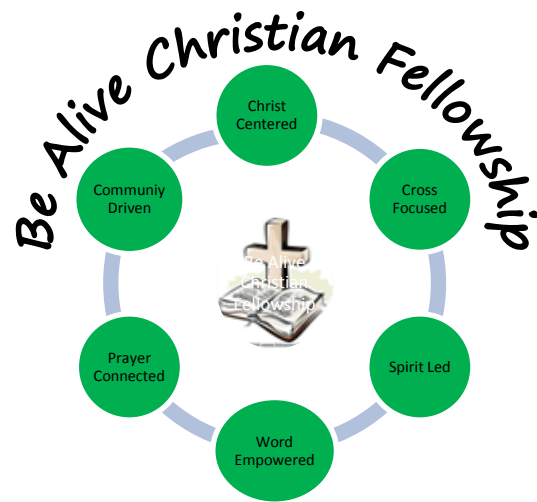




Milton Sports Centre 605 Sta. Maria Blvd. Milton, Ontario



*"...That In All things God May Be Glorified..."*  
1Peter 4:11

# Handbook

*Jesus said" Let the children come to me and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14*

## Regular Activities:

To learn more about God in a special or different way, SS kids are sent to two conferences/retreats of PAOC( Pentecostal Assembly of Canada)with the permission of their parents:

- ❖ Bounce Retreat – A two- day conference in London Ontario, usually during last week of May or first week of June. This is for Ages 7-10 years old.
- ❖ Momentum – A 2-day conference, every 2<sup>nd</sup> week of November in Cambridge, Ontario. This is for grades 6-9 ( ages 11-14)

## Others:

- ❖ Allendale Senior Home- BACF visits and ministers the seniors at Allendale every Thanksgiving or Christmas, the SS kids prepare a number with the help of the dance/music ministry leaders.
- ❖ Vacation Bible School - For the time being, a one day study of God's Word with fun games and other activities such as swimming or other sports is held during summer time for all Sunday School kids.

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## Welcome:

Welcome to Be Alive Christian Fellowship!

This BACF Sunday School Ministry Handbook is intended for every individual involved in the Sunday School Ministry, most especially for all the parents whose children are 18 months to 11 years old. Its purpose is to provide information and answers to many questions that may arise regarding Sunday School.

The Sunday School Ministry is partnering with parents in developing their child/children's faith that have been sowed upon their young minds and hearts; that is to love and follow our Lord Jesus Christ. We earnestly hope that it will be nurtured by attending Sunday School (SS) regularly.

Once again, welcome!

Pastor Ric Jumaquio  
Lead Pastor

Lou Yuzon  
SS Ministry Coordinator

## Discipline Plan:

To have a meaningful lesson, the students should meet all the expectations given to them by their teachers through their parents. In the event, that a student fails to do what is expected of him/her as a SS student, teachers would apply the following:

- ❖ Call the attention and correct the student in a positive manner when necessary.
- ❖ Talk to the offender, noting the unfairness of disruption to the group and requesting an apology/resolution of the problem.
- ❖ If a student is repeatedly displaying inappropriate behavior, and both redirecting and talking to the student has not worked, then he/she may be in need of a "time-out" period, or he/she will be escorted to the parents. The teacher in-charge will then talk to the parent/s and explain all the details after the lessons and /or the service to resolve any problems.

*"Train up a child in the way he should go: and when he is old, he will not depart from it."* **Prov:22:6**

## **Expectations from Assistant Teachers:**

Assistants are the graduates from Sunday School, grades 7 to 9, who are willing to help teachers and students. They are expected to:

- ❖ Be friendly and an encourager to everyone in class.
  
- ❖ Help/teach the children from 18 months – 3 yrs old, in drawing, writing, doodling, etc.
  
- ❖ Be ready to observe, participate or assist as Teacher directs them.
  
- ❖ NOT to have electronic device while assisting.
  
- ❖ Make sure the materials are organized after use.
  
- ❖ Accompany children to boys/girls washroom (wait outside).
  
- ❖ Accompany a child who needs to be changed or a child dismissed from class for disciplinary reasons (if any) to their parents.

## **Sunday School Ministry Overview:**

BACF Sunday school ministry is primarily for children ages 18 months to 11 years old. Our goal is to help children discover Jesus in a personal way and enable them to experience firsthand God's presence, power and purpose in their daily lives.

Children learn biblical truths and principles through creative methods of teachings such as trivia questions, arts and crafts, puzzles, skits, music, retreats, conferences, sit-in lessons and outdoor activities.

Let the Sunday School ministry help your child/children discover the difference Jesus can make in their lives.

### **Our Mission and Vision:**

The mission of Be Alive Christian Fellowship's Sunday School Ministry is to teach God's Word and help build the foundation of children's faith in Christ Jesus that eventually, they will share the life of Jesus, through their words and actions to their family, friends or peers, in the community and beyond.

Our vision is to raise future Godly leaders among our children such as pastors, evangelists, missionaries, prophets, teachers and other vocation that will continue on the work of advancing God's kingdom and proclaiming the Gospel. Through our children with the help of the Holy Spirit, we will shape-up a godly community, to a godly city and eventually godly nations.

## **Our Beliefs:**

We believe...

- ❖ Children are gifts from God and should be handled with love and care.
- ❖ Children are important in the kingdom of God and that Christ died to redeem children from their sin.
- ❖ Christ has called children to follow Him.
- ❖ Christ will continue His works on Earth in us and through us and in and through our children.

## **Time Schedule:**

- ❖ 10:30 – Call to Worship
- ❖ 10:45 – Praise and Worship
- ❖ 11:00 – Word/ Sunday School
- ❖ 12:00 – Fellowship
- ❖ 1:00 - Home sweet home

## **Curriculum/ Lessons:**

Our material is Bible-based. It has two different levels that suit the needs of our children. Our materials come from the Kids Sunday School Place (KSSP) website, where we became a member since August 2012. Their faith and beliefs are aligned from what we believe in. To know who the people behind the website, their statement of faith and all the lessons being used, visit the website at...

<http://www.kidssundayschool.com>

## **Guidelines for Opening /Closing Prayers (from KSSP)**

***The Opening Prayer should always include the following:***

- ❖ Praise God for the opportunity to meet and for the attendance of everyone present.
- ❖ A request for guidance, especially for the teacher so that the Word of God can be shared in a meaningful way.
- ❖ Asking the children to be open to learning the Word of God and to invite the Holy Spirit to be present in both everyone's heart and in the classroom.

***When including prayer request and praises, always consider the following:***

- ❖ Ensure everyone has a chance to contribute.
- ❖ Rather than trusting your memory, be prepared to jot down what is said.
- ❖ Be sure to touch on each child's requests. It is important to them to know that you care about them and that their prayers are important.
- ❖ Make sure special needs of your church or church members are also mentioned.

***The Closing Prayer should always include the following:***

- ❖ Praise God for the chance to learn about Him and be part of the family of God.
- ❖ Safety and health for the children.
- ❖ That, others may see Jesus in our lives.
- ❖ If having snacks at this time, thank Jesus for the snacks and his many other blessings.

## Expectations from Teachers

Our volunteer teachers are teens, young adults and parents who have trusted Jesus as their personal Lord and Saviour. They commit themselves to share the love of Jesus Christ and be a role model to our children. Most of the teachers have attended teachers' training so they know that they are expected to:

- ❖ Begin and end the lessons with a prayer. (see guidelines )
- ❖ Read the lesson at least one day before Sunday, so they can prepare for the things needed for the activity. (Let the coordinator know of the materials needed)
- ❖ Be compassionate by showing love, patience and understanding (students will feel accepted).
- ❖ Be firm and fair with decisions (kids will show more respect).
- ❖ Practice safety, i.e. not allowing students to leave the classroom on their own.
- ❖ Let the SS Coordinator know if for some reason they cannot come to teach, other available teachers can cover for the day (kids will not miss the scheduled lesson).
- ❖ Be the overall in-charge in the classroom, making sure everything is in order, including pre-schools and toddlers.
- ❖ Make sure the classroom is clean and organized before leaving.

## Worship:

To ensure solemnity in our Praise and Worship in the sanctuary, our SS kids are expected to worship with the youth/ music Pastor in the class room. During this time, they are expected to be quiet or to participate and cooperate during Praise and Worship. Once the Praise and Worship is over SS teachers and Assistants will take over and proceed to their lessons.

## Sunday School Organization:

- ❖ **Toddlers - 18 months to 3 years old** - children learn to color, doodle, draw, write and develop their social skills with their peers.
- ❖ **Kindergarten- 2<sup>nd</sup> grade** - children learn to sing songs, make crafts projects, say simple prayers and learn Bible stories with question and answer, memory verses and games.
- ❖ **3<sup>rd</sup> grade - 6<sup>th</sup> grade** - children learn to understand the Bible through reading, short skits, practical application, object talk, memory verses and more.
- ❖ **7<sup>th</sup> grade – 9<sup>th</sup> grade** - Youth graduate from SS and become volunteers to watch toddlers, when they are not scheduled they stay in the sanctuary during the service. However, they have regular meetings with the youth leaders every Friday or second Friday of the month to study the Word and fellowship with one another, (Gym, movie night etc).
- ❖ **10<sup>th</sup> grade and up** - can volunteer to teach pre-schoolers and are encouraged/required to attend “Teacher Certification” training.

## Food/Snacks:

The food committee of BACF provides peanut-free snacks, however it must not replace your child/children's breakfast nor lunch. Please let SS coordinator know of any food allergies by completing "Student Personal Data Sheet".

## Expectations from Students:

As the students enter the classroom they are expected to:

- ❖ Bring his/ her own Bible and notebook
- ❖ NOT to bring any electronic device/toy
- ❖ Be respectful of others in class, both peers and teachers.
- ❖ Speak in turn so that only one person talks at a time and listen when others speak.
- ❖ Listen and Participate eagerly in class while having fun.
- ❖ Maintain safe behavior, keeping members of the group physically and emotionally safe.
- ❖ Be respectful of classroom materials.
- ❖ Clean after themselves (garbage, empty food packages etc.).
- ❖ Share what their learn in Sunday School to their parents.

## Expectations from Parents:

*"Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up. Write them on the doorframes of your houses and on your gates..."*  
*Deuteronomy 11:18-20*

Sunday School is not meant to be the primary Christian teaching a child receives, but should be in partnership with the teaching from parents. So, parents are expected to:

- ❖ Read the Bible to/with their child/children regularly.
- ❖ Make sure children understand what is expected of them at Church and at Sunday School.
- ❖ Drop their child/children in the classroom (in case late)
- ❖ Encourage children to attend church consistently by example.
- ❖ Follow-up and ask what they have learned in Sunday School and apply it at home.
- ❖ Remind children constantly not to leave without the help of assistant teachers.
- ❖ Inform the SS coordinator for any food allergies.
- ❖ Fill-up and sign a Waiver Form for their child/children if they choose to participate any outdoor activities such as camping, conferences, swimming, etc.
- ❖ Volunteer to assist the Sunday School on some level (Teacher, Assistant, organize special events, drive the students to conferences, etc.)