

**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 have been attending ECC for at least 6 months.
- Must complete a Children's Ministry Team Application volunteer form and online background check.
- Must attend ECC Worship Services regularly when not teaching.
- Must 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 with all necessary materials.
- 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 assigned tasks including taking attendance, setting up before class, cleaning-up after class, distributing materials, and ensuring there are enough seats.
- Reminding children of classroom rules and remaining attentive to any needs that arise during class (e.g. helping children find Bible verses, escorting them to the restroom).
  - Bathroom policy: 2 adults must be present for any child interaction. Parents are encouraged to take their children to the restroom prior to class.
- Being accountable and teachable.
- Cultivating friendships with your teacher and co-workers and praying with them faithfully.
- Exhibiting a personal interest in your students and their families.
- Maintaining a neat, professional personal appearance.

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

- Working with your TA to return all equipment and supplies to their proper places.
- Modeling respect for classrooms and equipment to students.

**Time Involvement:**

- Length of commitment is by semester/quarter.
- Provide adequate notice to your coordinator on the Sundays you will be absent (at least one week ahead) and assist in finding a substitute.
- Attend Semester/Quarterly Teachers' Meetings.
- Take advantage of all training opportunities. \*

\* Two major opportunities which are highly recommended:

- 1) In-house training
- 2) D6 Family Ministry Conference (in March)

