

Sunday Elementary Team Expectations & Responsibilities

Overview

As a classroom leader in the CHBC KidsZone, our goal is to partner with parents and be a resource in the discipleship of their children. We view this leadership opportunity as one for the discipleship of children, not just childcare.

Using The Gospel Project curriculum, we will engage in a weekly Bible study that helps students of all ages dive deep into the one big story that is The Bible—God’s plan to rescue His people through His Son, Jesus Christ!

Team Leader Expectations

At Coral Hill we believe in teaching our children the Scriptures. We work hard to provide a safe environment for children where they can learn, grow and develop a relationship with Jesus. Our desire is that they develop a foundation based on a biblical worldview surrounded by the Gospel.

To effectively do that, leaders need to:

1. Be prepared and on time. ([Preparation resources here](#))
2. Wear Volunteer lanyards, greet students at the classroom door
3. Pray with students
4. Lead the class in the weekly scripture reading, Bible Story, and Christ Connection.
5. Check student check-in tags to ensure each child has a sticker and that there is a parent contact number in case of emergency.
6. Communicate and demonstrate the shared biblical views of CHBC. ([view that here](#))
7. Take attendance and prayer requests each class session.

Team Responsibilities

We take the teaching, training, and safety of our children very seriously. We ask that each class leader be vigilant and mindful of where students are within the hour in which you are volunteering. Safety is a priority. At any time that you need assistance, please contact one of the coordinators or a security team member.

Frequently Asked Questions

1. **What time do I need to be there?** 20 mins before your scheduled class time

2. **Where do I find materials to prepare?** Materials for teachers and all student materials can be found in classrooms, on the CHBC website, and the CHBC app
3. **Who do I contact for assistance with behavior, etc if needed?** For children ages 1st through 6th grade - Chasity Wilson 270.404.0321
4. **A child wants to stay with his/her sibling, is that ok?** Children need to remain in their age appropriate class. Contact a coordinator if you have questions
5. **An older sibling wants to pickup/checkout a younger sibling(s)?** Only acceptable if the older sibling is in youth (7th grade or older)
6. **Cell phone policy?** Cell phones should not be used during small group time and are expected to be placed in a central location (like a basket). We have printed Bibles for students to use if needed. If you need additional ones, contact a coordinator.
7. **What do I do if I need to miss my scheduled teaching day due to sickness?** If the volunteer is a ½ time teacher, you may switch with the alternate teacher. If needed, you may then contact coordinator to find a replacement.

Additional Expectations

KidsZone doors are opened 20 minutes prior to the start of each service and then closed 10 minutes after the start of each service.

Kids 1st-6th grade check into classroom by a parent and will be dismissed from the HUB, 0-K will be dismissed from classroom doors.

CHBC Discipline Policy- posted in each classroom

- 1st offense timeout/redirect, age appropriate (calm down spaces)
- 2nd offense call coordinator on duty, take a walk if needed, document if warranted.
- 3rd offense parent call, coordinator on duty can/will do this.

KidsZone Area/Classroom expectations- posted in each classroom

- Bathroom visits, before/after class, limiting movement during service times
- Doors Locked, closed, double check the door nearest your classroom door
- Rooms should be left in good shape for next class session , see list posted in classrooms
- Once doors are shut and locked, a security team member/coordinator will unlock it if needed.
- Lead teachers, key card to enter and exit KidsZone when doors are locked if needed.
- If a child is a late arrival/early dismissal. Parents may contact team member on whiteboard at check-in