



## FOUNTAINGATE CHRISTIAN ASSEMBLY

### CHRISTIAN EDUCATION TEACHER SCOPE OF MINISTRY

**Purpose:** To offer guidelines for recruitment of C.E. teachers; to help teachers understand the expectations placed upon them; to define lines of authority; and to serve as a measurement for evaluation purposes

**A. TIME REQUIRED:** Three hours on your week of teaching for a minimum of one year.

**B. QUALIFICATIONS:** Having the ability to communicate Biblical truth in a practical manner which will train and equip students for lifestyle changes.

#### C. GENERAL RESPONSIBILITIES:

1. Commune with the Lord.
2. Answer directly to the Christian Education Ministry Leader.
3. To regularly attend church services so you also can be instilled with God's Word.
4. To attend any training seminars; conventions and workshops related to C.E. as planned. To also be willing to evaluate your teaching and be open to suggestions which could help you to improve.
5. To be thoroughly familiar with the C.E. Department's policies, aims and objectives.
6. To understand the general organization and administration of the C.E. department.

#### D. WEEKDAY RESPONSIBILITIES:

3. To begin early in the week to thoroughly prepare your lesson.
4. To work on encouraging new students for your class.
5. To pray earnestly for each student.
6. To attend a mid-week study so you can also have a time to be taught and ministered to.
7. To be familiar with the class records and utilize the information they yield.
8. To read material that will enhance your teaching ability. To make use of suggested resource material.
9. To request any supplies/resources for upcoming lessons in advance.
10. To set up your classroom in a warm, appealing manner and in consideration of the age level of your students.
11. To plan and organize any social activity for your class that you feel is appropriate in cooperation with the C.E. Ministry Leader.

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#### E. SUNDAY MORNING RESPONSIBILITIES

1. To arrive in time to complete final set up of the room and arrange supplies..
2. To warmly greet each student.
3. To prepare activities for students as they arrive.
4. To guide Bible learning by:
  - selecting appropriate Bible learning methods/activities
  - giving students freedom to explore and discover God's truths
  - being well prepared in the use of Bible stories, Scripture verses, questions, comments (appropriate to their age level) that help to accomplish the Bible teaching/learning aim.
  - encouraging students to be honest in expressing their ideas and feelings in appropriate manners
  - helping students apply the Bible truths they've learned in ways that result in changed lives
5. To evaluate each lesson as well as the student's progress.
6. To complete attendance and personal data records in the class record book.
7. To provide opportunity for the salvation of every student as well as help them mature in Christ.
8. To leave the room in a clean and tidy manner, locked up and the lights turned off.
9. **To understand the Fire Safety Plan; the Emergency Lockdown Plan as well as the Plan to Protect.**

#### F. FOLLOW-UP RESPONSIBILITIES

1. To try to visit in your student's home at least once a year in order to bring an association of the classroom/church with the home.
2. To follow up on absentees with either a phone call, card or visit.
3. To mail out birthday cards and cards noting special achievements make sure they arrive in time.
4. To keep attendance records and personal data up to date in the Class Record Book.
5. To become personally acquainted with every pupil, knowing their names, spiritual experience, needs and family relationships.

