



CFM Children's Sunday School Teacher Job Description

Overview: Children's Sunday school teachers serve to help share God's love with our children through teaching lessons about the Bible, helping children learn about God's love for them and our world, and sharing their own experiences of faith. While we create opportunities for children to learn about God and grow through Bible stories, these volunteer teachers are positive and supportive examples for our children.

CFM Mission Statement: With the Spirit's guidance, we seek to provide opportunities for the children of TPC to play, learn, grow, and serve. Programs/activities of CFM seek to nurture:

- Faith in Christ
- Wonder in God
- Curiosity for God's Word
- Hearts for Mission.

CFM pray that our children, with the help of their families and the family of God, will integrate faith throughout their lives so that they may become mature, committed, and joyful disciples.

Responsibilities

- Lead Teach OR Volunteer with a teacher in one of the following classes (or more, if you choose!):
 - Preschool (2's, 3's, and Pre-K)
 - Kindergarten and 1st Grade
 - 2nd and 3rd Grade
 - 4th and 5th Grade
- Lead Teaching Responsibilities:
 - Sign Up for a minimum of 5 Sundays throughout the year
 - Arrive by 9:45am to prep classroom
 - Meet children in the Gym at 10:00am to escort to classroom
 - Elizabeth will provide the lessons, it is up to teachers to grab/prepare supplies from CFM Resource closets (paper, markers, crayons, pipe cleaners, etc.). If other supplies are needed, teacher may purchase and be reimbursed OR request from Elizabeth ahead of time. (Copier is available in Building D for coloring sheets, etc.)
 - Lessons are typically between 30 and 45 minutes depending on content and child participation
 - Pray with and for the children as a part of each lesson
 - Be a positive and supportive example for our children
 - Have FUN!
- Volunteering with a Teacher Responsibilities:
 - Sign Up for a minimum of 5 Sundays throughout the year

- Arrive by 9:45am to check in with teacher
- Assist the teacher with lesson and general crowd control
- This volunteer should be point person for bathroom breaks
- Be a positive and supportive example for children
- Have FUN!

Requirements

- Follow protocol and policies within Trinity's Youth and Child Protection Policy
- Complete a Background Check
- Complete MinistrySafe Sexual Abuse Awareness Training and have a certificate on file (to be updated every 2 years)
- Complete Teacher Training
 - This includes information about classroom management, routines, where to go, what to do, who to call (emergencies, etc.) and answer questions related to roles.
 - Elizabeth will follow up with information about this depending on needs. Can be a once a year meeting in August OR shared via Google Drive for volunteers to read on their own.

Questions?

- About lessons and/or roles and responsibilities, reach out to Director of Children's Ministry, Elizabeth Davis (edavis@trinityatlanta.org)
- About the Youth and Child Protection Policies or to make a report, reach out to Senior Pastor, Rebekah Close LeMon (RCLemon@trinityatlanta.org)



CFM Event Volunteer Job Description

Overview: It takes a village of volunteers to make CFM events and programs happen. These volunteers help with various levels of tasks to assist CFM Committee members with special events throughout the year. Each of these events with ranging levels of commitment are listed in the Responsibilities section.

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Responsibilities:

(Event Volunteers may choose ONE or as many as willing event(s) below. Each event lists all needs. Volunteers may choose to help with one or more of those needs.)

- Family Fun Fest Volunteer (August 20)
 - Setup, cleanup, registration table, pick up supplies
- Supplies and Organization (August, January, May)
 - Helps gather, organize, create shopping/order list in prep for Sunday school and events. If willing to help with this, reach out to Elizabeth and schedule a time that works for you.
 - August – Prep for Sunday school and Fall events
 - January – Cleanup from Advent and reset for Sunday school/winter/spring events
 - May – Cleanup from spring and prep for VBS
- CFM Welcome Brunch Volunteer (September 24)
 - Setup, cleanup, provide refreshments, greet
- Caroling in the Community with Dinner After (December 3)
 - Meal setup, cleanup, provide refreshments, greet
- The Best Christmas Pageant Ever Drive Thru (December 10)
 - Organize supplies the week prior, Event day Setup/cleanup, direct traffic during event (most needed!), provide refreshments
- Bingo (several throughout the year; may volunteer at one or all; dates TBD)
 - Setup, cleanup, serve meal, provide prizes

- Shrove Tuesday Pancake Dinner and Race (February 13)
 - Setup and cleanup
- Flashlight Egg Hunt and Parents' Happy Hour (March 22)
 - Setup/hide eggs (most needed), cleanup/reset for next morning, support staff (Andrew and Elizabeth) during event by assisting with children's activities OR greeting at Parents' Happy Hour
- Family Breakfast and Egg Hunt (March 23)
 - Setup/hide eggs (most needed), cleanup (2nd most needed), direct age groups to egg hunt start spots after breakfast
- Vacation Bible School Volunteer (Monday, June 10 – Thursday, June 13)
 - Various levels of need:
 - *Station Leader – Leads activity stations for children 9am-12pm each day of VBS
 - *Group Leader – Escorts group of children to and from activity stations and assists Station Leaders
 - Can volunteer all 4 days or as available
 - Donate Supplies
 - Setup – Sunday, June 11 at 12pm
 - Photographer
 - Other specific needs will come up closer to time. If interested in helping in any way, reach out to Elizabeth Davis and/or VBS Chair, Leslie Hall.
- ALL Event Volunteers, no matter level of involvement are also responsible for being knowledgeable of the event and helping to promote/invite friends. This is how we grow! You get to be a part of it!

Requirements:

- Follow protocol and policies within Trinity's Youth and Child Protection Policy
 - If starred (*) above, the following are required:
 - Complete a yearly Background Check
 - Complete MinistrySafe Sexual Abuse Awareness Training and have a certificate on file (to be updated every 2 years)

Questions?

- About roles and responsibilities, reach out to Director of Children's Ministry, Elizabeth Davis (edavis@trinityatlanta.org)
- About the Youth and Child Protection Policies or to make a report, reach out to Senior Pastor, Rebekah Close LeMon (RCLemon@trinityatlanta.org)