

# THE CLUBHOUSE

## You'd make a great CLUBhouse Teacher!

Teach 3's, 4's, Kindergarten or 5<sup>th</sup>&6<sup>th</sup> graders on Sunday mornings!

*Please pray and search God's will to see if he is calling you to this ministry. Here is a brief description of what this ministry involves.*

## Overview

### 1. Your primary task:

Build a relationship with the children in your class. Listen to them and learn about their lives. Help them discover more of God's word and how it impacts their lives.

### 2. Your "go to" person: the CLUBhouse Coordinator or Director of Children's Ministry

### 3. Your time commitment:

Sunday mornings from 9:00am to 10:30am. You may serve during the school year (September – May), the summer (June – August), or commit for the entire year.

### 4. What to do when you will be absent:

Please check your calendar for the dates when you know you will be absent. Contact the CLUBhouse Coordinator for a list of substitute CLUBhouse teachers. If you cannot find a suitable substitute or you have a last minute illness or conflict, please notify the Director of Children's Ministry ASAP.

### 5. Please help us invite new ministry partners:

As you talk to other parents and friends, share with them the enjoyment you receive from this ministry. Help us continue our ministry by bringing in more ministry partners!

## Responsibilities

### 1. Your preparation:

You will be given a Hands-On Bible Teacher's Guide and Lab Kit, containing all of the materials for your Bible lessons. Please take time to read through the lessons in advance and contact the Director of Children's Ministry if you have any questions.

### 2. Arrival:

Please arrive no later than 9:00am every Sunday to prepare your room. At 9:15am, be prepared to welcome your kids with a smile, especially any new kids that may come.

### **3. Opening:**

3's, 4's and Kindergarten will join the 1<sup>st</sup> – 4<sup>th</sup> graders each Sunday with a time of welcome, singing, and prayer from 9:15am to 9:30am. Please help encourage participation from your kids during this time. Set a great example by singing along with the songs and showing them your enjoyment. 5<sup>th</sup> & 6<sup>th</sup> graders will not participate in this, but will meet in their classroom at 9:15am instead to begin their lesson.

### **4. Lesson:**

Following the opening, the younger children will leave to go to their assigned rooms for the Bible lesson. It is our hope that the Bible lesson remains fun and exciting each week through hands-on activities, so the kids will enjoy coming back to learn more about God. During the lesson, if any kids in your class are misbehaving, please be quick to correct them in a kind manor and redirect their attention to the lesson. It is your privilege to help each child grow in his/her relationship with Jesus. At the end of the lesson, lead your class in prayer. You have much flexibility in how you approach the prayer time, but encourage every child to pray out loud. Let it be a comfortable and authentic experience... kids talking to God.

### **5. Wrap-up:**

Please keep your group seated and occupied until their parents pick them up. Be sure to give them any take-home materials. Collect nametags, so kids don't accidentally go home with them. Parents of 3's, 4's and Kindergartners should pick up their kids from the classroom by 10:15am. 5<sup>th</sup> & 6<sup>th</sup> graders can be dismissed on their own from the classroom at 10:15am. After the children are gone, please clean up your classroom before you leave. Return your supplies to the supply cabinet and check with the CLUBhouse Coordinator for any other information you might need.

### **6. Follow-up:**

If you had any first time guests, welcome the parents and make sure the child takes home a welcome packet. This packet will help introduce the family to CLUBhouse and Bethlehem Lutheran Church. The CLUBhouse Coordinator will give you an addressed postcard to be sent to the child at home. Occasionally, you may also receive postcards for children with continued absences. Please sign the postcard, write a little note to the child, and return the postcards to the CLUBhouse Coordinator before you leave.

**For more information or answers to questions,  
contact the Director of Children's Ministry.**