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 teachers we encourage you to be an inspiration to your students and instill in them a lifelong desire to learn and live the word of God.

Teachers’ Meetings

Sunday School Teacher Meetings will be on the first Sunday of the month starting at 11:15 a.m. during the Sunday school year (held jointly with the Board of Education). This is an opportunity for teachers to go over attendance and memory work progress, upcoming events, and to discuss ideas and needs for the Sunday School as a whole. All teachers are strongly encouraged to attend these meetings.

However, if a teacher has an issue that needs to be addressed between meetings, it should be brought to the attention of the Board of Education immediately.

Curriculum

“Growing in Christ” from Concordia Publishing House is used for Preschool-Grade 8.

Curriculum for Grades 9 -12 may be developed by the teachers with help from the Pastor.
Teachers’ Resources & Training

It is important you have the resources you need to perform your teaching role. The Teacher Resource Room is well-stocked and organized for your use. If you have a special need for something not found in the resource room, please contact a member of the Board of Education.

The Board of Education encourages continuing education for teachers. If you have an educational desire, please contact a member of the Board of Education for approval or to request information on available training programs.

Sunday School Sessions

Sunday School is scheduled from 8:30-9:45 a.m., between church services, September 7, 2014 through May 17, 2015. To ensure proper supervision of the children, teachers should arrive in their classrooms no later than 8:20 a.m. to greet children, parents, and visitors as they arrive.

Classrooms

Preschool & Kindergarten – classroom in church basement
Grades 1 through 8 – classrooms in upper level parish hall
Grades 9 through 12 – in the media room

Thank you for helping to keep the classrooms clean and for turning the lights off when unoccupied to conserve energy.

Inbox

Each Teacher will have an “inbox” in the office area for delivery of information, requested resources or to store attendance notebooks.

Organization

The Sunday School ministry at St. Paul’s is under the responsibility of the Board of Education. Volunteers assist the Board of Education to teach, assist the teachers, and direct the music. The following is a list of volunteers and their positions:

Preschool & Kindergarten
- Mrs. Dawn Stearns
  414-588-2293
- Miss Kristen Schroeder
  920-526-3631
- Mrs. Stephanie Struve
  920-893-0023

Grades 1 & 2
- Miss Kayla Kasuboski
  920-980-8111

Grades 3 & 4

Grades 5 & 6
- Mr. Thomas Horner
  920-694-8048
- Mrs. Debra Horner
  920-946-5785

Grades 7 & 8
- Mrs. Kathy Breit
  920-946-5785

Grades 9 - 12
- Mrs. Jenny Bidinger
  920-528-8881

Music Coordinator/Special Programs
- Mrs. Martha Rosche
  920-893-9623

Memory Work Assistant
- Mrs. Joy Arbuckle
  920-528-1524
Substitute Teachers

The Board of Education provides a list of volunteers available to substitute. All teachers are asked to arrange for their own substitute and to make arrangements for getting teaching materials to them. However, in cases of extreme emergency please call a member of the Board of Education for assistance.

Opening and Closing Devotions

Class time should begin and end with a short prayer. If you would like prayer suggestions, please consult Pastor Bidinger.

Attendance

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. Therefore, weekly attendance is recorded for the purpose of reward and follow-up.

Each teacher will be given a notebook for recording attendance. Please place the notebook in the assigned mailbox the on the last Sunday of each month so attendance records can be updated in advance of the monthly teacher’s meeting with the Board of Education. If a student has visited another Sunday School and brings a bulletin please include this in the notebook so they receive credit for Sunday School attendance.

In the case of absenteeism, follow-up is conducted:
- 2 weeks absent: Miss You postcard - Sent by teacher
- 4 weeks absent: Call to Parents - Board of Education
- 6 weeks absent: Call or Visit to Parents - Pastor

Use of Bibles

To encourage children to regularly use their Bibles, St. Paul’s Lutheran Church Sunday School presents a Bible to all 5th grade students at the beginning of the Sunday School year. Older children are presented a Bible upon enrollment.

Children in 5th grade and up are expected 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 asked to incorporate use of the Bible every week, either by having the students read the lesson out of the Bible or by referencing relevant passages during the lesson.

Memory Work

Committing to memory selected Scripture passages and portions of Luther’s Small Catechism and/or the passages’ meaning is a useful and meaningful learning experience for the students. The purpose of the memory work is to equip students 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, and to better prepare students for confirmation instruction.

In order to finish the memory work by the end of the Sunday School year, students should learn one section each week. As a teacher, please notify the Board of Education if a student requires extra help with memory work.

Memory Work Program booklets are published for Grades 1-6 outlining the various items each grade level will be memorizing and are divided into sections. Milestone deadlines are listed to help keep students on-track. These are handed out at the beginning of the year and are also available online.

An incentive for individual and class completion of memory work sections by the milestone deadlines will be incorporated with the Mission Offering.
Singing and Handbells

Sunday School students will have the opportunity during the year to sing and play the handbells as part of the regular Sunday morning worship. This is a very meaningful experience not only for the children, but for the entire congregation.

Pre-school through 2nd grade students will begin class time with song. Beginning in October, they will also perform during the 10:00 a.m. service on the third Sunday of each month. Teachers of participants are asked to attend with their class.

Grades 3 thru 6 spend the last portion of class practicing handbells and perform as a Bell Choir the third Sunday of every month during the 10:00 a.m. service, beginning in October. Teachers of participants are asked to attend with their class.

Mission Offering

As the Lord is the giver of all good things, students are encouraged to support mission offerings. As most children in Sunday School do not have the means to give monetarily, they will be given an opportunity to earn money to be given to a designated mission goal. This is intended to help the student feel ownership of their offering gift.

Different missions will be selected as appropriate throughout the Sunday School year. The entire Sunday School will be involved in setting mission goals. Students will receive regular updates as to the progress the Sunday School is making toward these goals.

Thanks to private sponsors, for each Memory Work Milestone met, a child will earn $5 to be put toward the Sunday School’s Mission. If the entire class meets the Milestone, the class will earn an additional $20 to be put toward that Mission. Teachers are encouraged to remind students of the mission often and their role in supporting it.

Additional donations from the children to the mission offering are always welcome, but not expected.

Bring a Friend to Sunday 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. Please remind the students about this opportunity.

It is equally important to record the attendance of visitors. If possible, please obtain visitors’ addresses as well and alert the Board of Education to ensure prompt follow-up. The following outreach will occur based on this information:

<table>
<thead>
<tr>
<th>1st visit</th>
<th>3rd visit</th>
<th>5th visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome postcard</td>
<td>Letter to Parents</td>
<td>Referred to Pastor</td>
</tr>
<tr>
<td>Sent by Board of Education</td>
<td>Sent by Board of Education</td>
<td>Visit by Pastor</td>
</tr>
</tbody>
</table>

New Enrollees

Making new students feel welcome and part of St. Paul’s family is crucial to establishing regular and faithful Sunday School attendance. To aid the teacher in this onboarding experience, a welcome letter and handbook is sent the week the student is enrolled and Pastor visits or meets with the parents within one month following enrollment.

Discipline

Unfortunately, from time to time, behavioral problems occur in the classroom. The following procedures exist to help deal with these situations:

1. Verbal warning from the teacher.
2. Child is taken out of class to discuss the problem with a Board of Education member.
3. Pastor will call parent to discuss the child’s behavior.
4. Parent is required to sit with the child during next class time.
Christmas Program

A Sunday School Christmas Program will be chosen in the Fall and distributed to teachers. To minimize interference with teaching time, practices should consume no more than 20 minutes of class time each week leading up to the presentation.

The program will be presented Sunday, Dec. 14th during the 10:00 a.m. worship service, with Fellowship to follow.

All-student practices will be held the two Saturdays prior, December 6th and December 13th from 9:00-10:30 a.m. A hot dog lunch will follow practice on December 13th.

Ideas for Improvement?

If you have any ideas on improving the Sunday School program, please let the Pastor or any member of the Board of Education know. We want teachers to be active participants in making the educational experience at St. Paul’s great!

2014 Board of Education

Daniel Schultz 920-960-8512 dan.schultz@bemismfg.com
Stephanie Struve 920-893-0023 struvs5@yahoo.com
Patti Zimmermann 920-528-7228 zimmerpbj@wi.rr.com

INDEX (By Topic)

Attendance.................................................. 5
Board of Education........................................ 9
Bring a Friend to Sunday School..................... 8
Calendar for 2014–2015.................................. 12
Christmas Program...................................... 9
Classrooms.................................................. 3
Curriculum.................................................. 2
Discipline.................................................... 8
Ideas for Improvement................................. 9
Inbox.......................................................... 3
Index (By Page Number)............................... 11
Index (By Topic).......................................... 10
Memory Work............................................. 6
Mission Offering......................................... 7
New Enrollees.............................................. 8
Opening Devotions...................................... 5
Organization (Staff)...................................... 4
Purpose of Sunday School............................ 2
Singing & Handbells...................................... 7
Substitute Teachers..................................... 5
Sunday School Sessions.............................. 3
Teachers’ Meetings..................................... 2
Teachers’ Resources & Training.................... 3
Use of Bible............................................... 6
Sunday School Calendar for 2014 - 2015

Sunday, September 7  Sunday School Classes Begin 8:30–9:45 a.m.
                    Parent’s Meeting during class time

Sunday, October 19  Preschool–Grade 2 sings & Bell Choir (Grades 3-6)
                    plays @ 10 a.m. worship service

Sunday, November 16 Preschool–Grade 2 sings & Bell Choir (Grades 3-6)
                    plays @ 10 a.m. worship service

Saturday, December 6 Christmas program practice 9-10:30 a.m.

Saturday, December 13 Christmas program practice 9-10:30 a.m.
                    Lunch afterwards

Sunday, December 14  Christmas Program during 10:00 a.m. worship service,
                    Fellowship to follow

Sunday, December 21  No Sunday School Classes (Christmas)

Sunday, December 28  No Sunday School Classes (New Year’s)

Sunday, January 18   Preschool–Grade 2 sings & Bell Choir (Grades 3-6)
                    plays @ 10 a.m. worship service

Sunday, February 15   Preschool–Grade 2 sings & Bell Choir (Grades 3-6)
                    plays @ 10 a.m. worship service

Sunday, March 29      Preschool–Grade 2 sings & Bell Choir (Grades 3-6)
                    plays @ 10 a.m. worship service

Sunday, April 5       No Sunday School (Easter Sunday)

Sunday, May 17        Celebration Sunday – 10 a.m. worship service
                    will be led by the Sunday School Students

INDEX  (By Page Number)

Purpose of Sunday School. ............................... 2
Teachers’ Meetings. ....................................... 2
Curriculum. .................................................. 2
Teachers’ Resources & Training. ...................... 3
Sunday School Sessions. .............................. 3
Classrooms. .................................................. 3
Inbox. .......................................................... 3
Organization (Staff). ..................................... 4
Substitute Teachers. ..................................... 5
Opening Devotions. ..................................... 5
Attendance. ................................................... 5
Use of Bible. ............................................... 6
Memory Work. .............................................. 6
Singing & Handbells. .................................... 7
Mission Offering. ....................................... 7
Bring a Friend to Sunday School..................... 8
New Enrollees. ............................................. 8
Discipline. ................................................... 8
Christmas Program. ..................................... 9
Ideas for Improvement. ................................ 9
Board of Education. ..................................... 9
Index. .......................................................... 11
Calendar for 2014–2015. ............................. 12