

# Evangelical Chinese Church of Seattle

## Children's Ministry

### Teaching Assistant Guidelines

#### Requirements:

- Must be a born-again believer in Jesus Christ, who exhibits a consistent testimony and Godly walk.
- Must be attending ECC for at least 6 months.
- Complete a Children's Ministry Team Application volunteer form and online background check.
- Attend ECC Worship Services regularly when not teaching.
- Spend regular time in the Word of God and in prayer.

#### Show Personal Concern for Your Class By:

- Arriving at least 15 minutes before class and coming prepared to assist teacher(s) in all activities.
- Welcoming each child as they arrive and helping them find a seat.
- Encouraging a positive learning environment by encouraging children to focus during lesson time.
- Escorting children to their Sunday School classrooms (Redmond campus).
- Carrying out specific assigned tasks: taking attendance, setting up before/cleaning-up after class, passing out materials, making sure there are enough seats, etc.
- Reminding children of the classroom rules and being observant of any needs that may come up during class (helping kids find verses, go to the bathroom, etc.).
  - Bathroom policy: 2 adults for any child interaction. Encourage parents to take their kids prior to class.
- Being accountable and teachable.
- Cultivating friendships with your teacher/co-workers and praying with them faithfully.
- Exhibiting a personal interest in your students and their families.
- Having a neat, personal appearance.

#### Show Personal Concern for the Church By:

- Working together with the teacher to return all equipment and supplies to their proper places.
- Modeling to students' respect for rooms and equipment.

#### Time Involvement:

- Length of commitment is normally by quarter; commitment of 2-3 quarters to co-teach with another teacher is encouraged so that deeper relationships and greater impacts could happen.
- Give adequate notice to your coordinator on the Sundays you will be at least (at least one week ahead) and assist in finding a substitute.
- Attend Quarterly Teachers' Meetings.
- Take advantage of all training opportunities. \*

\* Three major opportunities which are highly recommended:

- 1) In-house training
- 2) Northwest Ministry Conference (in March)
- 3) International Children's Ministry Network Seminar (periodically)

