

# Calvary Kids Teacher

The heart involved: One that genuinely cares for elementary aged children and desires to plant the Word of God into their hearts with love and grace.

Scheduling details:

- Ministry Scheduler will poll for availability for each two-month cycle & will generate schedule.
- Each Calvary Kids teacher typically serves two weeks during each two month cycle.
- Contact the Calvary Kids Coordinator if you are unable to serve when scheduled; please do not serve when you are sick; call and we will find a replacement for you.

The practical tasks involved:

- Prior to Sunday morning:
  - Print out the week's lesson from the Calvary Chapel Costa Mesa website.
  - Prepare the lesson and choose crafts/games that you would like to include; incorporate something that they can bring home with them (e.g., craft, coloring sheet, etc.).
- Sunday morning:
  - On Sunday morning please arrive by 10 a.m.
  - Start preparing the classroom.
  - Set up sign-up sheet outside the door (blank sheets are in the folder in the Calvary Kids totes).
  - You are invited to join us, if able, at 10:10 a.m. for pre-service prayer.
  - After prayer, finish preparing the classroom with the help of your youth helper (if assigned).
  - After the praise/worship time, escort the parents and kids to the classroom; introduce yourself to any first-time visiting parents and collect their registration cards; have all parents sign in.
  - Once inside the classroom, greet the kids warmly.
  - Teach the lesson with love and grace.
  - Oversee the crafts and games, converse with the students and offering them godly insight, encouragement and prayer if appropriate; utilize your youth helper (if assigned).
  - Weather permitting, supervise safe outdoor activities.
  - After class, stay until all kids are picked up by their parents; greet parents warmly.
  - Pack up Calvary Kids totes.
  - Put sign-up sheet and registration cards in Calvary Kids folder; place folder in the appropriate Calvary Kids tote.
  - Have youth helper return totes and other items to the storage room; can carefully use dolly.
  - You can submit receipts to the Financial Administrator if you need to be reimbursed for anything (will need to fill out a short form).

Contacts: See bulletin for Calvary Kids Coordinator, Ministry Scheduler & Financial Administrator.

April 15, 2015