

Teacher Responsibilities

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1. Enjoy being a teacher

- a. Make sure God has given you the gift of teaching. If you don't enjoy teaching this may be an indication that you do not have the gift.
- b. Attend the Spiritual Gifts Class and/or fill out the questionnaire used in the class to determine your spiritual gifts.

2. Be an example

- a. Attend worship services regularly.
- b. Live a life of Christian example with service of time, talents, and treasures. Plan time for the Lord! Use talents for the Lord! Set goals of giving for the Lord!
- c. Participate regularly in Bible Study, either group or individual.
- d. Attend teachers' meetings.
- e. Teachers serve for one year at a time. Teachers who have served three consecutive years may be asked to take an educational sabbatical to further their own spiritual growth.

3. Be prepared

- a. Take enough time in advance to adequately prepare your lesson.
- b. Have all the materials and supplies needed to conduct your class. These may be obtained from the Family Life Minister, Business Manager, or purchased.
- c. Spend time in prayer asking God for guidance in teaching.

4. Promote the purposes of the Christian Education Program

- a. Encourage discipleship, Christian fellowship, responding to God's love, sharing faith, and worship in lifestyle choices.g.
- b. Incorporate suggestions given under the statement of purpose: "providing faith appropriate opportunities of study and the sharing of God's Word among the community of believers".

5. Be on time

- a. Plan to arrive at least five minutes early.
- b. Arrive before your students do so you may greet them as they arrive.
- c. Make sure your classroom is ready.

6. Teach the Lutheran Church-Missouri Synod Doctrine

- a. Teachers should be members of Good Shepherd Lutheran Church, or confirmed members of another Lutheran Church-Missouri Synod (LCMS) church, or have attended Inquirers' Class, or have met with the Pastors or Family Life Minister to discuss LCMS doctrine.

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- b. Teach the doctrine of the LCMS. Avoid teaching personal beliefs that do not agree with church doctrine. Direct doctrinal questions to the Pastor or Family Life Minister.

7. Use a variety of teaching methods

- a. Include music and singing, reading and study of God's Word, questions and answers, discussion, memory work, and prayer. Incorporate audiovisual aids when appropriate.
- b. Obtain ideas from sources such as: Teachers' Meetings, magazines, Church Library, Christian Bookstores, etc.
- c. Find out what resources are available through the Family Life Minister and make use of them.
- b. Inquire of the Family Life Minister about obtaining items not currently available.

8. Keep rooms neat and clean

- a. Consult regularly with the Family Life Minister about disposal of unused and unneeded materials.
- b. When snacks are served, have students help clean the room before leaving.
- c. Store student material and supplies in cabinets and on shelves between classes

9. Communicate

- a. Communicate any concerns, needs, or problems to the Family Life Minister. Some things you might see him about include materials, supplies, course selection, course publicity, facilities, discipline concerns, attendance concerns, and inability to find a substitute.
- b. The members of the Board of Christian Education are also available to help you.

10. Contact a substitute when necessary

- a. Primary responsibility for obtaining a substitute for your class rests with YOU. First try to contact your regular substitute. If you cannot reach him/her, try someone from the substitute pool. If you cannot reach either, call the Family Life Minister.
- b. Be sure your substitute has materials and knows what lessons to use. Arrange the exchange of material with your substitute. You may want him/her to pick them up at the Family Life Minister's Office.
- c. **Special Policy of teachers of adults.** If you cannot teach on a particular Sunday, PLEASE DO NOT CANCEL YOUR CLASS. Ask someone in your class to substitute. Give them some notes or the

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lesson plan ahead of time. (Experience has shown us that when a class is canceled, most of the students do not find another class to attend. They usually skip on those Sundays.)

11. Maintain discipline in your classroom

- a. Good discipline is essential to promote learning. It also helps produce satisfaction among students (and parents).
- b. The teacher has primary responsibility for classroom discipline. Problems concerning discipline may be discussed with the Family Life Minister.