



# **SUNDAY SCHOOL TEACHERS GUIDE**

2009-2010

St. Paul's Lutheran Church  
509 Milwaukee Ave.  
Cascade, WI 53011  
528-8094

## Purpose of Sunday School

Moses and the children of Israel were instructed by God in Deuteronomy to teach his commandments to their children:

*And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. (Deuteronomy 6: 6-7)*

These words reflect the purpose of St. Paul's Lutheran Sunday School program. As parents we encourage you to help us instill this in your children. Discuss with them on the way home what they learned in Sunday School and answer any questions they may have. Also, please take time to sit with them each week and help them with their memory work. Feel free to join your child in their Sunday School class to see what they're learning and help out if need be with the class as well.

## Bring a Friend to School

The goal of our Sunday School is not only to teach God's truth to our children, but also to encourage them to be witnesses to the world. Our Lord has commanded, "Go and Teach." Therefore, as part of this challenge and St. Paul's commitment to fulfilling this Great Commission we encourage our students to bring a friend to our Sunday School program. And teachers don't forget to remind the students that they can earn five Bible Bucks when you bring a friend with them to Sunday School.

## Curriculum

**The Board of Education and I continue to work hard to improve our Sunday School program here at St. Paul's. Our curriculum again this year will be "Growing in Christ" from Concordia Publishing House exclusively. Along with this curriculum, we have been getting some very nice posters and pictures that we have been laminating and are trying to figure out a way that we can display these items for the entire congregation to enjoy.**

## Sunday School Teachers Meetings

Sunday School Teacher Meetings are scheduled on the fourth Monday of the month starting at 6:30 pm. The meeting is for all teachers to go over memory work progress, upcoming events, any specific needs they may have and to hand out any information specific to their classes. All teachers are strongly encouraged to attend these meetings.

## Teacher Training Course

The Board of Education and the Superintendent are continuing to try to find training opportunities to help our teachers with their Sunday School classes. As these opportunities arise we will be sure to let you know.

## Organization

There are approximately 20 staff members who serve in the Sunday School ministry at St. Paul's Lutheran Church. This includes a Superintendent, an Attendance Secretary, Music Coordinator, Memory Work Assistant, Substitute Teachers, Activities Director and our many Classroom Teachers. The Sunday School is the direct responsibility of the Board of Christian Education through the Sunday School Superintendent and the Pastor. St. Paul's Sunday School is divided into the following classes, with the teachers listed as follows:

Superintendent	Mr. Fred Lederer	528-8422
Preschool (3 Year Olds to Kindergarten)	Mrs. Chriss Hefter	528-7033
Kindergarten	Mrs. Marion Hefter	528-8684
Grades 1 & 2	Mrs. Carrie Strassburg	528-8669
	Mrs. Tammie Taylor	449-5201
Grades 3 & 4	<b>Mr. Fred Lederer</b>	<b>528-8422</b>
Grades 5 & 6	Mrs. Denise Beck	892-2027
	Mrs. Debbie Lederer	528-8422
Grade 7 & 8	<b>Mrs. Martha Rosche</b>	<b>893-9623</b>
Grade HS	Mr. Ron Meyer	892-2172
	Mrs. Diane Meyer	892-2172
Attendance Secretary	Mrs. Lorri Krahn	528-8446
Memory Work Assistants	Mr. Dan Schultz	528-7550
	Mr. Scott Spradau	528-7359
Music Coordinators/Handbell Directors	<b>Miss Amber Schroeder</b>	<b>526-3631</b>
	<b>Miss Heaven Protsman</b>	<b>528-8552</b>
Activities Director	Mrs. Martha Rosche	893-9623

## Children's Christmas Program

This year our Sunday School Christmas program has not yet been determined, as I have two picked out and will decide once we know how many students we will have. Regardless which program we choose we will be having two Saturday morning practices.

Saturday, December 5th - Kindergarten thru 6<sup>th</sup> grade - 9:00 am to 10:30 am

Saturday, December 12th - Preschool thru 6<sup>th</sup> grade 9:00 am to 10:30 am  
(with Hot Dog and Potato Chip Lunch)

Sunday, December 13th - Program yet to be determined—4:00pm

**(With Birthday Party for Jesus to follow)**

## Palm Sunday/Easter Play

This year our Sunday School Palm Sunday/Easter program will be announced at a later date, as I am still looking for one. Instead of involving the entire Sunday School this year it will be strictly voluntary and open to anyone that wants to participate. We will be doing the program as part of the 10:00 am worship service on Palm Sunday, March 28, 2010. We will have two Saturday morning practices, as well as at least one Sunday School class period.

Saturday, March 14th - Kindergarten thru 6<sup>th</sup> grade - 9:00 am to 10:30 am -  
Palm Sunday Program practice

Saturday, March 21st—Preschool thru 6<sup>th</sup> grade 9:00 am to 10:30 am - Palm  
Sunday Program practice

Sunday, March 28th - Palm Sunday program performed during the 10:00 am

## Singing and Bell Ringing in Church

The Sunday School will have the opportunity during the year to sing and play the hand bells as part of the regular Sunday morning worship. This is a very meaningful experience not only for the children, but for the entire congregation as well. Pre-school children thru 2<sup>nd</sup> grade students sing in church on the first Sunday of every month. While our Bell Choir (Grades 3 thru 6) ring the hand bells the third Sunday of every month. Watch the church calendar for any changes and check the dates to remember included in this handbook.

## Use of Bibles

Children in 5<sup>th</sup> grade and up are encouraged to bring their Bibles to Sunday School each week. The lessons all have a Biblical foundation so the Bible IS an important reference. Sunday School teachers are strongly encouraged to use the Bible every week, by having the students read the lesson out of the Bible. To encourage children to regularly use their Bibles, St. Paul's Lutheran Church Sunday School presents a Bible to all 5<sup>th</sup> grade students at the beginning of the Sunday School year. Older children are presented a Bible upon enrollment.

## Storage of Materials

Teachers if you find you don't have something, talk to the other teachers and see if you can get it from them. If not, please let the Superintendent know what you need and he will get it for you. Once everyone's classrooms are stocked, all extra supplies will be stored in the Teacher Resource Room. All of the teacher resource materials that have been purchased will be stored here as well.

## Sunday School Hour

To insure proper supervision of the children, staff members should ideally arrive in their classrooms no later than 8:20, or 10 minutes prior to the actual beginning of class. This way you can greet children, parents, and visitors as they arrive & get to know the parents of the children in your class.

## Opening and Closing Devotions

The lower and upper grades will meet for a short opening before going to their individual classrooms. Birthday and visitor buttons are available and could be given to the children at this time. Closing devotions (prayer) should be said in each individual classroom.

Preschool thru 2<sup>nd</sup> grade - meet in the Church basement

Grades 3 thru 6 - meet upstairs in the fellowship hall

7<sup>th</sup> & 8<sup>th</sup> Grade - go right to their classroom

High School - go right to the Library

## Picking up Attendance Sheets

Attendance sheets should be left on the classroom table to be picked up after Sunday School is over. If one of your students has visited another Sunday School and brings a bulletin please place that with the attendance sheet. This way they will get credit for their Sunday School attendance.

## Sunday School Follow Up Program

Encouraging regular and faithful attendance of all children enrolled in St Paul's Lutheran Sunday School is vital not only to a successful Sunday School ministry, but especially to the children we are trying to reach with the message of God's Word. In order to more effectively follow up on children who are absent St. Paul's Lutheran Sunday School has an Attendance Secretary. It is the Attendance Secretary's responsibility to follow up in the following areas: visitors, new enrollees, and absentees. See below for detailed procedures.

## Visitor Follow Up Procedures

It is important that we follow up with visitor's to St Paul's Lutheran Sunday School, and while it may be difficult to get the addresses of out of town visitors, every effort will be made to contact visitors.

1 <sup>st</sup> visit	Welcome postcard	Sent by attendance secretary
3 <sup>rd</sup> visit	Letter to Parents	Sent by Superintendent
5 <sup>th</sup> visit	Referred to Pastor	Visit by Pastor

## New Enrollee Follow Up Procedures

Making new students feel welcome and part of St. Paul's family is crucial to establishing regular and faithful Sunday School attendance.

<u>Week enrolled</u>	
Welcome Letter to Parents	Superintendent
<u>1<sup>st</sup> Month after enrollment</u>	
Visit or meeting with Parents	Pastor

## Absentee Follow Up Procedures

The following procedures will be followed for absent children during the Sunday School year:

<u>Weeks Absent</u>	<u>Method of Follow Up</u>	<u>Who is Responsible</u>
2 weeks	Miss You Postcard	Attendance Secretary
3 weeks	Telephone Call to Child	Superintendent
6 weeks	Letter or Visit to Parents	Pastor

## Discipline

Unfortunately, from time to time, we have to deal with behavioral problems in the Sunday School classes. The following procedures have been put in place to help deal with these situations:

1. Verbal warning from the teacher.
2. Taken out of class by Superintendent to discuss the problem.
3. Superintendent will call parent to discuss the child's behavior.
4. Pastor will contact the parents to discuss the child's behavior.

## Substitute Teachers

In case of absence, teachers are expected to secure as early as possible a substitute teacher and notify their team partner of such changes. A roster of substitute teachers is being compiled and will be distributed to you shortly. Also, you must make arrangements for getting the teaching materials to the substitute. All teachers are expected to arrange for their own substitute. However, in cases of extreme emergency please call the Superintendent early Sunday morning.

## Teaching Resources

By changing to a team teaching approach, we have opened up the 6<sup>th</sup> grade room to be used as a teacher resource room. Staff members will receive a listing of the teaching resource materials and visual aids which are available. This listing is prepared and designed to assist you as a Sunday School teacher. The list of Teaching Resources is periodically updated. However, before you use any resource please examine it thoroughly in advance. By doing this you may save yourself a great deal of aggravation.

## Memory Work

Committing to memory selected Scripture passages and portions of Luther's Small Catechism are a useful and meaningful learning experience for the students. Parents play a vital role in St. Paul's memory work program and therefore we hope and pray that you will encourage and help your children in this vital learning experience.

**In order for the students to finish the memory work by the end of the Sunday School year, they should be doing at least 1 section each week. Teachers if you have a student falling behind on their memory work, please notify the Superintendent right away.**

He will then schedule someone to help them get caught up. The following are our goals of the memory work program:

1. To equip our children with a working knowledge of the Lutheran faith and doctrine in order that they might be able to explain and/or defend the Christian faith when-ever the opportunity arises.
2. To better prepare the students for their confirmation instruction.

A separate Memory Work Program booklet is published for Grades 1 thru 6 out-lining the various items each grade level will be memorizing. These are handed out at the beginning of the year and extra copies are available from the superintendent.

**This year we will be sending the parents a progress report at the end of each trimester to give them an idea how their child/ren are doing with their memory work.**

## Offerings

Offerings are collected each Sunday from the children. They are encouraged to faithfully give to the Sunday School as a method of developing a sense of giving regular gifts back to the Lord who is, after all, the giver of all good things. The Sunday School offerings collected each Sunday are placed in St. Paul's General Fund and are used to support three mission projects each year (one each quarter of the Sunday School year). Preschool thru 2<sup>nd</sup> grade classes also on their birthdays put pennies in the lighthouse bank for each year of their age, these pennies are also placed in the General Fund and used to support our mission projects. The mission project for each quarter is explained in the church newsletter under the Sunday School notes.

## Leaving the Room

Please always leave your classroom in better shape than you found it. Turn off lights and help keep the cost down.

## Sunday School Calendar - 2009-2010

Sunday, September 13th - 8:30am Sunday School Classes begin

Sunday, September 20st - Bell Choir (3rd thru 6th) **will not** be ringing the bells during the 10:00 am worship service

Sunday, October 4th - Preschool thru 2<sup>nd</sup> grade classes **will** be singing during the 10:00 am worship service

Sunday, October 18th - Bell Choir (3rd thru 6th) **will be** ringing the bells during the 10:00 am worship service

Sunday, November 1st - All Saints Day Activity during Sunday School time, Preschool thru 2<sup>nd</sup> grade **will be** singing, **and** Bell Choir **will be** ringing the handbells during the 10:00 am worship service

Sunday, November 15th - Bell Choir (3rd thru 6th) **will not** be ringing the bells during the 10:00 am worship service

Saturday, December 5th - Christmas Program Practice - Kindergarten thru 6<sup>th</sup> grade - 9:00 am to 10:30 am

Sunday, December 6th - Preschool thru 2<sup>nd</sup> grade **will not** be singing during the 10:00 am worship service

Saturday, December 12th - Christmas Program Practice - Preschool thru 6<sup>th</sup> grade 9:00 am to 10:30 am (with Hot Dog and Potato Chip Lunch)

Sunday, December 13th - Christmas Program -- 4:00 pm

**(With Birthday Party for Jesus to follow)**

Sunday, December 20th - Bell Choir (3rd thru 6th) **will not** be ringing the bells during the 10:00 am worship service

Sunday, December 27th - **No** Sunday School Classes

Sunday, January 3rd - Preschool thru 2<sup>nd</sup> grade classes **will** be singing during the 10:00 am worship service

Sunday, January 17th - Bell Choir (3rd thru 6th) **will** be ringing the bells during the 10:00 am worship service

Sunday, February 7th- Preschool thru 2<sup>nd</sup> grade classes **will** be singing during the 10:00 am worship service

Sunday, February 14th--Transfiguration Sunday activity. **All** students are encouraged to attend the 10:00 am worship service to participate in the burial of the alleluia's for Lent.

Sunday, March 1st - Preschool thru 2<sup>nd</sup> grade classes **will not** be singing during the 10:00 am worship service

Sunday, February 21<sup>st</sup>--Bell Choir (grades 3 thru 6) **will** be ringing the bells during the 10:00 am worship service

Sunday, March 7<sup>th</sup>--Preschool thru 2<sup>nd</sup> grade **will** be singing during the 10:00 am worship service

Saturday, March 20th - Palm Sunday Program practice 9:00 am to 10:30 am

Sunday, March 21<sup>st</sup>--Bell Choir (3<sup>rd</sup> thru 6<sup>th</sup>) **will** be ringing the bells during the 10:00 am worship service

Saturday, March 27th - Palm Sunday Program practice 9:00 am to 10:30 am

Sunday, March 28<sup>th</sup>--Palm Sunday program during the 10:00 am worship service

Sunday, April 4<sup>th</sup>--Easter Sunday **NO SUNDAY SCHOOL**

Sunday, April 18<sup>th</sup>--Bell Choir (3<sup>rd</sup> thru 6<sup>th</sup>) **will** be ringing the bells during the 10:00 am worship service

Sunday, May 2<sup>nd</sup>--Preschool thru 2<sup>nd</sup> **will not** be singing during the 10:00 am worship service

Sunday, May 23<sup>rd</sup>--"Celebration Sunday" 10:00 am service will be led by **ALL** the Sunday school students Potluck Lunch to follow service

Fred Lederer,  
Sunday School Superintendent