____

Single _____ If married, spouse's name: _____

Children's names/ages: _____

Birthday (day/month): _____

Hobbies/Interests: _____

Are you a Christian? _____ Please describe your spiritual journey (Feel free to use another page).

What is your length/level of involvement in this church?

How long have you attended?

Sunday worship (regularly) _____ (occasionally) _____

Sunday School (attend) _____ (teach/help) _____

Other participation: _____

Other service: _____

Please describe any previous experience in children's ministry.

I am particularly interested in working with ...

_____ Toddlers _____ Early Childhood

_____ 1st-2nd grade _____ 3rd-5th grade

_____ Infants

My Covenant

Name: _____

Position desired: _____

Age group/grade level: _____

Sunday School Hour: _____ Church Service: _____

I have prayerfully considered working in the children's ministry in the above position. Realizing the importance to the children to maintain continuity and security in their lives, I am committing myself for a period of _____, from _____ to _____. At the end of this time I will re-evaluate and pray to determine further commitment.

I agree to be present each week with the exception of illness and vacations. If I cannot be present, I agree to contact Pastor Jill as soon as I know I will be unable to teach, so a substitute can be obtained.

In addition, I understand the importance of being part of the children's ministry team, so I will faithfully attend all staff trainings. If I cannot be present, I will contact Pastor Jill.

Signed: _____

Parent's Signature: _____

Date: _____