

SUNDAY SCHOOL

THE GOAL OF THIS TRAINING

1. To give you tools to prepare and present interesting and challenging lessons.
2. Help you to plan and organise your class time.
3. Encourage and excite you to take your teaching to a new level of excellence.
4. Help you understand children and cope with problems and difficulties.
5. Learn to relate to children and develop the Father's heart for them.
6. Help you plan exciting programmes and involvement of the children.

Teaching children should be inspiring, exciting and fulfilling.

Our aim is to give you tools that will help you become the **effective, enthusiastic and successful teacher** that God has called you to be.

At present, we have one hour at our disposal for Sunday School, i.e.

There are 52 Sundays per year

Less 12 Sundays during school holidays
40

Less 4 Long weekends per year
36

Thus, we have only 36 hours per year for Sunday School.

In addition to this, the preparation before the class actually begins, takes approximately half an hour. If we deduct the 36 half half-hours, we really have only 18 hours per year in which to teach our children.

We have 11 years in the life of a child, aged 5 to 16, during which we can give him a Christian education.

- This means that at a rate of 18 hours per year, 198 hours in total are spent on the child's spiritual education.
- In comparison to this, the same child spends approximately 5 hours at school for 200 days per year. This equals to 1000 hours per year, which, over a period of 12 years, amounts to 12 000 hours begin spent to prepare him for this temporary life, with the best possible teaching aids at his disposal.

- Statistics show that most teenagers watch 17 hours of television a week. By the time they graduate high school, they will have spent 12 000 hours in the classroom, but 15 000 hours watching television. Many of them watch alone in their bedrooms.
- Two-thirds (68%) of all programs on television contained sexual content during the 1999/2000 season, a 12% increase in just two years! It's probably much higher now.
- Just 1% of people shown having sex are married to each other. That means that 99% of sex that teens see on television occurs between unmarried people.
- On television today children are exposed to homosexual sex, oral sex, and multiple partner sex.
- **There are clear connections between what kids see on television and how they behave in real life.**
- Almost one-third of kids age 10-17 with computers at some have seen a pornographic Web site, and not necessarily on purpose.
- A three-years National Television Study, reported by the AAP, found that children's shows had the most violence of all television programming.
- Statistics read that some cartoon average 20 acts of violence in one hour, and that by the age of 18 children will have seen 16 000 simulated murders and 200 000 acts of violence on television.

In contrast to this, the Sunday schools spends 198 hours per year to prepare the child for eternity. Therefore it is essential to have adequately trained teachers to meet this important need.

THE IMPORTANCE OF SUNDAY SCHOOL

1. It is a command from God (Deut 6:7-9; Mark 10:13-16; Matt 18:1-14).
2. Every life is precious (John 10:10).
3. The child is fertile ground in which to sow the Word of God.
4. Children strengthen and enrich a home and can lead parents to salvation and to church.
5. ***The Sunday school will determine the future of the church*** as a good Sunday school leads to better church attendance, better

tithing and undoubtedly better and more intercessors.

6. Other channels are disappearing as Christianity is no longer being practiced in schools and the Bible is no longer part of family life.
7. It can determine the future of a nation.
8. Childhood years are a foundation for life.
9. According to statistics 75% of all conversions take place before the age of 20 and seven times more between the ages of 16-26 years. 87% of all adult converts backslide after 5 years, whereas only 40% of youth converts backslide during the same period. When an adult is saved, a great part of his life has already passed, whereas, in the case of a child, his entire life is still before him. A great deal of time, energy and money is spent in repairing damage that has been done in the lives of adults because of a neglected Christian education during their formative years. This could have been prevented if more time had been spent in the formation and development of a Christian character.

THE SUNDAY SCHOOL TEACHER

QUALITIES OF A BIBLICAL TEACHER

1. Must be born again.
2. Must embrace a Christian lifestyle.
 - Completely delivered from, and
 - Separated from worldly pleasure in the interest of his calling.
3. Must be punctual at all services and not disappear after morning services.
4. Must be committed to financially support the vision of the church.
5. Must genuinely be an exemplary person.
 - Gentlemen – appearance is of utmost importance.
 - Ladies must be dressed modestly and be an example to all the young ladies in the Sunday school and church.
6. Must not be guilty of any offence in terms of the Child Care Act.

THE TEACHER AND HIS LESSON

1. *Study the lesson.*

- a) Approach it prayerfully.

- b) Study the lesson in the Bible. Be familiar with the people, teaching, action, essential truths and geography surrounding the lesson.
- c) Study the lesson in the textbook.
- d) Study other resources e.g. maps etc.
- e) Prepare well in advance.

2. *Plan the lesson.*

- a) Focus on the age group, their level of comprehension.
- b) What do you want the class to learn?
- c) What do you want the class to experience emotionally?
- d) What do you want the class to do as a result of the lesson?

3. *Collect any teaching aids and material.*

- a) Newspaper clippings and pictures in magazines.
- b) Flannel boards and flashcards.
- c) Videos, CDs, DVDs.
- d) Objects such as magnets, string, a clock or any other item that can make the lesson interesting instead of only using words.

4. *Choose the best method of presentation.*

Remember that a child remembers:

- a) **10% of what he hears**
- b) **50% of what he sees**
- c) **70% of what he repeats**
- d) **90% of what he does.**

5. *Plan the lesson procedure and programme.*

Your preparation will be in vain and your lesson disorganized if you do not proceed systematically.

- a) After the introductory programme, capture the attention of the class by means of a question, a statement or an interesting object, especially in the case of young children.
- b) Once you have their attention, pray briefly and with purpose. Do not forget to pray about the objective and theme in your lesson.
- c) Give short, lively introduction.
- d) The lesson should have a climax.
- e) The class should participate in the lesson by, e.g., answering questions, reading verses, and enacting characters.
- f) REMEMBER: If a child is able to talk, he can make a decision for Jesus.

A FEW GOLDEN RULES

1. Speak clearly. If you are not clear their attention will wander and 10% of the effectiveness is lost.
2. Speak slowly – this is an aid to clarity.
3. Fluctuate your tone of voice.
4. Tell the story in the first person.
5. Avoid repeating “and then”, “and then” and too many gestures.
6. It is better to stand when you talk; avoid being too rigid – stand comfortably and be spontaneous and relaxed in your presentation.
7. Interrupt the story to give the class an opportunity to participate and ask questions.
8. Watch your audience; if you detect signs of boredom or restlessness, allow them to do something else.
9. Emphasize important points.
10. Be short, sweet and to the point.

LANGUAGE USAGE

1. The teacher is only successful if the learners understand what is being said; therefore it is important to use short sentences, simple vocabulary and clarity of speech.
2. The rule is that both the teacher and child must know the language used.
 - Words with more than one meaning should be explained.
 - If you notice that a child has a question, it should be answered immediately.
 - Explanations should preferably be written on a blackboard or illustrated.
 - **When you have finished the lesson, the child should be able to repeat the lesson in his own words.**

REMEMBER RULES FOR TEACHING

- Short sentences.
- Simple vocabulary.
- Speak clearly.

PREPARATION OF THE TEACHER

1. **Ensure the children understand what is expected of them from the beginning of the year.**
2. Try to establish the root cause of a child's behaviour who is calling for help in order to help him.

3. **Positive relationships solve many problems** when you have a deep interest in the child, coupled with real love and acceptance.
4. Allow learners to set up and apply a code of conduct. Appoint a class leader on a monthly basis.
5. Remember that you will often encounter problems that stem from an incorrect parent-child relationship.
6. **The concerned teacher will pray for his class daily.** All problems, sacrifices and discipline will turn to joy when the teacher becomes aware of the spiritual growth and wellbeing of his class.

BASIC PRINCIPLES

1. The teacher should have a personal relationship with Jesus and have daily fellowship with Him in prayer, Bible study and a life lived with Christian convictions and principles.
2. Must have a deep awareness of and compassion for the needs of young people in order to teach them the Word of God in a way that will bring spiritual maturity.
3. **Friendship should be the starting point. From a relationships with them, break down barriers and win their trust. In love, pray for them.**
4. A consistent teaching ministry, before and after conversion, is the best way to mature the child's faith to mature discipleship and growth.
5. To derive real pleasure from his class, the teacher should be:
 - **Physically healthy**
 - **Mentally Alert**
 - **Spiritually on fire**
6. The child's attitude towards Christ is largely determined by the example set by the teacher.
7. **Your patience will be tried in the Sunday school,** should you lose your temper even once, the child will quickly lose confidence in you.

IN SUMMARY

1. The basic principles for a successful Sunday school teacher revolve around the teacher himself.
2. The discipleship process of the church has its origin in the great commission of Jesus: “TEACH THEM.” He calls people to

discipleship and gives them the Holy Spirit as help, but it is the responsibility of the teacher to cultivate and develop them.

3. Our Gospel came to you not only in word, but also in power and in the Holy Spirit (1 Thess 1:5).

THE PRINCIPLE OF LEARNING

1. **Learning starts with the learner.** Keep in mind that learners do not necessarily understand and recall in the same way as adults do.
2. **Learning is based on interest and attention.** We will never capture their attention unless there is interest and without attention, learners will not learn.
3. **A child's concentration span** is calculated as one minute per every year of his life after the age of two (e.g. a child of 4 years = 2minutes; a child of 6 years = 4 minutes, etc). After that his attention wanders.
4. **Learning is based on need.** We learn more quickly when there is a perceived need.
5. **Learning is fostered by enjoyment.** This includes both the child's attitude to the subject matter, as well as his attitude to his peers and his teacher.
6. **FEMEMBER:** for the child listening is a passing pleasure, but learning is forever.

SEVEN GOLDEN RULES

1. The teacher must know his lesson and know what the message is that he wants the class to learn.
2. Capture and hold the attention and interest of your learners. Do not proceed until you have their attention.
3. Use clear and simple language for the child to understand.
4. Make sure that the lesson is suited to the age group of the child. Always start your lesson with something that the child knows in order to capture his attention. Then expand the lesson to incorporate something new for him to learn, or the message that you want him to gain.
5. The teacher should not dominate the lesson by speaking all the time, but allow the learners to participate in the lesson. If children are not involved and encouraged to think for themselves, you will only have short-term results.

6. To really absorb what is being taught requires intense interest and concentration. The success criteria are:
 - The learner must be able to repeat the lesson in his own words.
 - The learner must be able to apply what he has learnt.
 - The learner must be able to apply it in daily life.
7. 95% of Sunday school teachers ignores the law of revision. Continually revise the work during the course of the year to ensure that the knowledge/skills acquired by the learner do not go to waste and to emphasize important points.

WHY SHOULD REVISION BE DONE?

1. Because of the power of repetition.
2. To determine how much has been learnt and the effectiveness thereof.
3. To establish what parts of the course have been missed by the child.
4. To pinpoint incorrect understanding and correct it.
5. To emphasize important points.
6. To integrate the lesson with preceding lessons and future lessons.

HOW SHOULD REVISION BE DONE

1. Summaries made by the teacher.
2. Learners repeat the lesson.
3. Discussion between the teacher and learners about the lesson.
4. By writing tests.
5. Important questions.
6. Doing assignments.

WHEN SHOULD REVISION BE DONE

1. At the beginning of the lesson knowledge gained from the previous lesson can be inculcated by asking well formulated questions.
2. During the course of the lesson, until the lesson is mastered.
3. At the end of the lesson. Summarize.
4. At the end of the term and / or year.

ORGANISATION AND ADMINISTRATION

SUNDAY SCHOOL TEACHERS

1. Volunteers must attend meetings and training faithfully.
2. Rules must be adhered to in all circumstances.
3. Co-operation is a prerequisite.
4. Requests should be adhered to.
5. Registers should be kept meticulously.
6. Volunteers should be able to give feedback at meetings.

ADMINISTRATION

1. A place should be designated for the administration of the Sunday school.
2. All supplies should be stored there.
3. It must be well organised, neat and tidy.
4. Volunteers must have liberty to approach this space for their necessities.
5. A reliable and effective recordkeeping system is essential.
6. Weekly reports should be submitted to the Head of Sunday school.
7. **Volunteers must be informed about changes in the programme, meetings, special occasions and any other important matters.**
8. The admin space should be used for distribution of all circulars, memoranda, cards, etc.
9. Supplies for classes should be replenished regularly.
10. Accounting should be kept up to date.
11. Finances should be managed well.
12. The admin space should be accessible and available for requirements during lessons.
13. Registers should be collected from the admin space before lessons.
14. Registers should be monitored weekly.
15. Select a record system that provides space for names, addresses, telephone numbers, dates of birth, parents' names, notes, comments and recommendations (e.g. for pastoral visits).

THE PARENT

1. **Because children are very close to their parents it is of utmost importance to meet them.**

2. This can be done through circulars and hosting Parent-and-Child Events which are an invaluable source that can contribute towards recruiting non-members and the unsaved for the church and extending the Gospel to them.
3. Parents can be reached and won for the Lord by means of their children.

CHARACTERISTICS OF CHILDREN

If you want to be an effective teacher you need to win the trust of your learners and lead each one to give their best for God.

Although we concentrate on the spiritual development of the child in the Sunday school, we dare not ignore the other characteristics and personality traits.

1. Talk to them during Sunday school. Notice their reactions and encourage participation. Introductory sessions are also helpful.
2. Home visitations. Get to know their parents and their circumstances.
3. Extra-mural activities: Outings, ministry outreaches, picnics, games afternoons and children's camps.

Children differ widely in their characteristics according to their physical ages. For this reason many churches divide their Sunday school children into three or more appropriate age groups:

1. **Primaries**
(Preschool and Grades 1-2 or 3 to 8 years of age).
2. **Intermediates**
(Grades 3 and 4 or 9-10 years of age).
3. **Juniors**
(Grade 5 or 11 years of age and above).

The following points will assist you in teaching and working with these age groups. This will ensure that the Lessons you give, address their physical, mental, social, emotional and Spiritual needs appropriately:

Under-8 Year Old Children

This child lives in a fantasy world.

1. **Physical** - Wrigglers and must always be doing something.
2. **Mental** - Think literally and learn through repetition and their senses.
3. **Social** - Timid and self-centred and apt to be selfish.
4. **Emotional** - Many fears and may be disobedient.
5. **Spiritual** - Believes what they are told and is old enough to accept Christ.

9-10 Year Old Children

These children are active, purposeful and practical. They react easily and has already grown through experience. They are no longer little children. 10 years is an attractive stage. They are not self-conscious. Ten is the golden age of growing up.

1. **Physical** - Very active and enjoys the latest craze.
2. **Mental** - Likes competitions and games and has a good memory.
3. **Social** - Hero worships but is influenced by peer pressure.
4. **Emotional** - Has fears but enjoys humour and adventure.
5. **Spiritual** - Sees things as black and white but looks for answers.

11-Plus Year Old Children

These children are scatter-brained, changeable and impulsive, but is to be respected. They are approaching the pre-adolescent stage.

1. **Physical** - Is conscious of size or figure.
2. **Mental** - Likes problem solving but easily labels things boring.
3. **Social** - Influenced by peer pressure and tends to form cliques.
4. **Emotional** - Needs to be accepted but is very sensitive to criticism.
5. **Spiritual** - Wants practical Christianity, but has doubts.
6. Use these pointers to help you to understand and observe what your children like to do, the way they react to the way a teacher treats them, and to what the teacher teaches and says.

SOLUTIONS IN HANDLING CHILDREN

Physically

1. He is active and likes to partake in activities.
Provide constructive activities.
2. He is noisy and likes to fight.
Arrive at Sunday school before he does.
3. He likes the outdoors.
Take him on outings.
4. He's developing co-ordination and competencies.
Test his capabilities; let him do "difficult" tasks.

Intellectual

5. He shows a great thirst for knowledge.
Provide him with sufficient information.
6. He has an enquiring mind
Help him to answer his own questions.
7. He likes to read and write.
Provide him with good books to read.
8. He can think and reason.
Provide opportunities for him to make choices.
9. He has a good memory.
Encourage him to memorize Bible verses.

Social

10. He can take responsibility.
Appoint class leaders.
11. He does not like authority over him.
Be a guide not a dictator.
12. He likes recognition.
Tell him when he has performed well.
13. He is honest and considerate.
Be absolutely fair.

Emotional

14. He may be quick-tempered.
Avoid the causes of temper tantrums.
15. He has a sense of humour.
Teach him what is funny and what is not.

Spiritual

16. He acknowledges sin as sin.
Point out that Christ saves him from sin.
17. He has questions about the Christian faith.
Answer honestly and help him to find the answers in the Bible.

18. He aspires to high standards.
Maintain high standards in your own life.
19. He needs daily encouragement to commitment.
Provide encouragement.
20. He likes to worship God.
Make full use of a worship programme.

WORKING WITH CHILDREN

INTERACTING WITH CHILDREN

1. A lesson does not end when you have presented it. To ensure the application of the lesson Bible truths into the children's daily life, you need to continue to interact with them in the following days and weeks.
2. ***Don't forget to pray every day for each child*** and that the Holy Spirit will continue to apply the application to their lives.
3. You could telephone children during the week to ask how they are doing and what they have done with the Bible truths you taught them. ***Building positive, caring relationships with your children and their families will help them apply Bible truths in their daily life.*** It will also create an environment that God can use to change the lives of your children. A note or card posted to them can be a great encouragement as they love to receive post and to know that you are greatly interested in them!
4. ***Talking and working with parents will make it possible for them to reinforce the learning at home.*** Take-home work such as crafts and activities will also interest the parents in what their children are learning, and what they need to apply to their lives.

SLOWER OR DISABLED CHILDREN

If you find certain children are unable to do or fail to complete activities, it could be that they are slow learners. Some of the characteristics that a slow learner may show are:

1. A short attention span and easily distracted.
2. Poor verbal communication skills and limited comprehension.
3. Poor ability to recall facts, draw conclusions and answer questions.
4. Very easily frustrated and so gives up easily or works carelessly.

5. Is generally a poor reader and uses a finger to point to words.

ASSISTING SLOWER OR DISABLED CHILDREN

If possible, reduce the number of children in the class. Alternately, have a helper assist or work with the child individually.

Use visual and other aids in your teaching that make use of their seeing, hearing, tasting, smelling and touching senses.

In all cases, be sensitive to a child's special needs and limitations. For example to make them feel at ease during lesson time:

1. Don't ask them to read out loud.
2. Let them assist in other ways such as holding up a picture or object.
3. Give them shorter and easier tasks that they can complete successfully.
4. Give warm and sincere praise for their efforts.
5. Speak clearly and distinctly and avoid using abstract terms and ideas.
6. Give one direction at a time to avoid confusing them.
7. Where they fail to understand, express the idea in different simple words.
8. When their attention wanders, re-capture it by saying the child's name.

TALENTED CHILDREN

These children have good verbal communication skills and are highly motivated. They complete tasks faster than other children, so provide them with a variety of activities. Without challenges, they become easily bored.

1. Always have a number of extra Bible learning activities, puzzles or games ready for them, as they will complete more activities than other children. Give them extra task(s) that make use of their special gifts and abilities. Ask their suggestions for ways that they could use the abilities that God has given them. For example:
2. Researching for more information and background of the lesson.
3. Planning and presenting part of a lesson.
4. Helping slower learners finish activities and puzzles.
5. Writing a play for the class to present to another group.

6. Teaching the class a new song or poem.
7. Organising a care project for old-age people in the church.

KEEPING CONTROL

SETTING BOUNDARIES

1. ***In children's work there is a need to keep control and set boundaries and limits. Children need to know what is expected of them, because where there is no discipline, very little learning will take place!***
2. Teachers need to make a suitable set of rules for the Sunday school or class. Keep these few in number, so that the children can easily remember them. For example, when teacher is talking, they don't! Or you may designate a specific area as being out of bounds.
3. Once the rules have been established, be consistent in applying them. Hebrews 12:11 says: *"No discipline seems pleasant at the time, but painful. But, later it produces a harvest of righteousness and peace for those who have been trained by it."*

CHILDREN NEED SECURITY

1. ***Children need security and this comes when they feel safe, and when there is stability, and when teachers are consistent. Enforced boundaries provide this and the rules protect them so they feel safe. Children of course, also need to know that they are loved!***
2. When a parent or teacher establishes and enforces rules and their consequences, children conclude that this person wants what is best for them and therefore cares about them. Children may act disgruntled over your rules, but deep down they are glad because they are loved.
3. ***The lack of boundaries leaves a child feeling insecure and perhaps unloved.*** To most teachers, the word "discipline" is equated with reacting to bad behaviour. ***However, in children's ministry discipline is mostly what you do to encourage good behaviour.*** Remember, you must always be a good example and model good behaviour. Some control methods you could use are:

METHODS FOR KEEPING CONTROL

Using Boys and Girls Teams

Divide the children into two teams. Girls on one side and boys on the other. This is the simplest and fairest method of establishing two teams. It also helps to ensure a mix of ages on each side. But beware not to use this as an opportunity to promote one gender as being better than the other!

Balloon Chances

1. Sets of three blown up balloons are each assigned to three or more teams. If any member of a team is being disruptive, then one of their balloons is popped.
2. A team having all three of their balloons popped will forfeit a treat at the end of the program. If a team has had none of their balloons popped, then they will receive a double treat.
3. This will send a message that you mean what you say! Avoid popping balloons for minor misbehaviour or popping all the balloons early in the program. This will only reduce the control you will be able to exercise later in the programme.

Three Strikes and You're Out!

1. A verbal "strike" is given and noted down for individual children when they misbehave.
2. After three strikes the child is "out" (as per baseball rules) and is asked to leave the hall or classroom and return to their parents. This is not an easy rule to enforce, but once you have set the rule, you must follow through.

Surprise Chair

1. Announce at the beginning of the meeting that a surprise chair has been chosen.
2. And if the person in that seat has participated and behaved well, he or she will receive a special prize after the service.
3. But, if the person in this seat disrupts the service, the prize will be forfeited!

Mop and Broom Puppetry

1. This can increase attention if you announce at the beginning of the service that you will be looking for well-behaved

- kids to operate the puppets at the end of the service.
2. For this you need a set of Mop and Broom puppets that can be made from various mops or brooms with a cardboard face fixed to the head. The face is painted or drawn on and the strings or bristles are used as "hair". A wire hanger is taped just below the face and is "dressed" in old clothes.
 3. Let the team chosen then march around the hall or perform an impromptu skit or play to the rest of the group.

INSTILLING GOOD BEHAVIOUR

GOOD MANNERS

1. Children's manners have much to do with how they were raised. However, today's children often feel that they can express their feelings whenever they like. Their culture encourages disrespect. Being rude and disrespectful has become "cool".
2. **However, as teachers we need to help children respect others and express their own needs and wants in a respectful manner.** To do this, we have to teach them politeness, respect and good manners. But we must ensure that we show the children a good example by our own lives.
3. By reinforcing good behaviour, we will gradually instil the good behaviour we desire in our children. Proverbs 22:6 is God's way of teaching and training children of all ages: *"Train up a child in the way he should go, and when he is old, he will not depart from it."*

MODELLING GOOD BEHAVIOUR

1. **Children learn from watching and overhearing their parents, teachers and from each other.** The best way to encourage children to become responsible is to act as responsibly as you can in their presence. We must genuinely try to be the sort of people that they need to become and show children our self-control, courage and honesty. You can show them by your words and actions that you respect others. You can show them your compassion and concern when others are suffering.

2. As children watch you and you talk to them, ask encouraging questions. This will help you begin to understand them, and give you ways to teach them good behaviour.
3. **Children learn about responsibility through Bible stories where they will identify with individual characters.** For example, they can learn about courage from David's standing up to Goliath. Or they might learn the value of persistence from the stories of Moses and Joshua.
4. Children develop their capacity for judging what is a responsible act through practice. One way is to help them understand the long-term consequences of different choices, and the need to avoid selfish or reckless behaviour. **You can help your children develop strong habits of considering the welfare of others, and the values of kindness, truthfulness and respect.** Children should see that you are serious about your principles, while still being able to play and have fun!

RESPECTING GOD'S HOUSE

1. Is there a lack of discipline and control at home, or are children lacking in love and attention? Although these factors contribute to poor behaviour, the child's experience with God plays a much greater roll. **The lack of respect for God's House stems from the lack of relationship with God.** In order to truly love God and appreciate and respect God's House and all that takes place there, children must first have a real relationship with God.
2. This requires much more than just bowing their heads during prayer, singing and doing actions, or achieving good scores in Bible quizzes. In the many Sunday school programs the children enjoy the fun, games and the fellowship of friends, but do they ever really meet with God while they are there?

DEVELOP A RELATIONSHIP WITH GOD

If you want to see a change in their lives and behaviour, then lead them into God's presence. As they begin to develop a wonderful relationship with God Himself, and experience His love, they will desire to learn more about God and draw closer to Him. The results of this relationship will show up through their actions, behaviour and attitude in God's house.

ORGANISING YOUR TIME

THEME

1. Firstly choose a theme for the day.
2. Then make each activity you use a true learning experience that will reinforce the lesson or message.
3. Plan to have one or more activities to create interest and participation.
4. **Children profit most from activities that involve them and are geared to their age-group and interests.**

Variety is most important and will keep the meetings fresh.

1. It will create anticipation in the children if they can expect new, exciting and wonderful things to be happening each week!
2. This will keep them coming back and encourage them to invite their friends.

ATTENTION SPANS

1. Most children's programmes run for an hour to one and a half hours.
2. **This time needs to be broken down into at least three different activity periods.**
3. Bear in mind that each activity time should match the children's attention span. After this period the children will tend to get restless, fidget and stop paying attention:
 - **2-5 years 5 minutes**
 - **6-8 years 10 minutes**
 - **9-12 years 15 minutes**
4. After this period, change to a new the activity. The children will then sit up and look forward to what you are going to do next.
5. A change of position also help and you can get them to stand up, stretch, or play a game like "Simple Simon".

PROGRAMME

1. The actual programme can take many forms and could include many of the activities listed below.
2. A good way is to let three or four leaders form a team and for each one to organise and lead one of the activity areas listed below:

1. Praise and Worship

Besides singing, this period can include many activities such as:

1. Welcome
2. Opening Prayer
3. Offering
4. Celebration of Birthdays
5. Welcoming New Children
6. Announcements
7. Praise and Worship

2. Lesson or Class Time

Lessons should include the following parts

1. Introduction
2. Bible Reading
3. Bible Lesson or Message
4. Illustrations
5. Application
6. Conclusion
7. Closing Prayer

Besides giving the lesson, illustrations to clarify it and the application, this time should also include Participation and Activity Times.

3. Participation Time

This should ideally involve the children in the lesson and could include one or more of the following:

1. Last Week's Lesson Review
2. A Memory Verse from the Lesson
3. This Week's Lesson Review
4. Play or Puppet replay of the Lesson
5. Discussion Time (how the lesson will be applied in their lives)
6. Prayer time (with group or individual prayers)

4. Activity Time

Activities reinforce the lesson and add variety and participation. This makes for an exciting and satisfying meeting. Plan to include at least one activity for the children to do. Activities you could use include:

1. A Bible Game or Quiz on work covered previously
2. A competition
3. A picture to colour
4. A puzzle relating to the lesson
5. A class project
6. A craft or something make and take home

In conclusion, each minute of your class-time is an opportunity to touch the lives of your children

and meet their spiritual needs of Salvation and discipleship.

Make that one special hour each week count to the fullest, so that the children in your life can be trained to spend the rest of their lives more profitably in serving Jesus.

Be a wise teacher and do what Proverbs 22:6 says: *"Train up a child in the way he should go, and when he is old he will not turn from it."*

EL SHADDAI BREAK-DOWN OF SUNDAY SCHOOL

TO DO BEFORE 08:30

1. Unlock office and classroom.
2. Switch on radio in hall. (Radio cable in bottom drawer of desk in office)
3. Open classroom windows.
4. Unlock stationary cupboard. Take out what is necessary.
5. Water jugs and tray with cups from kitchen. Place in classroom.
6. Check toiletpaper in water closets. Tidy-up when untidy.
7. Write or draw on blackboard Bible scripture etc. required for lesson. Save time.
8. Print activity pages if necessary.
9. Take thanksgiving bucket (money) to hall.
10. Get class attendance register and visitor welcome letter ready for meeting in hall.

08:30

11. Pray at least 10-15 minutes before children arrive: (spiritual sword booklets).

08:45

12. Talk to children as they arrive.

NOTES

1. When talking to children ask them how their week at school was, what they did, who their friends are.
2. Tell them what you have read in the Bible latterly, show them.
3. Encourage them to share what they have read in the bible
4. Ask them about last week's lesson and what they have learnt.

5. Most of these conversations will take place one-on-one.

PRAISE & WORSHIP, LESSON & ACTIVITY COMMENCE

Lesson Sundays

09:00

Meet and greet. Intro to new friends, collect offerings, tell about today's lesson, prayer circle.

09:15

Praise and worship in hall.

09:30

Lesson in classroom. Use of felt/visual material/drawings.

09:50

Activit of craft. Prepare before hand.

10:00

Prayer & Tidy-up. Goodbuy. Give 2 sweets.

Revision Sunday

09:00

Meet and greet. Intro to new friends. Collect offerings. Talk about previous lessons, prayer circle.

09:15

Praise and worship. Can be done twice.

09:30

Team building activities relating to previous lessons (3 lessons)

09:50

Scripture memory game with movements.

10:00

Prayer & tidy-up.

Goodbye. Give 2 sweets.

NOTES

1. Always read story or scripture out of bible. Let the children read out of the Bible b themselves. Form understanding (DNA).
2. Never come across as unsure or inadequate. When a mistake is made, rectify immediately or improvise.
3. Have a craft example ready to show the children.
4. Have movements to scripture ready. Try to reinforce understanding and application.

TO DO AFTER EACH LESSON & ACTIVITY

1. Tidy-up classroom
2. Put away stationary, books and sweets in cupboard. Ask children to help.
3. Lock cupboard.

4. Close windows.
5. Count offerings. Place in offering envelope and give to Hilton.
6. Switch off radio and put radio cable in drawers.
7. Lock office and classroom.
8. Take water jugs and tray with cups to kitchen. Wash used cups.
9. Fellowship with parents and children afterwards.

Both the teacher and assistant has the joint responsibility in completing the tasks at hand.

NOTES

1. It is important to establish a relationship with the children to get to know the children on a personal level.
2. Always pray in the Spirit.
3. Let the Holy Spirit lead you.

HOW CHILDREN CAN WORSHIP GOD

SONGS OF PRAISE

Singing a song of praise is one way to worship God, and David spent a lot of time worshipping God in this way. In Psalm 103:1 David shows that children can worship God in lots of other ways as well: *"Praise the Lord, O my soul, and all that is within me, praise His holy name."*

As they learn more about God, they also need to be taught that they need to take time to worship Him regularly just as David did.

USING EVERY PART TO WORSHIP GOD

1. God created us to know and worship Him. But, if a child is a Christian, the devil will try to get them to use their mind, mouth, heart, hands, feet, eyes, or ears to do anything else, except honouring God.
2. However, God gave them a body and mind so they can use every part to worship and praise God:
 - A mind to think about God and how big and mighty He is.
 - A mouth to praise God by singing and telling Him how wonderful He is.

- A heart to love Him for whom He is, and for all that He has done.
- Hands to play songs on a musical instrument, write poems about His greatness, or draw pictures of what He has done for them.
- Feet to take them to places where they can praise Him - at school, church, or Sunday school, and at home.
- Eyes to read about God in the Bible and see His beautiful creation.
- Ears to listen to beautiful sounds in God's creation and to hear about God's love.

THINK HOW WONDERFUL GOD IS

1. ***Children need to be reminded that they need to take time to worship God.*** David knew it would be easy to forget God's goodness, and was determined to keep on thinking about God's goodness. In Psalm 103 verse 2 he exclaimed: *"Praise the Lord, O my soul, and forget not all His benefits"*
2. **Teach children to think about God's goodness, His protection, His providing of all our needs, and how thankful we need to be.**

FORGIVENESS FOR SINS

1. David was especially thankful for God's promise to forgive his sins, and understood what a wonderful blessing it is to be cleansed and forgiven. Because God wanted to cleanse and forgive our sins, He sent Jesus to die on the cross.
2. God required that blood be shed to pay for sin, and so Jesus shed His blood to pay for the sins of everyone who will accept Him as their Saviour. In Psalm 103 verse 3, David declared: *"Who forgives all your sins and heals all your diseases."*
3. Children can come to Jesus for Salvation by admitting to Him that they have sinned and done wrong things. They can then ask Him to forgive them, and to come into their hearts and make them His child. God has promised that He will accept all who come to Him in this way.

WORSHIPPING GOD

1. When David thought about God's greatness, he couldn't help worshipping Him. **Teach**

children that to worship, is to tell God how much they love and admire Him for whom He is.

2. And then teach them that **they can praise Him, thanking Him for all that He does for them and has given them.** For example, for food, health, family and friends.
3. As they study God's Word, they will begin to learn how wonderful God really is. And as they get to know God, they will begin to worship Him the way He deserves to be worshipped, and find the special joy that God gives to those who know Him well.

BEING GRATEFUL

1. David finished Psalm 103 verse 22, by giving his grateful worship to God: *"Praise the Lord, O my soul."*
2. Children should do the same. **Encourage them to take time during the coming week when they can worship God. They need to be alone where they can think about what God has done for them and what He is like.**
3. Tell them to talk to God and tell Him how wonderful He is and how much they appreciate all He has done!

PRAISE AND WORSHIP FOR CHILDREN

PRAISE AND WORSHIP

1. ***It is our duty as teachers to teach children how to praise and worship God and not merely lead the singing. We need to teach children how to express their love and thanksgiving to God from their hearts.***
2. The High Priest and scribes were indignant when children shouted, "Hosanna to the Son of David." In Matthew 21:15-16, Jesus asked if they had never read: *"Out of the mouth of babes ... You have perfected praise."*
3. In teaching children how to praise and worship God, we need to ***teach them how to express their love and thanksgiving to God from their hearts.*** Some ways that you can do this are as follows:

TESTIMONY TIME

1. Include a testimony time to give children an opportunity to tell what Jesus has done in

their lives. This will encourage others and show the power and reality of God.

PRAYERS AND THANKSGIVING

1. Encourage children to thank God for answered prayers and needs, for their Salvation, for family and friends, for healing and protection.
2. Teach children to pray by letting each child say a one sentence prayer thanking God for something that He has done for them in the past week.

PRAYERS FOR NEEDS

1. Praise and Worship is also a time when children can pray for each other. They have simple, direct faith and God answers their prayers. When someone feels sick, let children who want to pray, lay their hands on him, and then let several pray for his healing. This teaches children to care for one another and to trust God for the needs of someone else.

SINGING

1. Singing is part of children's praise and worship. Use songs that praise God for His goodness, love and mighty power in guiding us, keeping us and setting us free from sin.
2. ***Use fun songs with clapping and actions relax the children.*** When you lead children in these, be willing to be foolish and do the actions with the children.
3. ***Then move into slower worship songs to create an atmosphere for communion with God.*** Such songs allow the children to enter into the warmth of God's presence and where the Holy Spirit can minister into their lives.

ENTERING INTO WORSHIP

1. ***Ask the children to forget people around about them, and to concentrate fully on God by shutting their eyes, and then thinking about all the good things He has done for them.***
2. Encourage them to lift up their hands and start to pray, worship and praise God out loud.
3. ***They can say phrases like, "I love You Lord", "Thank You for making me Your child", "I***

praise You God", "Thank You for Saving me", and so on. In Psalm 134:2, David says: *"Lift up your hands in the sanctuary, and bless the Lord."*

4. ***This brings children closer to God and to the manifestation of His power.*** If they do this on a regular basis, children will come to know God's presence, and Jesus as their real and loving Friend and Saviour.

DISTRACTIONS

DISCOMFORT

No child can give his attention to what he is being taught if he is uncomfortable. The teacher should ensure that the child is comfortable. Not only does it contribute towards the success of the lesson, but the child perceives that the teacher takes interest in him.

- a) Small children sitting on chairs intended for adults are more preoccupied with their discomfort than the lesson.
- b) Poor air conditioning dampens their enthusiasm and distract their attention.
- c) Extremes in temperature affect them.
- d) If no provision is made for their excess clothing, like jackets, jerseys, etc, and they are compelled to hold these items, their attention will be decidedly affected and consequently they will not concentrate on the lesson.

INTERRUPTIONS

The teacher should attempt to capture and hold the attention of the child at all times. When disturbances take place, the child cannot concentrate on the lesson. For example:

- a) People entering while the lesson is in progress.
- b) Someone arriving late.
- c) Teachers who discuss a matter in front of the class.
- d) More than one class in the same room.
- e) When a learner creates a disturbance, he must be called to order immediately in a tactful manner.

DISORDERLY DISTRACTIONS

A disorderly classroom always creates disturbance. If the classroom in itself does not

create an atmosphere of serenity, diversions will always be a problem.

- a) A dogfight directly outside the window will divert their attention immediately. **Disorder is contagious, therefore ensure discipline.**
- b) A teacher who fidgets with his tie or similar object.
- c) A disorderly desk and books also distract attention.
- d) If something is displayed in the classroom, it should be at eye-level.

LACK OF INTEREST

The teacher who recognises the value of the soul of the child will truly endeavour to capture and keep the attention of the child. The lesson should have various points of interest to retain the attention of the class.

- a) The moment interest begins to wander, something should be done immediately to retain it, e.g. a picture can be displayed or the presentation can be changed.
- b) Lively and animated facial expressions help to retain interest.
- c) Use suitable hand gestures at the right moment.
- d) Relate the lesson to the life of the learner.
- e) Any stimulus to the eye or ear will help.
- f) The enthusiasm and commitment of the teacher is the most important aspect in keeping the learners focussed.

BIBLE GAMES AND COMPETITIONS

Games and competitions are more than just fun as they teach positive values and can enhance and reinforce Bible stories, spiritual truths and concepts taught to the children. Bible games help make your Sunday school or class interesting and exciting. Children who avoid participating in class will love to get involved in an exciting Bible game or competition. Bible games can be used with just about any size group of children. And as children are not aware of the direct learning value of a game, they will participate enthusiastically because they enjoy the game!

WHY GAMES?

1. **It is recommended that one-third of the teaching time should be spent in review.** If you have a thirty minute teaching period, then ten minutes should be spent in review. *Perhaps your reviews in the past met with boredom and unfavourable comments. Instead you could say, "Today we are going to play a game" and then watch the children sit up and take notice!*
2. **The secret of using games and competitions is to ask questions of two or more teams from important aspects of your lesson. The children answering the questions will focus on winning the game.**
3. It will also reveal how clearly you presented the lesson and whether your aim was understood and achieved.
4. Such a Bible game will quickly become a favourite method of review!

GAMES FOR PRE-SCHOOL CHILDREN

1. Young children are beginning to develop the skills and abilities which are required for playing games. They thoroughly enjoy simple games, but will often need prompting to get them to participate in games. When games require movement, it is helpful to show them where to move and to remind them when it's their turn.
2. Games are a valuable teaching tool with this group as they bring variety, fun, and a change of pace to the lesson time.
3. Each game should include a simple Bible verse so that they will begin to learn God's Word.
4. **Games help the children improve their mental and physical skills, and in learning to interact with other children and adults.**
5. Their games should not be competitive, so let all the children who play become winners!

FOR OLDER CHILDREN

1. Children learn best in play. Fun games are an attractive way to teach them Bible truths and facts.
2. **Divide the children into two to four teams. Then ask a question about your lesson to each team in turn. If they give the right answer, then they can make the next move in the game. Children become so**

engrossed with winning, that the learning side is unnoticed. But, you have accomplished your teaching goal!

3. Make sure that all teams have an equal chance of winning to avoid favouritism. Also go out of your way to give chances to shy and not so clever children. Include some simpler questions so that all the children can enjoy the game or competition.
4. Keep your prizes and rewards small, because you don't need to bribe the children.

REVIEW CUBE

Here's an example of a cardboard dice game that can be used to review any lesson. It can also be used for Bible quizzes.

1. Make a cardboard cube with the faces having the words: "How", "When", "Where", "What", "Who" and "Free Points!" on the six sides.
2. Choose two or more teams and set up a score board.
3. To play the game, Team A rolls the cube. If the word "Why" lands face-up then the teacher uses this in a question to Team B about the day's Bible story, e.g. "Why did the son want to leave his fathers home?"
4. For a correct answer, Team B is awarded 100 points.
5. Team B then has a chance to roll the cube and so on.
6. If "Free-points" lands face-up, then the team skips their question and receives 500 bonus points! A small prize is awarded to the team with the most points.

CLOTHES PEG REVIEW

1. For this competition example, the names of characters from Bible stories you have given are written on large triangular card pennants. For example "Abraham", "Isaac" and "Sarah". These are then hung onto a clothes line strung across the room, using four or more pegs per pennant.
2. The children from two or more teams are then asked to volunteer a fact in turn about first character. For example "Sarah was Abraham's wife", "Isaac was Abraham's son" and so on. If the information is correct, the volunteer can then remove the peg for his team.
3. This continues until there are no more pegs and the character pennant is removed. You

then move to the next character until all the characters have been removed.

4. The team with the most pegs wins the competition.

FINDING GAMES AND COMPETITIONS

1. You can find Game and Activity books at most Christian Bookstores or google for games.
2. Or you can adapt children's board games such as Snakes and Ladders.
3. Make sure that you match the skills needed for the game, and the difficulty of the questions asked, to the age group of the children.

ADDING SPICE TO YOUR LESSONS

ACTIVITIES

1. **Activities are creative ways of sharing, teaching, illustrating and making the Gospel fun for children.**
2. This can be done with interactive competitions, games, memory verses and puzzles etc.
3. **Activities can improve the children's Bible skills, develop their interaction with each other and build team spirit.**
4. The main goal is involvement, as it has been said of children, "Use me or lose me!" The ideal is to involve children to the maximum so that they learn by doing, rather than just being listeners and spectators.
5. Activities are creative learning tools that will help the teacher consolidate and review the lesson in a way that is attractive to children. Select activities with the following points in mind:
 - Does it teach or review the Bible truth or lesson?
 - What questions or comments can you use to connect it to the lesson?
 - In what ways does it help to build relationships among the children?
 - Does it help children relate the lesson to their everyday lives??
 - Does it encourage creativity and build enthusiasm to discover things?
 - Does it encourage putting Bible truths into practice in their lives?

ACTIVITY GOALS

1. Choose activities that will lead to exploring, discovering, assuming responsibility and making the Bible truths part of the children's lives.
2. The teacher can ask the children towards the end of an activity, what they have learned about the main truth or aim of the lesson, and how they are going to apply this to their lives.
3. Guide their thinking and discussion during and after the activity:
 - To show their love for God and to others.
 - To express their feelings about God.
 - To share their experiences, needs and thoughts.

ACTIVITIES THAT CAN BE USED

1. Drawing, painting, cartooning, colouring and other art forms.
2. Music writing and composing, singing and dancing.
3. Discussions, debates, drama, puppets and clowning.
4. Bible reading, gathering information (research) and report writing.
5. Creative writing, card making, making stamps and tracing.
6. Model building, dioramas, Bible villages, animals and figure making.
7. Games, competitions, cross-word puzzles, word games and board games.

The treasury of teaching aids is unlimited, and the spiritual application impacts the life of the learner permanently.

ADVICE ON AGE RELATED ACTIVITIES

BEGINNER 3 – 5 YEARS

Aids.

Flannel board, pictures, sandbox, blackboard for sketches, pipe cleaners, puppets and simple objects.

Activities.

Repetition, eating or drinking something, playing with dolls and cars, colour-in and cutting out of pictures.

PRIMARY GROUP 6-8 YEARS

Aids

Flannel board, pictures, sandbox, blackboard for sketches, object lessons, flashcards, dioramas, DVDs and models

Activities

Dramatization, recitation, colouring-in and cutting out of pictures.

JUNIORS 9-10 YEARS

Aids

Flannel board, sandbox, object lessons, flashcards, dioramas, slides, blackboard, overhead projector, maps, sketches and graphs, models, timelines, CDs, artefacts, handwork etc.

Activities

Dramatization, recitation, lectures, cantata, singing, questions-and-answers, assignments, class discussions, mime, concerts, presentations, dialogues, puzzles and illustrations.

JUNIOR HIGH 12-14 YEARS

Aids

Blackboard, overhead projector, object lessons, sketches, graphs, and maps.

Activities

Debating, lecturing, fieldwork, problem-solving, forum, panel discussions, brainstorming, whispering sessions, Bible quizzes, research, finding scriptures, etc.

SENIOR HIGH 15-17 YEARS

Aids

Bible classes, blackboard and notebooks, DVDs on Children's Church work, textbooks, CDs, etc.

Activities

Church doctrine and constitution. The potential Sunday School teacher can be recruited from this group.

FINDING ACTIVITIES

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Various activities can be found in activity books that you can purchase from Bible Book Stores or google for ideas.

FINDING TEACHING RESOURCES/VISUAL AIDS

RESOURCE BOOKS

Teachers need to build up a collection of resource books as these enable you to add realism and interest to Bible lessons and stories, by providing interesting facts, historical details and customs of the day. Your library should include as many as possible of the following resource books or their equivalents:

1. Your Bible, notebook and pen.
2. Your Teacher's Manual, Resource Pack and Pupil's workbooks.
3. The "Children's Ministry Resource Bible (contains Lesson outlines and reference material).
4. A Concordance to help find Scripture references (e-sword is electronic).
5. The Illustrated Children's Bible Dictionary (details Bible people, customs and events).
6. A Bible Atlas (to find maps and Bible places of interest).

STORIES

1. ***Stories can be found in many sources.*** The Bible has adventure, suspense, romance and many other stories about real people.
2. ***Flannel graph*** sets and illustrated story or lesson packs are available from Bible Bookshops.
3. Your library has ***true-life books that depict qualities such as courage, honesty and friendship.***
4. Children's story books are also good sources and often have parallel spiritual truths or morals.
5. Animal stories create special interest in children.

All of the above can be easily adapted into a story to teach important lessons that are found in God's Word.

TEACHING ACCESSORIES

1. Teaching accessories should include a ***White Board*** and pens to write down memory verses and draw simple pictures and diagrams.

2. Make sure you have a good supply of crayons, pens, pencils, paper, scissors, glue and prestick for every child. They are needed for activities, crafts and projects.

ACTIVITIES

1. Don't forget that activities and games add variety and create interest in your class time.
2. Activity, craft and games books can be obtained from Christian Bookstores and should be matched to the children's age group.
3. **If they are co-ordinated with the lesson, they will trigger the memory and recall what was taught.**

VISUAL AIDS

Visual Aids are important since a picture is worth a thousand words. They add realism and illustrate Biblical principles, making it easier for the children to understand and remember your lesson.

Build up a collection of pictures, photocopies, your own drawings and illustrations. Many can be sourced from your teacher's manuals and resource packs, illustrated Bibles and books, and graphics you can download from the Internet.

VISUAL AIDS ARE IMPORTANT

1. They expedite the lesson.
2. Sharpen the understanding.
3. Make the learning process interesting.
4. Overcome communication gaps.
5. Makes the lesson permanent.
6. Make the learning process more enjoyable.
7. Make studying a pleasure.

WARNING

1. Visual aids require additional preparation.
2. Do not use visual aids as entertainment or as a substitute for a lesson.
3. A visual aid can block a spiritual truth. It is possible for the learners to become so absorbed with the visual aid being used that they miss the entire point of the truth being told.
4. **Do not use the same visual aids every week – vary them.**

THE MOST IMPORTANT VISUAL AID

Remember, that despite whatever object or visual aid you use, you remain the most important and effective visual aid in your lesson.

OTHER VISUAL AIDS

1. ***Present the entire lesson with the Bible in your hand.*** Present as much of the lesson as possible directly out of the Bible; read from it; keep your summary or notes inside the Bible. Your learners will, as a result, associate what you say with God's Word. Remember the Bible is the Holy Word of God. Treat it as such and your learners will also learn to respect and love it.
2. A teacher plus a writing board is equivalent to two teachers. However, do not spend too much time writing or drawing – you can lose the attention of the class. Encourage learners to participate.
3. Use audiovisual aids such as DVDs, movies, music etc.
4. Maps for background information and to help make the bible stories real.
5. Jesus used objects such as coins in his teachings. Teachers should also use objects to teach something previously unknown from that which is known, ***e.g. a kite can be used to demonstrate that the Hand of our Creator controls us, and that the blows we receive in the storms of life will not defeat us.***

THE LEARNING PROCESS

The law of the learning process states that the learner should be able to repeat in his own words the truth that is taught.

MEMORIZE

Memorize key words, outline etc. By doing this they will be able to use this information again in life. ***That which you memorize you make your own.***

UNDERSTAND WHAT IS LEARNT

It is important that a child understands what he must memorize. For example: Many children know that Daniel was thrown into the lions' den, but very few realize that it can apply to us; trust in God alone and give the victory.

REPEAT THE IDEA

The learner should be able to repeat the basics of the lesson in his own words. They learn better by expressing the ideas in their own words. For example: *John 1:12 But as many as received Him, to them He gave the right to become children of God, to those who believe in His name.* Explain exactly what this means.

GIVE PROOF OF COMPREHENSION

The learning process does not entail learning things like a parrot, ***the learner should be able to display skills/knowledge learnt.***

KNOWLEDGE IN PRACTICE

This entails putting into practice what has been learnt. ***Unless the truths and principles of the lesson can be applied to daily life, the lesson was purposeless and worthless.***

SUMMARY

Five questions about the lesson that the learner should be able to answer:

1. What was the lesson about?
2. What does the lesson teach?
3. How can I repeat the lesson in my own words?
4. Do I believe it? Why? Why not?
5. How can I use the knowledge?

LESSON GOALS

**First the Teacher must get the Lesson,
Then the Lesson must get the Teacher!
Only then will the Lesson touch the Children!**

The real tests of your lesson is not what the child hears, but what he becomes. The committed teacher expects that his lesson will have an impact on the lives of his learner, but will only know if his lesson is effective once he sees real change in their lives.

The child's passion, interest and enthusiasm for the Sunday school depend on how you project your own enthusiasm for the lesson, your interest in each child and your zeal for the Word of God.

TEACHER GOALS

1. The most important needs for a Teacher are Preparation, Power and Prayer. This takes care of the preparation of the lesson, but more importantly of the Teacher!
2. **Start by reading through your lesson material early in the week. Do this each day and think and pray over the material.**
3. Ask God to help you find a specific aim or goal that your class specifically needs.
4. **Then ask how this would apply to your life and what would you need to do to bring about a life change in your heart?** This will deepen the meaning of your lesson and help you focus on a lesson application to present to your class.

KNOWING THE CHILDREN'S NEEDS

1. What do you know about the children in your Class? Have you ever visited them and found out what their hobbies are and what they like to do? How do they live and what are their home circumstances? Visiting and getting to know your children is the best way of bonding with them.
2. You will soon find that you can love them and they will come to love you too.
3. Understanding them will help you to motivate them and find things that will interest them.
4. You will find out what their spiritual needs are, and how to pray for them.
5. All this will help direct your lesson plans.

BOOSTING YOUR LESSONS:

1. **How do you plan to start your lesson and then gain and keep their attention?**
2. Will they understand and appreciate the lesson?
3. Is the lesson interesting to them (and not necessarily to you!!)
4. What will appeal to them and touch their hearts?
5. **The time you spend preparing will bring about results in direct proportion.** Try it -

you will get a tremendous boost and sense of fulfilment!

TEACHING METHODS

THE STORY

1. The most popular method is story-telling.
2. The teacher can identify himself with one of the characters and tell the story from that character's point of view in the first person.

THE BEEHIVE METHOD

1. Divide the class into three or four groups depending on the size of the class.
2. After you have completed the lesson, each group meets separately to discuss what they consider to be the main point of the lesson.
3. They then come together and the leader presents the result of the discussion to the class.

GROUP BIBLE STUDY – WHAT IS GROUP BIBLE STUDY?

1. This is not a talk given by one person, but a study in which everyone participates.
2. The leader poses questions and encourages everyone to give answers.
3. It is not necessary for the leader to be an expert, but he should prepare a summary of suitable questions, as well as notes that expand on the background and explain difficult passages.

GROUP DISCUSSION

1. A group discussion is just what it says; a discussion by a group of people.
2. It is not a talk or a lecture. The teacher should therefore not monopolize the discussion.
3. Although the leader of the group discussion does not have to be an expert, he needs to be knowledgeable.

DEBATE

1. Appoint a chairperson, two speakers, or two groups.
2. One group is for and the other is against the argument.

ASSIGNMENTS AND PROJECTS

1. An assignment is a task or instruction to do certain things, e.g. scriptures to be referenced, questions to be answered, etc.
2. Example: find out what the Bible says about angels and inform the class the next week.

THE QUESTION METHOD

1. Yes and no answers should be avoided, unless followed by "How?" or "Why?"
2. A question requiring confirmation only has no education value.
3. Guessing questions are unsuitable and often lead to confusion.
4. A question like "What was last Sunday's lesson about?", is too vague – it should rather be, "Which disciple said that he would never deny Jesus? What happened to him when Jesus was betrayed?" Each question should be to the point..

ILLUSTRATIONS

A teacher should know the value of illustrations and how to use them. Use illustrations to link the known to the unknown. That which is familiar to the learner can be used to present new truths.

1. Keep the illustration short enough for the learner to remember, but long enough to be effective.
2. Effective illustrations must be fresh and new. They can be taken from everyday events and from newspapers.
3. Make sure that the illustration is reputable. Do not allow spiritual truths to be impaired by the frivolous and superficial.

LESSON PREPARATION

WHEN YOU RECEIVE A NEW TEXTBOOK

1. Obtain a broad picture of what the lessons are about.
2. Make a list of goals for the term.
3. Make notes of teaching aids you will need.
4. Read additional articles about the topic.

ASK YOURSELF THE FOLLOWING QUESTIONS AS YOU PREPARE

1. What in the lesson can provide for the needs of my learners?
2. What does the lesson teach about:
 - Faith
 - Obedience
 - Love
 - Service, etc.
3. Is God's plan for salvation included in this lesson?
4. How can I inspire my learners to apply the message in the lesson to their daily lives?

DETAILED PREPARATION (PREPARE)

PRAY

For yourself.

For your learners

About the message of the lesson.

READ

Read the Bible to understand the story and the truth contained therein. The S-P-A-D-E method will be of assistance. In addition, study other related Scriptures and other translations of the Bible.

ENRICH

Enrich your background knowledge. Read reference books, consult an atlas, read the lesson in the textbook, also look at the lesson in the children's book. This will give you a thorough understanding of the material and lesson; now you can begin to plan the lesson.

PREPARE

Prepare the material. Place it in the order in which it will be used. Also decide what you want the learners to do.

AIM

Goal of the lesson: be very clear in your own mind as to what you want to achieve in the lesson. Write down the goal.

It should be:

Short enough to remember.

Clear enough to be written down.

Specific enough to be attainable.

There should be only one goal.

REACH

You must be able to reach the learner. Use the best method(s) to convey the information and specific truth. Use a starting point that will draw attention, hold the attention of the class, and apply the Biblical truth to their personal lives.

EVALUATE

Evaluate the lesson after you have given it. Set yourself questions in respect of the following aspects:

1. **Lesson.** Did I know the facts?
2. **Learners.** Did I capture and hold their attention?
3. **Goal.** Did I achieve my goal?
4. **Procedure.** Was there a change in plan?
5. **Teaching aids.** Were they really useful in the presentation and understanding of the lesson?

THE SPADE METHOD

1. **Settings.** Where did the action take place? Rural area, town, place – home, synagogue, coast.
2. **Persons.** Who played a part in the story? Character, name, relationship to each other. Apparel, emotions, reactions, how they were influenced by the events, how they saw them and how it changed their lives.
3. **Actions.** What happened? The story. Events in correct sequence.
4. **Doctrines.** What is the truth being taught in this Bible passage. What did the passage mean to the original audience/readers? What does it mean to me in my daily life? Which aspects are relevant to the lives of my learners? ('D' also stands for Difficulties either your own that urge you to further study, or those of your learners that will need to be explained during the lesson).
5. **Evaluation.** What is the main truth to be learnt? Choose the one most suited to the needs of the learners in your class. That will help you to formulate the objective of your lesson and will lead you in the presentation of the lesson.

THE TEACHING PROCESS

STIMULATE THE LINE OF THOUGHT

1. The effectiveness of the lesson is how the child reacts to it.
2. **The successful teacher is the one who stimulates the learner to be a discoverer of truth.**
3. The teaching process begins when each child becomes an individual researcher of truth.
4. The teacher should create genuine participation in the lesson or the lesson will be fruitless.

CREATE A SPIRIT OF ENQUIRY IN THE CHILD

1. The successful teacher is the one who uses questions to stimulate the thought processes of the child.
2. Keep the questioning spirit alive as long as possible by not always answering the question too quickly or directly. Questions can sometimes be answered with questions, but make sure that the learner is answered in an honest and direct way before the topic is closed.
3. ***Never embarrass a child about an honest question that he has asked;*** even if it seems to be a silly question, answer it with sincerity.
4. **Allow children to give answers in order that they may participate in the discussion.**
5. Encourage them with questions like "What? Who? Why? When? And Where?"

GET THE LEARNERS BUSY

1. **It is the responsibility of the teacher to ensure that the learners participate.**
2. The child must be led not only to know what to do, but also how to do it.
3. ***When there is a purpose, the child will master the work more easily.*** He must know why he is doing what he is doing and that is part of the lesson.
4. If he has had a lesson about "supporting the work of God," he must be given an opportunity to give. In this way, you can also provide opportunities to give a testimony, pray, read from the Bible, etc. You can also stimulate the child's interest in studying. By giving children the opportunity to pray on a

regular basis, they can become real intercessors.

PRESENTATION OF THE LESSON

EFFECTIVENESS OF PRESENTATION

1. Before the lesson

The greatest need in the church today is a well-prepared, well-trained teacher who realizes the importance of preparation. Or well-prepared teacher, every lesson is a joyous experience.

- ***Be punctual for the Sunday school*** (at least 30 minutes before the time). A teacher who is late sets a bad example.
- ***Welcome your class and chat to them about the happenings of the past week.*** Show great interest in your learners.
- ***Deal with the formalities immediately*** e.g. the register, so that you will have more time for the lesson.

2. During the lesson

A good start results in a good conclusion.

- ***Prayer.*** Open and close your class with a short prayer and encourage your learners to participate.
- ***The Bible.*** Present your lesson with the Bible open in front of you and keep your lesson notes in the Bible. NEVER stand with another book in your hands.

3. After the lesson

- ***Be available for those who would like to talk to you after Sunday school.***
- Make sure that the truths taught in the lesson are applied during the week.

Always keep in mind that our teaching is spiritual work that must be done in the power of the Holy Spirit.

LESSON PRESENTATION

1. Give a proper introduction of the lesson.
2. The classroom requires practical tasks which need good communication. The teacher must initiate the first movement and sound.

3. Nervousness and tension are sometimes due to lack of confidence and inexperience. It is normal, but it does not have to stay that way.
4. **Think positively.** Say to yourself, "I have a lesson, I am prepared, and we are going to shake things up today. Lives will be changed!"
5. **Do not speak to fast.** This is result of uncontrolled tension. With every lesson it will go better.
6. **Guard against speaking too loudly.** When you are calm, relaxed and speaking clearly, it creates a calm atmosphere which is conducive to learning.
7. **Try to be yourself - act, speak and be spontaneous.** . Speak with true feelings; the barriers are removed, burnt away by the heat of your emotions. Act and speak spontaneously.
8. Speak to your class by having **eye-contact** so that your lesson can be effective.
9. **Avoid having a monotonous tone of voice.** The emotions in the story that you are telling can help you to use the correct expression, e.g. the storm at sea; David and Goliath; the healing of the cripple at the Gate called Beautiful, etc.
10. **To communicate effectively one needs to articulate properly.** It will be helpful to do tongue/lip exercises to loosen up before a lesson.
11. Relax when you sit, but do not collapse. Sit upright with the spine in a vertical position; your chest should not touch your stomach.
12. Always walk upright - it improves the heartbeat and breathing.
13. Think positively about your mistakes.

OUTREACH METHODS / VISION TO GROW

EFFECTIVE SUNDAY SCHOOLS ARE OUTWARD-FOCUSED, NOT INWARD-FOCUSED

1. The exclusive purpose of most declining Sunday schools is ministry to existing Christians and nurture to members of existing churches.
2. Unfortunately the belief that Sunday school growth will naturally result from the personal growth and spiritual development of existing members is one of the primary reasons many Sunday schools today are declining.

3. Such self-centered education does not motivate people toward involvement in the church's mission of outreach and growth. Education that concerns itself only with the spiritual nourishment of its own members contributes significantly to a "self-service mentality" that effectively seals off the Sunday school from the outside world.

The purpose of most growing Sunday schools, on the other hand, is quite different.

4. Outward-focused Sunday schools exist to obey Christ's Great Commission and to equip people for ministry to the world, not to each other.
5. While concern for spiritual growth and nurture of existing Christians is a part of all curricula and activities, it is seen as a means to an end, not an end in itself.
6. Christian education is missionary education by definition. It is participation in Christ's invitation to join in God's mission to the world. God's mission - His purpose and plan for the world - is that He desires all people to be saved and come to the knowledge of the truth (1 Tim 2:4).
7. Outward-focused Sunday schools see evangelism and education as two sides to the same coin, two tasks to achieve one aim.
8. H.W. Byrne observed: "Evangelism is the chief work of the Sunday school. In fact, Christian education cannot be Christian unless it is evangelistic. To fail here is to fail in our primary reason for existence".
9. In outward-focused Sunday schools, each class and each department gives high priority to seeking, reaching, teaching, and discipling men and women, boys and girls. The focus of the entire organization, events, classes, curriculum, and activities of outward-focused Sunday schools is toward one purpose: making disciples! And the result is growth - God gives the increase.

OUTREACH OBJECTIVES

1. Outreach is in response to Jesus' command to go and preach the Gospel to all the world. While recognising that a teacher's primary responsibility is to teach and make disciples out of the children, it is also necessary to grow each Sunday school as much as possible.
2. Firstly the teachers must "In-Reach" to their class. This consists of reaching out to the children and by showing love and concern for each boy and girl. If we do this and endeavour to get down to their level and talk with them, they will feel secure and want to come to the Sunday school. Put this together with attractive programmes and you will have a good draw card for new children.
3. Secondly, as the saying goes, ***"Sheep must have lambs". That is, the children need to actively outreach to their friends. This should be encouraged by having competitions for new children and by setting up special outreach programmes to draw in their friends. They also need to realise that they must work for the Lord by sharing love with others and telling them what the Jesus has done in their lives.***

The following sections detail some ways in which Outreach can be done in creative ways.

1. Street Search

- Walk or drive round the church neighbourhood during the Sunday school hour and invite any children that you see to visit your Sunday school.
- An invitation hand-out is a useful contact point that can reach their parents as well.

2. Church Survey

- Survey the members in your church for children that they may know of who live in the church vicinity that do not go to Sunday school. This can include children of friends and relatives.
- Ask them to provide written information where possible. This could be done by means of a small questionnaire.

- Use this information as the basis of developing a visitation programme. And then start visiting!

3. Posters and Banners

- Approach the local cafe or supermarket and ask permission to put up a poster to advertise special activities in your Sunday school. They normally grant permission very readily.
- An advertisement can also be placed in your local newspaper for special events.
- Make a large banner and stick it up in a prominent position outside your church whenever you have special activities. Make sure it states that all are welcome and has the starting time and date(s) of your activity!

4. Visitation

- Visiting the children in the Sunday school is an excellent way of finding brothers, sisters, relatives and friends who do not attend your Sunday school.
- In addition, visits by a teacher are an excellent way to develop relationships with their children. In this way you get know the children, their homes, circumstances, friends and problems on an individual basis.
- When you know something about their hobbies, toys, bedrooms and so on, it's easy to talk to them and relate your lessons to their lives.
- The Lord can use this to help you pray specifically for them and bring them to the point of Salvation. This is doubly important, as a truly Saved child is the best Visitor, Evangelist, Preacher and Missionary you can find! *One child in a Church became a real little missionary and brought nearly one hundred children over a period of a year to their children's club!*
- The training of teachers should include "How to visit" and "What to say and not to say" as a representative of the church. Counselling training and "How to lead a child to Christ" is also recommended.

5. Invitations

- Prepare a whole bunch of cheerful and colourful invitations. These are useful as

hand-outs on Outreach drives and also to give to the children to invite their friends.

- A Gospel Tract can often be printed on the reverse side as a witnessing tool.
- They should contain exciting details of your Sunday school, it's activities, address, dates or day, and starting and finishing times.
- Make them look exciting to match your super programmes!

6. Special Programmes

- Children love to sing and perform in plays (well mostly anyway!). Try Musical Evenings, Puppet Shows, Plays, Musicals, Outreach or Evangelistic Drives or Campaigns.
- If you need music, use the church teenagers to lead the singing with guitars.
- Present this to the church and you are guaranteed to draw in all the parents as well as their friends and relatives!
- Make a great outreach drive and advertise it as widely as possible and get everybody excited about the project.

7. Special Speakers

- Try to get a special speaker, for example a missionary visitor, someone who can tell stories well, a well known personality or a singer.
- A special meeting can then be advertised to draw in parents and children from the Church neighbourhood.

8. Puppet Shows

- Puppet Shows are a great attraction to children. Use them to draw children like a magnet in parks!
- Puppets stages can easily be set up under trees, in an open lot or in someone's front garden.
- This is an excellent way to teach children the Gospel by means of small plays, dialogues and stories.

9. Mini Courses

- These can be short courses lasting 4 to 5 weeks and can help to create interest.
- They "break the ice" and expose outsiders to your children and Sunday school.

- They do not have to be on a Sunday as any day or night will do.
- One could run Mini Courses in Handicrafts, Play Acting, Singing, playing Musical Instruments, Bible Themes etc.
- All of these will present an opportunity for sharing the Gospel.

10. Holiday Clubs

- Vacation Bible Schools (VBS) or holiday clubs can be run during one of the school holiday periods and are a good draw card for bored children!
- They generally run for about a week and last for 1 hour to the entire day on a daily basis. They require a number of volunteers to help and organise the various activities. VBS materials and curriculums are obtainable from most Christian Bookstores.
- Alternately, you can design and plan your own around a particular theme such as "Soldiers for Christ". They normally take the form of a Club with outreach activities, songs, competitions, craft projects, games, stories, refreshments and prizes. They can be run at the Church or in someone's home.

In conclusion, children need to be reached, and so are you willing to reach them?

MULTIPLY ATTENDANCE

An experiment in a church has proven where the Sunday School with two or more classes, added another teacher and another class, resigned the existing pupils to give all classes in equal enrolment – all the classes that had been divided had grown back to the size of the original class, resulting in increased Sunday school attendance.

- 1. Attendance in two classes will likely be larger than the attendance would have been with only one class.**
2. Eventually attendance in three classes should be larger than in just two.
- 3. As the Sunday school provides the opportunity for more persons to be involved in meaningful programs, attendance grows.**

A NEW VISION FOR THE SUNDAY SCHOOL

1. New classes provide apposite answer and response to human need.
2. New classes are often more effective at incorporating people into caring, belonging fellowship.
3. New classes enlarge the appeal to new “kinds” of people.
4. **New classes are needed to replace those classes that have stagnated or have reached their saturation level.**
5. New classes provide more people with meaningful involvement and service opportunities.
6. New classes discourage clustered, self-serving attitudes and programs.
7. New classes are usually more effective in winning new people to Christ and the church.
8. New classes help the “single cell” church begin the process of cell multiplication and growth.

NUMBER OF TEACHERS NEEDED FOR AGE GROUPS

1. One for every two or three babies.
2. One teacher for every four toddlers.
3. One teacher for every five pre-K and kindergarten children.
4. One teacher for every eight elementary school children.
5. One teacher for every ten junior or senior high youth.
6. One teacher for every thirty adults.

TEACHER RECRUITMENT

1. **Recruit one teacher for the regular school year and another teacher for the holidays.** This provides the school-year teacher with a much needed, and appreciated, break in the holidays. This is a better approach than what many churches do, which is to simply cancel Sunday school for the holidays.
2. **Recruiting two school-year teachers can be easier than recruiting one.** A team-teaching approach halves the responsibility for preparation and presentation and doubles the support and encouragement each teacher receives. In addition, a team-teaching approach makes it much easier to cover a

teacher’s unexpected illness or need to be out of town.

3. **Ask prospective teachers to consider being an assistant for a semester.** This will help eliminate some of the fears of teaching a Sunday school class that might keep potentially good teacher who have never led a class from accepting a position.
4. **Ask current teacher whom they might recommend as a future teacher.** Sometimes another teacher can see potential in someone you might never otherwise have considered.
5. **Invite prospective teachers to consider being an emergency teacher.** These are people who have a lesson prepared, but no class to teach. With an emergency teacher pool, if you get a call on Saturday night from a teacher who is suddenly ill, you just smile and say, “No problem. Hope you’re feeling better by next week,” and dip into your pool.
6. **Don’t ask a potential teacher to make a decision about your invitation on the spot.** Give him or her a chance to think about it, talk about it, pray about it, and then respond.
7. Invite prospective teachers to sit in on your teacher training session. This will give them chance to meet some of the other teachers and get more of a feel for training that is available for them. Often training will reduce fears of the unknown.
8. **Express regular appreciation (public and private) to your teachers.** Have an annual teacher appreciation banquet. Honour them in the worship service. Give them free tickets to a special event in town. Let them know, on a regular basis, how valuable they really are to your church and to the kingdom.

TEN MINISTRY KEYS

What Jesus Wants

1. What does Jesus want to do in your life and in your ministry?
2. Do you have a vision and are you planting seeds?
3. Are you winning souls for God?
4. Are all your children Saved and are you discipling children and teaching them how to grow spiritually?
5. What does Jesus want to do in your children's lives?
6. Do they have a vision to plant seeds and win other children for the Lord?
7. Teach them these keys and you will see that many are very relevant in their lives.

Most importantly, you need to consider each key, and make sure that they are all part of your life and ministry!

Key 1 - Jesus

1. Jesus is our Foundation.
2. We are built on Him.
3. Jesus needs us to shine for Him.

Key 2 - Prayer

1. Pray to be effective.
2. Water the seeds of the Word with Prayer.
3. Prayer changes things.

Key 3 - Salvation

1. Tell children the Good News of Salvation.
2. Pray for their Conversion.
3. Guide and make Disciples of them

Key 4 - Example

1. Live as a good example.
2. Be pure, upright, truthful and trustworthy.
3. Children will follow your example.

Key 5 - Approachable

1. Be approachable and concerned.
2. Learn all about your children.
3. Love and care for them.

Key 6 - Teaching

1. Teach from what you know.
2. Teach the pure Word of God.
3. Be practical - show them how to do it.

Key 7 - Variety

1. Variety creates interest.
2. Do unusual things.
3. Don't always do the same things.

Key 8 - Winning Souls

1. Obeying Jesus' command.
2. Sharing Gospel with friends.
3. Inviting children to meetings.

Key 9 - Relationships

1. Visiting your children.
2. Getting to know their spiritual needs.
3. Praying for their conversion.

Key 10 - Involvement

1. Use me, or lose Me?.
2. Involve children in every program.
3. Let them sing, act and do activities.