

**Grace Bible Church**  
**Children's Ministry Job Description**

## **CLASS HELPER**

**Task:** To make more and better disciples of Jesus Christ by building relationships with the children, assisting the classroom teacher, and by handling classroom administrative tasks.

**Term:** Week by week, on a rotating basis

**Supervisor:** Diane Merz

### **Individual Responsibilities:**

- Have a genuine personal relationship with Jesus Christ.
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer.
- Worship regularly with the church family.

### **Team Responsibilities:**

- Participate in scheduled class helpers' meetings.
- Attend at least one semi-annual Children's Ministry safety seminar.
- Express concerns or needs as a class helper to your supervisor.

### **Sunday Morning Responsibilities:**

- Arrive at least 15 minutes before your class is scheduled to begin. For first-hour classes, you need to be in your assigned class by 9:15am. For second-hour classes, you need to leave the sanctuary and head toward your assigned class during the last song.
- Assist the teacher by arranging materials and room to create an effective learning environment.
- Greet each child upon arrival and involve him or her in conversation and meaningful activity.
- Model the love of Christ by getting to know children by name and sharing their concerns, needs, and joys.
- Verify that each child has a name badge and note which children have an allergy bracelet. Make sure that every child continues to wear his or her badge and allergy bracelet during class.
- Oversee the children during snack time. Ensure all trash is thrown away, assist children with wiping their hands and/or nose, as necessary, wipe the table(s) off with a sanitizing wipes, refill water cups as necessary, and straighten chairs after snack time is over.
- Escort children to the restroom, as necessary and appropriate for their age group.
- Assist the teacher in classroom instruction by
  1. Helping the teacher in preparing the class craft and helping the children in completing the craft.
  2. Participating with children in learning activities.
  3. Sitting with the children at their tables or on the carpet during the Bible lesson.
  4. Addressing disorderly or disruptive classroom behavior in an appropriate and loving manner.
- Verify the security badge number with the child's badge number before releasing the child to his or her parent or guardian.
- Tidy the classroom at the end of class (sweeping the floor, wiping the white board, emptying the water pitcher, sanitizing the table, picking up toys, etc.).