

**Sunday School Purpose:** to aid the Christian development of the children of the parish through enjoyable learning experiences introducing them to God's word and the love of Jesus Christ.

**Qualifications, Knowledge, Attitudes**

- The Sunday School Teacher should be baptized and regularly attend the parish. It is preferred that she or he be confirmed in the Anglican Church or will seek confirmation.
- She or he should be interested in the Christian development of children and be comfortable working with children, age 2 to 12.
- Ability to work well with other teachers and under the direction of the Sunday School Co-ordinators
- They must agree to the screening policy adopted by the Vestry.

**Appointment**

- The Sunday School Co-ordinators, in consultation with the Incumbent, appoints the teacher for a one year term, from September to September.

**Outline of responsibilities**

- The teacher works with parents, other teachers, the Sunday School Co-ordinator(s) and the clergy to present a Christian Education program that engages the children and nurtures them in their faith development.
- Prepare lessons using curriculum and resources supplied by the Sunday School Co-ordinator(s);
- Supervise and guide children in completing lessons and projects;
- Ensure that the area the Sunday School used is clean and presentable after the class is completed;
- Attend teachers meetings;
- Assist with special events as related to Sunday School, when possible, example Parish Picnic, and
- Participate in at least one educational activity each year such as the Mutual Ministry Festival or a self-directed activity that can be shared with fellow teachers.

**Support & Supervision**

- Sunday School Teachers are accountable to the Sunday School Co-ordinator(s). If the teacher has any problems, the Sunday School Co-ordinator(s) are available to help. The clergy can also be consulted.
- If the teacher is unable to be present for the scheduled class, she or he should arrange for a replacement teacher, and if that is not possible, notify the Sunday School Co-ordinator. As a last resort, a message can be left on the Church's answering machine.

- A meeting is held each fall and as need through the year with the Sunday School Co-ordinator(s) and the teachers to plan curriculum for the season and establish a mutually agreeable schedule.
- Sunday School Co-ordinator(s) will periodically attend classes to evaluate the effectiveness of the classroom and teaching processes. Sunday School Co-ordinator(s) will communicate regularly with teachers to ensure supplies are available and to determine if there are any problems.

### **Time Commitment**

- The teacher teaches at least once a month. A class takes about one hour and preparation takes about 2 hours.
- When teacher meetings are scheduled, they will be 30-45 minutes, possibly scheduled following the Sunday worship service.

### **Rewards/Benefits**

- It is rewarding to see the growth in the Christian knowledge of the children and their delight in completing tasks.

### **Orientation/Training**

- The Sunday School Co-ordinator or experienced teacher will assist with the initial classes. A mentoring process will be used with new teachers as requested or required.

### **Screening Requirements**

- 2 written reference checks
- signed declaration of understanding
- Child Welfare Check and Police Information Check

### **Grievance**

Problems and concerns should be taken to a Sunday School Co-ordinator. If the problem persists, the Incumbent and/or the Church Wardens are available for consultation.

### **Non-Renewal Procedures**

The Sunday School Co-ordinator(s) may terminate or not renew an appointment for the following reasons:

- a. Inability or failure to complete duties including failure to teach as scheduled without notification;
- b. Inappropriate use of discipline; and
- c. Inappropriate interaction with children.

Appeals regarding a request to terminate or non-renewal are to be taken to the Incumbent and Church Wardens.

Adapted from resources of the Diocese of Algoma