

SUNDAY SCHOOL TEACHER HANDBOOK

Oxford-university United Methodist Church

A Prayer for Children

God our Father, you see your children growing up in an unsteady and confusing world: Show them that your ways give more life than the ways of the world, and that following you is better than chasing after selfish goals. Help them to take failure, not as a measure of their worth, but as a chance for a new start. Give them strength to hold their faith in you, and to keep alive their joy in your creation; through Jesus Christ our Lord. Amen.

GENERAL INFO

- **Each class has a team of teachers.** *Your teaching schedule is totally up to you.*
- **Make out your teaching rota in advance.** *Please schedule at least two non-related adults each week. If you switch with someone, please let your team know.*
- **A Name Tag for Each Leader is in a ziploc bag...***please wear this to help parents identify who is in charge.*
- **Check-in stations are in the hallways.**
- **Sunday School Check-In Begins at 10:00 a.m...***please be in your classroom by 9:55 am so that you are ready for the children.*
- **Sunday School Check-Out Begins at 10:45 a.m.** *If you have children who are not picked up on time, please see an intern or Whitney, who will be stationed on each hall.*
- **If you have children and are teaching...***please check your child in via the check-in station and feel free to ask one of the interns or Whitney to take them to their classroom at the appropriate time. You may then pick them up at the end of class or ask us to do so for you. Just let us know if we can help!*
- **Any children who show up to your room without an adult or who did not check-in should be received,** *but please let Whitney or Natalie know and we will take care of communicating with the parents about our safety procedures.*

SUPPLIES

- **3 Year Olds - Kindergarten Cabinets in Rooms:** Please label your materials "Sunday School." Please do not use materials labeled "DDS" or "Discovery Day School." Common materials in the room between Discovery Day School and OU Sunday School (i.e. blocks, dress up clothes) may be used, but must be put back where they were.
 - **Copier Closet in Activities' Center Lobby :** 3yrs-Kindergarten age-appropriate supplies/resources; extra organizing bins, extra teacher manuals & student materials (teachers are welcome to this supply closet as well as the one upstairs in the Art Room)
- **1st-4th Rotation Classroom Cabinets in Rooms:** Please label your items to make it clear to the other programs what is used for Sunday School.
 - **Upstairs Art Room Cabinets:** (1st-4th grade age-appropriate supplies plus general supplies like glue, construction paper, etc.) (all teachers are welcome to both supply closets!)
- **If you need supplies that we do not have in the closets,** you can either let Whitney know a week or so in advance or you may purchase them yourself and submit a reimbursement (please

save your receipt!) If you are needing to spend over \$50, please contact Whitney first to make sure there isn't a more cost-effective way for us to get the supplies you are needing or to make sure we aren't going over our budget.

SAFETY

Safe Sanctuaries Policies:

- We will schedule a First Aid/CPR training this year.
- **Fill Out Background Check & Application Form and return to Whitney if you are a new teacher.**
- Please be mindful of safe and healthy boundaries with children. As an adult, you should never be alone with a child. If a child needs to go to the restroom, try taking more than one at a time, or waiting outside the door while the child goes to the restroom. We also do not condone physical or corporal punishment to correct a child's behavior.

Annual Orientation for all Workers - *Copy of these policies provided in Safe Sanctuaries Manual*

- church's policies for prevention of child abuse
- procedures to be used in all ministries with children
- appropriate steps to report abuse
- details of MS state law regarding abuse

IN CASE OF AN EMERGENCY

fire: Please leave the building through your nearest exit.

tornado: Please head downstairs to the Youth Center and the restrooms/hallway outside the Youth Center. Have the children sit along the edges of the wall and cover their heads.

intruder: Please go into the nearest room and shut the door, putting something heavy in front of it or something to lodge underneath it to keep it from opening. Have the children sit along the same wall as the door is on (so that they cannot be seen by looking into the window of the door).

Children's Allergies Please do not provide snacks or food during Sunday School time unless approved in advance by Whitney. This is for the safety of our children with allergies and other medical conditions.

COMMUNICATION

I am here to support you, so please ask if you have questions or if you need helping thinking through a situation. I'll do my best to have the right answer or help you find the right answer! Email is the BEST way to get in touch with me (wrobinson@ouumc.org) I work Mondays-Thursdays during regular working hours and am available to meet with you or help you however I can.

In O-U Connect you can communicate with just your teacher team by clicking on your class' group, clicking "messages" tab at the top of the page and then clicking on the "leader messages" tab, followed by the "new messages" button.

You can also create your teaching schedule through your group by clicking the “schedules” tab at the top of the page. If you need help setting up the schedule through O-U Connect, please contact Whitney. Some teams prefer a texting app like “GroupMe.” However you choose to organize yourselves is fine, just make sure it works for the whole team!