

# SAMPLE POLICIES TEMPLATE

## Sunday School Ministry Service Area

### Overview

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#### Introduction

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# Sunday School Ministry Service Area Information

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**Mission Statement** The Sunday School is committed to Reach, Teach, Win, and Nurture all members of Hope United Methodist Church and the surrounding community at large.

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**Scripture Basis** “Gather the people together, men, and women, and children, and thy stranger that is within they gates, that they may hear and that they may learn, and fear the Lord your God, and observe to do all the words of this law.”  
Deuteronomy 31:12

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**Purpose** The purpose of the Sunday School is to:

- Provide religious teaching that changes the moral and religious insight and life of the pupil.
- Supplement weekday religious instruction and other activities through the church.
- Be an evangelistic agency.
- Supplement Christian teaching in the home.
- Uphold the place of the Bible in Christian education.

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**Officers** Superintendent: Dr. David L. Garrett, Jr.  
Assistant Superintendents, Sunday School: Ms. Bridgette Rudolph (Administration) and Ms. Evelyn Summerville (Curriculum)  
Assistant Superintendent, Vacation Bible School: Mr. Carvin Rudolph, Jr.

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**Ministry Service Area Membership** Each Sunday School class is led by one or more volunteer teachers who have been nominated by the Superintendent and commissioned by the Minister of Christian Education.

Classes are divided by grade or age level:

- Preschool (Preschoolers and Kindergarten)
- Primary 1 (Grades 1-2)
- Primary 2 (Grades 3-4)
- Juniors (Grades 5-6)
- Middle School (Grades 7-8)
- High School (Grades 9-12)
- Young Adults (ages 18-35)
- Adults (all ages)

## **Sunday School Ministry Service Area Information, Continued**

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**Meeting Dates**      The Sunday School Ministry meets Bi-monthly on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month at 6:30 p.m.

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**Ministry  
Service Area  
Reports To**      The Sunday School Ministry reports to the Associate Pastor of Christian Education and Leadership Development.

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**Service groups**      Vacation Bible School

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# Sunday School Ministry Service Area Responsibilities

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## **Basic Responsibilities**

The Sunday School enables participants to experience God's presence, build knowledge and skills for discipleship, receive and express support, and participate in service in Christ's name.

Through grade- or age-specific classes, Sunday School students will encounter prayer, praise and worship, Bible study and a variety of learning activities.

The Sunday School Ministry will help children, youth, and adults grow in:

- Knowledge of the Scripture and tradition;
- Skills in practicing the means of grace; and
- Abilities to live as accountable disciples

Based on *Guidelines for Leading Your Congregation: Christian Education*

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# Policies and Procedures - Sunday School Ministry Service Area Officers

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## **Officers**

There are four officers on the Sunday School Ministry Service Area:

- Superintendent
  - Assistant Superintendent, Sunday School Administration
  - Assistant Superintendent, Sunday School Curriculum
  - Assistant Superintendent, Vacation Bible School
  - Other officers may be selected when deemed necessary.
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## **Superintendent**

The Superintendent is elected by the Charge Conference. Responsibilities include:

- Working under the church authority.
  - Providing policies and procedures and job descriptions.
  - Mobilizing and supervising staff.
  - Inspiring and training staff members.
  - Evaluating workers and positions.
  - Planning programs of the Sunday School.
  - Providing monthly calendar of Sunday School activities.
  - Planning budget and managing expenses.
  - Facilitating ministry meetings that consist of prayer and sharing/exchanging ideas, planning sessions, making assignments and selecting supplies.
  - Submitting records for weekly attendance and offerings.
  - Praying regularly for Ministry workers.
  - Planning a Ministry get-together at least once a year in order to build a sense of teamwork among all Ministry workers.
  - Regularly observing leaders and teachers in action, offering encouragement, affirmation, and direction.
  - Evaluating facility and resource needs and recommending actions to maintain and improve these items.
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## **Policies and Procedures - Sunday School Ministry Service Area Officers, Continued**

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### **Assistant Superintendent (s), Sunday School**

The Assistant Superintendent(s), Sunday School is (are) elected by the Charge Conference. All superintendents work as a team. Responsibilities include:

- Working under the church authority.
  - Assuming the responsibilities when the superintendent is absent.
  - Planning assigned programs of the Sunday School.
  - Monitoring and replenishing classroom supplies.
  - Praying regularly for Ministry workers.
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### **Assistant Superintendent (s), Vacation Bible School**

The Assistant Superintendent, Vacation Bible School is elected by the Charge Conference. Responsibilities include:

- Working under the church authority.
  - Selecting curriculum for Vacation Bible School.
  - Mobilizing and supervising staff.
  - Inspiring and training staff members.
  - Planning/Coordinating Vacation Bible School program including meals, crafts and activities.
  - Planning budget and managing expenses.
  - Monitoring and replenishing classroom supplies.
  - Praying regularly for Ministry workers.
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# Policies and Procedures - Sunday School Ministry Service Area Teachers

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## **Individual Responsibilities**

- Maintaining a personal relationship with Jesus Christ.
  - Desiring to grow in faith and commitment to God and participate in personal Bible study and prayer.
  - Worshipping regularly with the church family.
  - Supporting the Capital Campaign Drive.
- 

## **Ministry Responsibilities**

- Planning lessons to meet the needs of all students.
  - Following the Church curriculum with the Bible as your basic guide.
  - Supporting the Sunday School Ministry with good attendance.
  - Arriving to class by 9:20 a.m. and remain until students are dismissed.
  - Attending the Bi-Monthly Teacher's meetings.
  - Seeking additional training (Bible class, seminars, CTA)
  - Providing a minimum of one week notification pending teachers' absence.
  - Expressing needs and concerns as a teacher to Sunday School Superintendent.
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## **Sunday Morning Responsibilities**

- Arrange materials and room to create an effective learning environment.
  - Greet each student upon arrival and involve the student in conversation and meaningful activity.
  - Model the love of Christ by getting to know the students and sharing their concerns, needs and joys.
  - Guiding Bible learning by:
    1. Being well prepared to use Bible stories, verses/passages, questions and comments appropriate to the age level in order to accomplish the lesson aims;
    2. Selecting a variety of learning activities and encouraging each student to actively participate in each lesson;
    3. Participating with students in learning activities and in large-group times.
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## **Policies and Procedures - Sunday School Ministry Service Area Teachers, Continued**

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### **Student Follow-Up Responsibilities**

- Following up on visitors and absentees with mailings and/or phone calls.
  - Caring for each class member with prayer, telephone calls, birthday card, etc.
  - Communicating individual student needs to parents.
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### **Student Expectations**

- Attending regularly and entering prepared for the day's lesson and activity.
- Being attentive to and participating with the day's lesson and activity.
- Being respectful and honoring their classroom as being part of Hope United Methodist Church.
- Being prayerful in the study of Word of God.

# Policies and Procedures - Sunday School Ministry Service Area Classes

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**Class Format –  
Preschool and  
Kindergarten;  
Primary 1**

**9:15-9:30 am – Set up**

- Greet each student to class.

**9:30-10:10 am – Lesson Review**

- Praise Reports/Opening Prayer
- Interest Centers: The centers will provide activities for the students to practice Bible truths, and offer time for review from previous lessons.
- Lesson Introduction: Use previous lesson pictures to link prior lesson to current lesson. Introduce new vocabulary words and important characters.
- Lesson In Action: Through song and action movements the current lesson will be reinforced.
- Activity associated with current lesson.
- Lesson Homework: The children will complete lesson activity folder or be given a task that will be based on the current lesson.

**10:10-10:20 am – Closing**

- Offering, attendance, prayer requests, and closing prayer.
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**Class Format –  
Primary 2**

**9:15-9:30 am – Set up**

- Invite the Holy Spirit in and pray.
- Give background of Bible Book.
- Review vocabulary list.
- Provide lesson objective.
- Review lesson.
- Perform lesson activity.
- Ask questions for reinforcement.
- Memory verse activity.

**10:10-10:20 am – Closing**

- Attendance, count Bibles, collect money, clean up area.
  - Round table and closing prayer.
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## **Policies and Procedures - Sunday School Ministry Service Area Classes, Continued**

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### **Class Format – Juniors**

#### ***9:15-9:30am- Set Up***

- Greet each student to class.

#### ***9:30-10:10am-Lesson Review***

- Praise Reports/Opening Prayer
- Review of prior week: assigned homework, key vocabulary words, people and places.
- Lesson Introduction: Provide background information on lesson. (vocabulary, people, and places.)
- Lesson Discussion/Application
  - Roundtable discussion: Scripture reading. Questions that students might have about the lesson. Discuss how this lesson is relevant to situations in their lives.
  - Activity associated with the lesson.
- Lesson homework: homework will be assigned weekly based on the current lesson.

#### ***10:10-10:20 am – Closing***

- Offering, attendance, prayer requests and closing prayer.
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### **Class Format – Middle School**

#### ***9:15-9:30 am – Set up***

- Greetings to class

#### ***9:30-10:10 am – Lesson Review***

- Open with prayer and attendance.
- Review of prior week: student's personal week and assigned Sunday School homework.
- Introduce current lesson.
- Scripture reading aloud individually or chorally.
- Discussion of Scripture with lesson outline.
- Activity associated with lesson.
- Summary of lesson and homework assignment.
  - Homework may not be assigned weekly.

#### ***10:10-10:20 am – Closing***

- Special prayer requests, announcements, personal news and closing prayer.
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## **Policies and Procedures - Sunday School Ministry Service Area Classes, Continued**

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### **Class Format – High School**

#### ***9:15-9:30 am – Set up***

- Greet each student individually, ask about school, week, family and friends.

#### ***9:30-10:10 am – Lesson Review***

- Devotion: Song, Scripture, Prayer
- Ice Breaker: Christian oriented game or discussion around lesson topic using examples from society.
- Lesson Introduction: Review prior lesson and challenge. Link prior lesson to current lesson. Provide background information on the Bible book and key characters, places, etc.
- Lesson Discussion or Activity:
  - Discussion: Scripture reading. Review questions or key words that students may have. Restate key points. Allow students to discuss the relevance of the lesson to situations in their lives.
  - Activity: May be a skit/role playing, essay writing, creative writing, debates, drawings and games.
- Lesson Challenge: Assign students a task for the week based on the current lesson.

#### ***10:10-10:20 am – Closing***

- Offering, attendance, praise reports, prayer requests and closing prayer.
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### **Class Format – Young Adults and Adults**

- 9:15-9:30 am – Set up
  - 9:30-10:10 am – Lesson Review
  - 10:10-10:20 am – Closing
  - Offering, attendance, recognition of visitors.
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# Policies and Procedures - Sunday School Ministry Service Area Programs – Christmas Program

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**Purpose** To celebrate the birth of our Lord, Jesus Christ and to reinforce that He is the true reason that we celebrate Christmas.

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**Program Coordinator** Assistant Superintendent, Administration

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**Project Plan**

***1 Year in Advance***

- Secure program date and time on Church Calendar through the Minister of Christian Education.
- Request Pastor or Minister of Christian Education to give the Proclamation for the Christmas Eve Program.

***3 Months in Advance***

- Meet with Christmas Eve Planning Committee to discuss duties and responsibilities.
- Meet with Minister of Christian Education to discuss action plan.
- Select scripture readings, recitations, songs and skits for memorization.
- Schedule guest participants and Mistress/Master of Ceremonies.

***2 Months in Advance***

- Submit Christmas Eve Program to Minister of Christian Education for approval.
  - Submit Christmas Eve Program to the Chair of the Worship Committee for approval.
  - Assign scripture readings, recitations, songs and skits to classroom teachers. Teachers will distribute to students.
  - Order/Purchase props and costumes and any other materials needed for the program.
  - Provide a schedule of practice times to classroom teachers.
  - Submit announcement to the editor of the Letter of Hope.
  - Contact Minister of Music and Director of the Children's Choir.
  - Meet with planning committee and Minister of Christian Education.
  - Contact Worship Committee about electric candles.
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## **Policies and Procedures - Sunday School Ministry Service Area Programs – Christmas Program, Continued**

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### **Project Plan, continued**

#### ***1 Month in Advance***

- Meet with planning committee and Minister of Christian Education.
- Contact Communications Ministry for formal dress rehearsal and program night.
- Submit announcement for Church Bulletin.
- Contact Chair of the Usher's Ministry.
- Contact Chair of the Counter's Ministry.

#### ***1 Week in Advance***

- Distribute flier to Hope Members (Sunday School Students).
  - Conduct formal dress rehearsal.
  - Contact all chairs of ministries involved in the program.
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# Policies and Procedures - Sunday School Ministry Service Area Programs - Promotion Sunday

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**Purpose** To celebrate the educational and attendance achievements of all Sunday School students and to recognize those students advancing to a higher grade level within the Sunday School.

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**Program Coordinator** Assistant Superintendent, Curriculum

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**Project Plan**

***1 Year in Advance***

- Secure program date on Church Calendar through the Minister of Christian Education.

***3 Months in Advance***

- Select Scriptures, poems and songs for each class level.
- Meet with Minister of Christian Education to discuss action plan and selected Scriptures, poems and songs.
- Compile list/roster of all students to be promoted as well as all students by class.
- Order/Purchase certificates of appreciation for all Sunday School teachers and volunteers.
- Order/Purchase certificates of recognition and certificates of completion/promotion for all Sunday School students.
- Develop and submit announcement to editor of Letter of Hope.

***2 Months in Advance***

- Assign Scriptures, poems, songs to classroom teachers. Teachers will distribute to students.

***1 Month in Advance***

- Reserve microphone with Communications Ministry.
- Develop a flier.
- Submit announcement for Church Bulletin.
- Prepare certificates. Route for signature to Superintendent and Minister of Christian Education.

***1 Week in Advance***

- Distribute flier to all Sunday School students.
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# **Policies and Procedures - Sunday School Ministry Service Area Programs - Promotion Sunday, Continued**

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## **Program Outline**

Total time: 60 minutes

Devotion – Adult Class Participants (5 minutes)

- Song, Scripture and Prayer

Welcome – Assistant Superintendent (2 minutes)

Class Presentations – Scripture recitations, songs, poems (25 minutes)

- Preschool and Primary 1
- Primary 2
- Juniors
- Middle School
- High School

Lesson Overview – Adult Class participant (5 minutes)

Offering and Attendance (5 minutes)

Class Promotions and Special Presentations (15 minutes)

Remarks (5 minutes)

- Superintendent
- Minister of Christian Education

Benediction

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# Policies and Procedures - Sunday School Ministry Service Area Programs – Vacation Bible School

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**Purpose** To celebrate the educational and attendance achievements of all Sunday School students and to recognize those students advancing to a higher grade level within the Sunday School.

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**Program Coordinator** Assistant Superintendent, Vacation Bible School

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- Project Plan**
- 1 Year in Advance*
- Secure program date on Church Calendar through the Minister of Christian Education.
  - Secure program date with Director of Culinary Ministry.
  - Debrief VBS from previous year with administration, teaching staff, and volunteers.
  - Meet with VBS Planning Committee to plan for upcoming year.
  - Schedule workshops for teaching staff and volunteers.
- 8 Months in Advance*
- Meet with VBS Planning Committee to review action plan.
  - Submit action plan to Minister of Christian of Education for approval.
  - Order/Purchase curriculum from UMI
  - Meeting with VBS teachers and volunteers to discuss action plan, calendar, teacher responsibilities, expectations, and curriculum.
  - New teachers interview with Minister of Christian Education.
- 6 Months in Advance*
- VBS teachers and volunteers will begin training on the curriculum.
  - Continue to recruit volunteers.
  - Distribute teaching materials to teachers.
  - Meet with VBS planning committee.
  - Request supply list from teachers and volunteers.
- 5 Months in Advance*
- Teacher training continues.
  - Order/Purchase Supplies and other Materials needed for VBS.
  - Continue to recruit volunteers.

# Policies and Procedures - Sunday School Ministry Service Area Programs – Vacation Bible School, Continued

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## Project Plan, continued

### *4 Months in Advance*

- Teacher training continues.
- Meet with VBS planning committee.
- Continue to recruit volunteers.

### *3 Months in Advance*

- Submit announcement to the Letter of Hope.
- Reserve rooms.
- Have teachers select floor plans.
- Contact Facility Director.
- Review menu with Culinary Director.
- Teacher training continues.
- Meet with volunteers and Praise and Worship Committee, and Craft chair.

### *2 Months in Advance*

- Meet with Christian Education Director.
- Teacher training continues.
- Meet with volunteers and Praise and Worship Committee and craft chair.

### *1 Month in Advance*

- Contact Communication Ministry.
- Meet with Culinary and Facilities Director to review menus, floor plans and room reservations.
- Meet with volunteers and teaching staff.
- Distribute personal supplies to teachers.
- Assign rooms.

### *1 Week in Advance*

- Meet with teachers and volunteers.
- Give VBS Appreciation Luncheon.
- Review daily schedule of VBS.
- Discuss room assignments and clean up procedures for classrooms.
- Discuss storage procedures.

### *1 Day Before*

- Distribute materials to all classrooms.
- Post room assignments.

# Sunday School Ministry Service Area Members

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**Members**            The following table lists the current Ministry Service Area members:

## Superintendents

Dr. David L. Garrett, Jr.	ADDRESSES	CONTACT NUMBERS
Mr. Carvin Rudolph, Jr.	ADDRESSES	CONTACT NUMBERS
Ms. Bridgette Rudolph	ADDRESSES	CONTACT NUMBERS
Ms. Evelyn Summerville	ADDRESSES	CONTACT NUMBERS

## Teachers

Ms. Bridgette Rudolph	ADDRESSES	CONTACT NUMBERS
Ms. Alicia Tull	ADDRESSES	CONTACT NUMBERS
Mrs. Yvonne Gregory	ADDRESSES	CONTACT NUMBERS
Mrs. Marian Murphy	ADDRESSES	CONTACT NUMBERS
Mrs. Gladys Rudolph	ADDRESSES	CONTACT NUMBERS
Ms. Renee Flennoy	ADDRESSES	CONTACT NUMBERS
Mrs. Rhonda Greene	ADDRESSES	CONTACT NUMBERS
Ms. Evelyn Summerville	ADDRESSES	CONTACT NUMBERS
Rev. John Green	ADDRESSES	CONTACT NUMBERS
Mr. Leonard Hunter	ADDRESSES	CONTACT NUMBERS

## **Sunday School Ministry Service Area Members, Continued**

### Substitute Teachers

Mr. Norickey Gibson	ADDRESSES	CONTACT NUMBERS
Mr. Walter Montgomery	ADDRESSES	CONTACT NUMBERS
Mrs. Rochelle Hunter	ADDRESSES	CONTACT NUMBERS
Ms. Renee Pruitt	ADDRESSES	CONTACT NUMBERS