

SUNDAY SCHOOL HANDBOOK

FAITH LUTHERAN CHURCH

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FAITH LUTHERAN SUNDAY SCHOOL

MISSION STATEMENT

SUNDAY SCHOOL AND CHRISTIAN
EDUCATION IS SUCH AN IMPORTANT PART
OF A CHILD'S DEVELOPMENT;

THEREFORE,

FAITH LUTHERAN CHURCH STRIVES TO
PROVIDE A WELL-ROUNDED EMPHASIS IN
TEACHING THE **LOVE AND WILL OF GOD**

TO OUR STUDENTS. AT THE SAME TIME,
WE ENCOURAGE CHILDREN TO SPREAD
AND SHARE **GOD'S LOVE AND WILL** WITH
OTHERS
THE TEACHER'S PSALM

THE LORD IS MY HELPER, I SHALL NOT FEAR IN GUIDING THESE PUPILS

HE LEADETH ME TO THE HEART OF THE TRUTH, AND
PREPARETH THE MINDS OF THE PUPILS FOR THE TRUTH.

HE GIVETH ME A VISION OF THE IMMORTALITY OF THESE LIVES.
HE LEADETH ME TO SEE THE SACREDNESS OF TEACHING HIS
BOOK.

YES, THOUGH I BECOME DISCOURAGED AND DESPAIR AT TIMES,
YET SHALL I LIFT MY HEAD, FOR HIS PROMISES CANNOT FAIL
ME. HIS WORD WILL NOT RETURN TO HIM VOID, AND MY FAITH
UNDIMMED SHALL BURN THROUGH ALL THE COMING YEARS.

THOU WALKEST BEFORE ME THAT THE SEED PLANTED SHALL
GROW. THOU SHALT STAND BY MY SIDE SUNDAY.

AND SPEAK THROUGH THESE LIPS TO THAT THESE PUPILS FEEL
THE NEARNESS OF **GOD.**

THOU SHALT CAUSE EACH BROKEN EFFORT TO GATHER
SHEAVES THROUGH UNNUMBERED YEARS.

MY JOY IS FULL WHEN I KNOW THAT EVERY EFFORT IN THY
NAME SHALL ABIDE FOREVER.

SURELY THY LOVE AND WATCHCARE SHALL BE WITH ME EVERY
DAY OF MY LIVE,

AND SOMEDAY I SHALL LIVE WITH THOSE WHO TURN MANY TO

RIGHTEOUS FOREVER AND EVER.

SUNDAY SCHOOL ELIGIBILITY STATEMENT

Any child who is three years old as of September 1, is eligible to enroll in the Sunday School at Faith Lutheran Church.

Parents/Guardians are welcome to stay and help with the transition of your child into a new environment. Parents staying with younger children during opening music are expected to remain behind the benches with their younger children.

Teachers are responsible to ensure that all children know the class expectations and behavior requirements. It is helpful to include the children in the setting of those guidelines.

Discipline policies are handed out to each student. The teachers will work with the superintendent to ensure this information is current and on file.

Teachers are expected to learn the safety plan of Faith Lutheran and prepare children for comfort on practice drill.

THE GOLDEN RULE WILL BE FOLLOWED

Matthew 18 will govern beginning with the rule that problems and conflicts will be dealt with by the persons involved before any other steps are taken.

Conflicts, disputes, and disagreements will not be dealt with on Sunday morning in the church building.

Role of the Teacher:

1. Teach students.
2. Set an example by attending worship.
3. Maintain discipline in the classroom.
 - a. Use the above and below the line discipline method.
 - b. Issue a second warning.
 - c. When appropriate, isolate from the class with support from the superintendent and education committee.
 - d. Notify parents through or in conjunction with superintendent.
 - e. The superintendent and Education Committee will support the teachers in their efforts with discipline and the teacher is expected to seek help when needed.
4. Aid in selection of materials.
5. Help with special programs including the Christmas Program.
6. Attend all training sessions.

7. Take attendance and follow procedure on absenteeism.
8. Encourage memorization of Luther's Small Catechism and Bible Verses.
9. Pray.

Role of the Superintendent:

1. Support teachers in teaching.
2. Provide materials.
3. Aid in selection of materials.
4. Provide discipline when requested.
5. Develop planning calendar in cooperation with Education Committee.
6. Pray.

Role of the Education Committee:

1. Setting of policy.
2. Selection and calling of staff.
3. Oversight as to materials used.
4. Liaison to council.
5. Hearing of unresolved disputes and concerns.
6. Plan in-service events in conjunction with superintendent.
7. Assist superintendent with planning and doing Rally Day.
8. Do yearly evaluation in conjunction with superintendent.
9. Staff recognition.
10. Affirm support of all staff in their work.
11. Create in conjunction with the superintendent, opportunities for enabling teachers to know each other better so they form a united team.
12. Pray.

CHRISTIAN BEHAVIOR EXPECTATIONS

Every child deserves a nurturing, friendly, caring and safe environment while attending our Sunday School. In order to support our Sunday School Teachers in providing this environment for children, we have developed the following Behavior Expectations for children as they spend time together at Faith Lutheran Church.

Follow the Golden Rule: **TREAT OTHERS, AS YOU WANT TO BE TREATED**

Be prompt and prepared.

Come on time.
Be prepared to have fun and learn.

Respect authority.

Listen to authority.
Follow directions promptly.
Accept responsibility for behavior.

Respect the rights of others; display appropriate social skills.

Use appropriate voice and language.
Be kind.
Be polite.
Be cooperative.

Respect property.

Respect property of others.
Respect your own property.

Date _____

FAITH LUTHERAN CHURCH

CHILD INFORMATION SHEET

Please help us provide the best care and support for your child as he/she attends Sunday

School and other church related activities with us by completing this information sheet. **RETURN BY SEPTEMBER 22, 2001.**

Child's Name _____ Birthdate _____

Parent/Guardian Name(s) _____

Phone Number _____ Number during church hours _____

Name of Family Doctor _____ Phone Number _____

Choice of Hospital _____ Phone Number _____

If an emergency exists and I, the parent or guardian cannot be reached, I give my authorization to the Pastor of Faith Lutheran or the Sunday School Superintendent(s) to act in my child's best interest.

Parent/Guardian Signature _____

Do you have any "tips or tricks" that you find helpful with your child to help us better assist your child in learning God's word? If so, please share those with us!

Names and Grades of other children in your family:

(Optional) Is your child on any medication(s) that we should be aware of? Please indicate the medication(s) and purpose(s).

In the situation that a parent/guardian is unable to be here at the end of Sunday School who would you like the Sunday School Superintendents and/or teacher to contact.

1. _____ Phone Number _____

2. _____ Phone Number _____

FAITH LUTHERAN CHURCH

NOTIFICATION OF A CLASS TRIP

In our continuing effort to maintain a safe environment for all Sunday

School children we believe it is necessary to know where our children are during the Sunday School hour.

The information must be completed for all class activities, which are off the property of Faith Lutheran Church. It is necessary that this information be completed far enough in advance so that if parent notification and/or permission slips are deemed necessary before your trip, there will be ample time to send the information home and returned prior to your class trip.

Please contact Ann with questions. Only your cooperation will help ensure the safety of all our youth.

OUR CLASS IS PLANNING TO BE OUT OF THE CHURCH BUILDING ON _____.

WE ARE PLANNING TO GO: _____
Location

Times class will be out of the building

Teacher's Name _____ Date _____

S. S. Superintendent _____ Date _____
Signature

Notification of Parents needed _____ Yes _____ No

Comments

COURSE OF STUDY:

- 3 year old – Grade 2:** Good New Explorers
- Grade 3 – Grade 6:** Life Together
- Grade 7 – Grade 8:** Our Life in Christ
- Grade 9:** Dobson's "Life on the Edge"

Our Neighbor's Faith and High School Bible Studies

ADDITIONAL MEMORY WORK:

3 year old – Grade 1: Bible Verses

Kindergarten: This is My Lutheran Church Enrichment Book

Grade 1: We Worship Enrichment Book

Grade 2: The Lord's Prayer Enrichment Book

Grade 3: The Bible Enrichment Book

Apostles' Creed Memory Work

Grade 4: The Apostles' Creed Enrichment Book

Grade 5: The Ten Commandments Memory Work and Enrichment Book

Grade 6: Exploring Worship Enrichment Book

Grade 7-Grade 8: Books of the Bible

CHURCH LIBRARY

Teachers are encouraged to acquaint students with our church library and help them to find books to check out and read. Videos are also available from our library for use in the classroom.

Please schedule a classroom visit to the church library with the Librarian before Sunday morning is very helpful as the Librarian can have age-appropriate materials available.

SUNDAY MORNING PROCEDURE

Teachers need to be present by 9:30 a.m. to greet kids. At times this may mean leaving the first service before it is completed. Teachers need to be present during music for the 3 year olds to 2nd grade. Music for this age group will be in the children's chapel.

3 Year Old – Grade 2: Opening Music: 9:40-9:55
Class Time: 9:55-10:30

Grades 3-9: Class Time: 9:40-10:30

CHURCH ATTENDANCE

Encourage children to attend church services with their parents. Children are asked to sit in the sanctuary for church service. The crying room is for use by parents with young children and babies. Teachers are also encouraged to attend service to be good role models for their students.

BIBLES

All 3rd Grade students and new students in 3rd Grade and above receive a Bible from the church. If you have a new student please contact the Superintendent about obtaining a Bible for the student. Encourage students in Grades 3 to 10 to bring their Bibles to class with them. There are extra Bibles for teachers or class us in the resource center. The extra Bibles are the same version as the church gives to all 3rd Grade students. Teachers may use or purchase a Bible for use with their classes.

OFFERING

Offering envelopes are provided for all students. New students should receive a box of envelopes at the time they register. New envelopes are distributed each December. Three year olds, through Grade 2 have their offering collected during opening music. Grades 3-9 offerings may be collected in class. Encourage students to put their offerings in the church offering plates during services. The offering collected in Sunday School envelopes helps supply materials for the Sunday School program at Faith.

SUNDAY SCHOOL ATTENDANCE AND ABSENTEEISM

Attendance is taken each Sunday to assist in ordering the correct amount of supplies and materials each semester. We do not give an award at the end of the year for perfect or exceptional attendance. Rather, each month's perfect attendance in each class will be printed in the Parish Visitor. Therefore, it is important that each teacher keeps accurate records. The superintendent will keep a master record. If a student is absent more than three consecutive Sundays, please check up on him or her. There are "missing you" postcards available in the resource center for the teachers to use.

If a child attends another church school he or she should bring back a note from that church stating so, and they will be counted present in our Sunday School for that day.

If a child attends another church and a church school, not in session, a bulletin brought back from the church service will also allow him or her to be counted present for that day.

We have "visitor" Sunday School cards available for children visiting our Sunday School. There are to be given to Sunday School students who are visiting your class. Extras are kept in the resource room.

Sunday School classes will be dismissed when the bell rings at approximately 10:30 a.m. In the three year old to Grade 2, class teachers shall only release students to the people listed on the student release form, or older sisters, brothers, or family members who you come to know.

CLASSES OUTSIDE OF THE BUILDING

If a teacher is planning to take students on a class trip or outside of the church, a class trip form **must** be completed and returned to the Sunday School Superintendent.

CHRISTMAS PROGRAMS

There are two Christmas programs for the Sunday School, Grades 3-8 program is scheduled during a second Sunday service in December. The three year olds to 2nd Grade program are scheduled on a Sunday afternoon. All Sunday School youth are expected to attend and participate; any child not attending will need a signed note from a parent or guardian. Teachers are expected to prepare their students for the parts given to that classroom. The ninth grade class host **JESUS'** Birthday party after the afternoon performances.

POLICIES FOR GRADES 6-9 CONFIRMATION STUDENTS

The students in Grades 6-9 are taking confirmation instruction. One of the requirements for confirmation is Sunday School and church attendance. Therefore, teachers should ask if their students are attending church that Sunday and record it in the attendance book. The Superintendent will record church attendance as well as Sunday School attendance. All Grade 6-10 are asked to turn in 15 worship notes for the year.

RESOURCE CENTER

All visual aids, records, games, pictures, and art supplies are located in the resource center. Please return all material to their proper place after each use. If you need assistance in finding resource materials, please check with the superintendent. There is also a bulletin board in the resource center to note any desired needs. TVs and VCRs are available and are housed in the resource center. A sign-up sheet is posted at the end of the shelves as you enter. Signing up is necessary to reserve a TV/VCR. There are three unites available. Arrangements can be made if additional units are needed.

ROOM PRESENTATION

We strive to have a welcoming environment for our youth; therefore, please feel free to decorate and "spruce up" your classroom, as you so desire. There are a lot of nice Biblical pictures and posters in the resource center for use in your rooms. You are encouraged to keep your room looking neat and clean; perhaps consider enlisting the students to help tidy and straighten up at the end of each class session.

SAFETY PLAN FAITH LUTHERAN CHURCH CAMERON, WI AUGUST 1999

The purpose of this safety plan is to provide a procedure to be followed in the event of a natural or man-made disaster. The plan will include fire escape and shelter, tornado safety and evacuation.

The Faith Lutheran Church Council at the May 1999 council meeting authorized this project. Pat N. presented it to the council in detail on June 14, 1999.

Faith Lutheran Church President, Tom M., contacted the church's insurance company and Interim Pastor, Dan A., contacted the synod office to find out if they had any problems or issues

with the safety plan.

A meeting was held on July 27, 1999 with Bob A. from the Barron County Emergency Management office for his input and ideas on the safety plan.

Final approval and review was done by the property and management committee and Pastor Paul T. on August 17, 1999 and is as follows:

EVACUATION PLAN

Visual signs will be posted in each Sunday School room and in all high traffic areas to show the escape route of the church. These signs will be color-coded and laminated. Any replacement signs needs will be made available by making copies or contacting Carrie P. who has the design on her computer program.

After the warning bell as sounded, the teachers will be in charge of their own class. They will be instructed to take the attendance book, have one teacher lead the class, have everyone hold hands and the second teacher follow last and close the door on the way out. This will be a sign the room is vacated.

The teachers and students will be educated on fire escape safety to lessen the chance of a person refusing to leave the building.

One of the Sunday School superintendents will be in charge of the shelter area and the other superintendent will come with the last class to leave the church.

The safe shelter site for any evacuation is to go to Cameron Laundromat located east of Faith Lutheran Church on Hwy. SS.

In the event of an evacuation during church services we will be directed by the pastor to go to the Cameron Laundromat until the emergency is cleared. If the evacuation is during Sunday School the superintendents in charge will check with the teachers to ensure everyone is accounted for and will monitor the exits at the laundromat until everyone leaves with a guardian.

Special needs will be addressed as needed. Guardian disputes will be noted with confidentiality.

Fire Escape/Shelter

The warning system for a fire or evacuation (for a problem such as a gas leak) will be as follows:

During church services: Pastor will be in charge and will give a verbal warning over the P.A. system with directions for evacuation of the building. Ringing of the Sunday School bell should also be used as a warning.

During Sunday School or Bible school: The superintendents will be in charge and the alarm will be ringing the Sunday School bell for 30 seconds as well as verbal warnings.

In the event of an evacuation to the Cameron Laundromat the following persons will be in charge of notification of the local law enforcement personnel and deciding when to call the local radio station to notify families of the situation:

During church services: Pastor of the church.

During Sunday School or Bible school: Superintendents.

If a hazardous spill occurs nearby we will be under the direction and control of the Barron County Hazardous Response Team and will follow their directions.

In the event of a gas leak in the church, no person will be allowed to enter the lower level to check for persons. The local officials will be notified and will handle the situation.

Tornado Safety

The following person will be in charge of making the call to go to the dining room for tornado safety:

During church services: Pastor.

During Sunday School or Bible School: Superintendents.

The warning system for a tornado will be:

During church services: P.A. system/verbal

During Sunday School or Bible school: P.A. system/verbal.

The safe site for a tornado threat is in the dining room away from the windows and under the tables. The children will be taught to kneel or sit on the floor with one arm behind the head and the other arm in front of the face. The teachers will be in charge of getting their class into the dining area and having their attendance books with them. After all classes are accounted for, the superintendents will notify the local officials that we are in the church and request an all-clear call.

Each classroom is to have a flashlight in it for the teacher to use if needed.

The children's chapel area is not safe as the benches will become airborne if windows are blown out.

The superintendents will make the all-clear call.

End of Disaster

The local law enforcement or fire department will decide when there is no danger.

If the classrooms have been evacuated to the laundromat the children will be released to a parent/guardian after all have been accounted for and the teachers will leave after their class has been released.

Education

The church office will have an entire safety plan. This will include:

- Church floor plans
- Written agreement with Dave and Pam H.
- Emergency phone numbers
- List of any special needs

The Sunday School superintendents will train the teachers each fall on the Safety Plan. The teachers will need to have their class practice the evacuation route on their own and the entire

Sunday School will need to do a drill.

OPEN OUR HANDS...OPEN A WORLD

2001-2002 SUNDAY SCHOOL CALENDAR OF EVENTS

August 29	Teacher Inservice
September 3	No Sunday School
September 9	Sunday School Rally Day Honor Roll Attendance Certificates presented for 2000-2001 year Teacher installation during services
September 23	Third Grade to receive Bibles and Catechisms
September 23- October 9	Foreign Mission Emphasis Providing Health and School Kits for Lutheran World Relief
November 18	3 year old to 2nd grade to sing at 10:45 service
December 2	First Sunday in Advent
December 9	Christmas Programs: Grades 3-8 @ 10:45 a.m. Worship Service 3 year old – 2nd Grade @ 2:00 p.m.
December 23	No Sunday School
December 30	No Sunday School
January 6	Sunday School Resumes
February 10	Gifts Sunday – Donations for our Local Food Pantry
February 24	Home Missions Emphasis – Lenten Dime folders: First Sunday in Lent
March 24	Palm Sunday – 10th Grade Confirmation
March 31	Easter Sunday – No Sunday School
April 7	Dime Folders Due
May 12	3 year old – 2nd Grade sing at 10:45 service
May 19	Last day of Sunday School

Attendance: Our Sunday School teachers do take attendance each Sunday. The purpose of taking attendance is threefold: We use it to assist us in ordering the correct amount of supplies and materials each semester, rewarding students who have good attendance with certificates, and maintaining accurate roster information.

Visits: You are welcome to visit our Sunday School at any time, and we encourage you to contact the Sunday School superintendent or any Parish Education Committee member should you have any questions or concerns about our Sunday School program.