



JOB DESCRIPTION:

SUNDAY SCHOOL TEACHER/KIDS' CHURCH LEADER

AIM

As a Sunday School teacher / Kids' Church leader , you aim to:

- Teach the Bible faithfully and truthfully to those in your class.
- Model the Christian life to the individuals in the Sunday school. Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for each individual in your class.
- Be involved in the planning and implementing of the Sunday School program.

RESPONSIBILITIES

You are directly responsible to _____
[e.g. Children's Ministry Coordinator or Session and Minister]

You are responsible for:

- Creating/finding (together with the other leaders) a programme for the term for each teacher to use.
- Meeting up with you co-leader (or trainee leader) to discuss how you are going to run your class and what you will be doing in it. For example, in the lower primary years, you might present the lesson (eg. as a drama) and what craft you would do. This would usually be on a weekly basis.
- Looking out for the members in your class, not only during Sunday School / Kids' Church, but when ever you see them (this may involve just saying hello to them).
- _____ [name] would usually deal with creating/ ensuring the implementation of the budget, but it's important that you are aware of the budget, and thus what resources you can purchase.
- Carrying out your specific responsibilities within the Sunday School / Kids' Church. For example, coordinating the music.
- Welcoming and speaking to the parents of the Sunday School / Kids' Church members.
- Attending the Sunday School / Kids' Church picnic and helping in the organisation and running of the day.
- _____ is responsible for choosing prizes (usually books/CDs) to give each member of your class at the end of year Sunday School / Kids' Church presentation.
- Ensuring that you and the other leaders present the gospel truthfully.
- Ensuring that no one person has an overwhelming work load.
- Ensuring that there is no breach of trust towards the members of the group or other leaders.

REQUIREMENTS FOR THE POSITION

You must:

- Be a member of _____ [the congregation] or have been acknowledged by the Session for the purpose of this ministry.
- Obtain a copy of the Breaking the Silence Information Pack.
- Sign all forms as required in the Breaking the Silence Forms Pack.
- Sign a copy of this job description.
- Complete the required child protection training.



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ACTIONS

- It is important that all activities of the group are open to observation by the Minister, the Session and parents.
- If you are training up younger leaders, it is important to pastorally care for them. When delegating tasks to them, it is important to work along side with them in the organising and implementing of the specific tasks.
- The issue of administering first aid needs to be addressed by the teachers. There are certain things that can not be administered, and this often includes bandaids. Leaders need to find out (from the minister/church) what they can administer to the children.

CHILD PROTECTION PROTOCOLS FOR THIS POSITION

- All children and others under your leadership, regardless of age, are covered by these protocols. NOTE: They do not replace the Code of Conduct or policy.
- Do not allow yourself to be in any area alone with a child or person under your leadership. Always have other leaders or a parent with you. This includes driving children and visiting them in their homes.
- If a child of the opposite sex comes to you for counselling, immediately take them to a leader of the same sex as the child who can talk to them. NEVER counsel or talk through issues with a child of the opposite sex.
- If a child of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If a child discloses information to you regarding any kind of abuse or neglect, you must divulge this information to _____, or the Child Protection Unit. However, be careful not to reveal this confidence to any other person.
- If you should need to speak to a child about participating or helping out at an event, ensure you do so in the vicinity of another teacher or parent.
- If a child needs to go to the bathroom, allow them to take a buddy with them of the same sex. This will prevent you from being left alone with them.
- If a child is distressed and needs to be consoled, ensure that another leader or parent is with you at all times, and use your discretion when speaking and comforting the child.

I have read and understood this Job Description, the Code of Conduct and the child protection Policy:

Signed: _____

Date: ____ / ____ / ____