



Summary of Teacher / Assistant Teacher Responsibilities

Teachers: In charge of teaching the Bible Lesson and/or Memory Verse

Assistant Teachers: In charge of teaching the Songs, Memory Verse, Missionary Story, Review Game, Gospel Activity, or Opening and Closing the club

- Requirements**
- Complete CEF[®] Training—either Children’s Ministry Conference or Teaching Children Effectively[®] Level 1
 - Attend the four GNC[®] materials workshops during the year
 - Teach using the GNC format and material
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- Before Club Day**
- Pray for the children’s hearts to be receptive and for the teaching to be clear and thorough
 - Obtain club agendas, teaching assignment and any materials needed for club. There is added material for each series in the “Resource Pack” that comes with your GNC kit.
 - Study, Study, Study!! Practice, Practice, Practice!!
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- Day of Club**
- Arrive by 30 minutes before the start of Club sign in at the office
 - Set up the teaching area so distractions for the children are limited—put out any teaching materials needed and have a club schedule with the times written in visible to all participants
 - As the children arrive, walk around and greet the children, talk to them, and get to know them
 - Five minutes before teaching time, give the kids a two-minute warning to finish up snack—then begin to direct the kids to the teaching area
 - Begin club when all children are seated in the teaching area
 - Know when you are up in the schedule and have everything ready for your part—when you’re not teaching, sit among the children and participate in the club
 - If counseling, be ready with Bible, pen, counseling cards and tracts—give completed counseling cards to the coordinator at end of club
 - Help with dismissal procedures (see coordinator)
 - Clean up teaching area
 - Fill out prayer request form with any prayer requests from club day
 - If using PowerPoint, make sure any changes you make in your lesson get added to the whole club PowerPoint.