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1 Sunday School Department Operational Manual

1.1 Introduction

This has been put together to provide guidelines on what is expected from the teachers of the Sunday School Department in fulfilling their ministry as being part of the Sunday School Department of Rehoboth Assembly, RCCG.

The document may be used by existing and new teachers of the Sunday School Department for them to understand how things work in the Department. Any questions should be directed to the leadership of the Sunday School Department or the Pastorate of the Rehoboth Assembly.

1.1.1 The Sunday School Department

The Sunday School Department is a vehicle for teaching biblical truth and bible-based doctrines of the Redeemed Christian Church of God. In RCCG, the Department is supervised by the Directorate of Christian Education through an organized bible study manual prepared for each year. It is not a platform for propagating one’s own beliefs, practices, rules, or doctrines.

Consequently, the content of each session has to be uniform and teachers must be seen to be united. The vital questions for teachers are:

1. Is the lesson based on the Bible?
2. What is the essence or relevance of this lesson?
3. Does it lead to the nourishment and edification of the Body of Christ?
4. What teaching approach has been suggested in the manual to achieve the set goals?

1.1.2 The Vision of the Sunday School Department

The Vision of the Sunday School Department is based on the scripture II Tim 2 vs. 2

“And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also”.

Based on this, the vision of the Sunday School Department is

“To grow disciples who will develop others”

1.1.3 The Charge to Sunday School Teachers

As ministers in the Sunday School Department, we can uniformly impact the students and lead them into excellence. “The teacher is expected to carry the presence of God always so as to be able to imbibe in the student an excellent spirit.
How do we carry the presence of God? For any person to be able to carry the awesome presence of God, that person must die to the flesh. “The flesh must die that the presence of God might be able to abide”

It is paramount that anyone ministering in the Sunday School Department would teach the unadulterated word of God, as well as, disciple students by establishing brotherly relationship to enable us show example and impart knowledge towards achieving the vision of the Sunday School Department, Rehoboth Assembly, and the Redeemed Christian Church of God (RCCG).

1.2 Responsibility of Members

1.2.1 Responsibility to the Rehoboth Assembly and Sunday School Department

The Sunday School Department as a department of the Rehoboth Assembly is expected to abide by the regulations of the Rehoboth Assembly. Accordingly, every Teacher is expected to be:

a) **Subject to Authority:** Heb. 13:17 “Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you”.

b) **Involved in Church Activities:** Heb 10:25 “Not forsaking the assembling of ourselves together, as the manner of some is” As responsible workers in His vineyard, teachers are expected to come regularly and punctually for church services and meetings including Sunday School Retreats and networking programs. These meetings include:
   - Workers’ Meeting
   - Sunday Services
   - Sunday School
   - Midweek Services
   - House Fellowships
   - Special Services/Meetings

c) Prayerfully prepare for any activity he/she may be assigned to perform

d) Available for any tasks assigned during the services and meetings.

e) Be time conscious in performing any assigned task within the Sunday school and the entire church.

f) **Attendance to Preview:** Teachers are given opportunity to indicate their availability before the quarterly roster is prepared. Consequently:
   i. Each assigned teacher is expected to attend on the day they have assigned to attend preview. If an assigned teacher is unable to attend, he/she is expected to;
      - Communicate this to the Class Leads. He/she may also suggest a replacement for the assigned teacher.
      - Ensure that the replacement teacher attends the preview after the approval of the Class Leads.
   ii. Class Leads are to ensure that their classes are represented at each preview session
iii. The teachers are to ensure the students enjoy the full benefits of the informed discussions that take place during the previews.

iv. Assigned teachers who do not attend previews and have not previously communicated to the Class Leads could face disciplinary action with the possibility of suspension from teaching.

1.2.2 Responsibility before Teaching

The Sunday School Teacher is expected to ensure certain things are in place before teaching. These include:

a) Check the roster and personal email to know when he/she scheduled to teach and which class he/she is assigned to.
   i. The teacher also has the responsibility of knowing the location of the class prior to the teaching time.

b) Prepare and attend previews for the lessons. The teacher may also be required to arrange for replacement if such teacher is unable to attend/teach and should inform the class leadership and/or leadership of the FS department accordingly.

c) Study personally and prepare further towards achieving the aim and purpose of the lesson
   i. **Note:** Each lesson in the Sunday School Manual has an aim and purpose as such the teacher is to meditate, pray and plan on how best to achieve them within the allotted time.

d) Be aware of the timing for the session and plan to pace the teaching accordingly.

e) Memorize the memory verse

f) Prepare or collect updated Attendance Sheet or make arrangement to ensure it is done.

1.2.3 Responsibility during Teaching

The Sunday School Teacher is expected to ensure certain things are done during the teaching of the lesson. These activities are dependent on the role of the Teacher. These roles and responsibilities are as follows:

1.2.3.1 Ministering Teacher

This is the teacher assigned to minister the lesson for the day to the class. The responsibilities include:

a) Use the student’s manual for teaching (with passages from teachers manual for emphasis)

b) Encourage **students to have and use their own manuals and workbook** as this helps them personalize the lessons learnt.
c) **Regularly involve the students** in the lesson by inviting them to read, discuss and ask/answer questions during the lesson. This improves learning and helps students develop confidence towards becoming teachers as well.

   i. However, involving students should be done with discretion as some students may be hesitant to speak in public while some may want to take over the lesson.

   ii. Teachers are to encourage but not compel anyone to participate.

   iii. When a student appears new, the teacher should be sensitive not to call on such a person except where the person indicates that he/she would like to contribute.

d) Facilitate the session to **achieve aim and purpose of the lesson** and avoid getting drifted away from the topic.

e) **Allow the Holy Spirit** to minister during the session but take responsibility for all discussions

f) Prepare students for **inter-class quiz competition** at the end of the Quarter

g) Complete teaching early to **allow enough time for Questions and Answers**

### 1.2.3.2  Ushering Teacher

This is the teacher assigned to support the Ministering Teacher with administrative and logistic areas to allow the Ministering Teacher focus on the teaching. The responsibilities include:

a) Prepare and attend preview with the ministering team

b) Prepare the class for the commencement of teaching session. Coordinate seating arrangement and any other logistic required.

c) Usher students to their seats in an orderly manner to avoid distractions.

d) Ensure attendance for the class is done and the number in the class counted.

e) Collect the workbooks and mark assignments

f) Check voice level, noise and distractions during the session and ensure these do not constitute nuisance to the next class.

g) Ensure conducive learning atmosphere during the session

h) Provide manuals or bibles if needed by students and assist the ministering teacher as required.

i) Keep checking and remind the ministering teacher when the time is almost up. The time limit and mode of reminder should be discussed and agreed between the teachers.

j) Review and mark assignments for previous session with students or the class: when student get questions wrong, write the correct answers in the workbook and endeavour to give students verbal feedback.
1.2.3.3  **Supervising Teacher**

This is the teacher assigned to lead the ushering and general handling of the Sunday school on a given Sunday. He/she is to oversee the conduct of the Sunday school in its entirety and ensure everything is proceeding properly. The responsibilities include:

a) Ensure that students are seated in classes for and during Sunday School session (No Loitering)

b) Collate Sunday School attendance and forward to the Ushering team or Head Usher

c) Ensure sessions are interactive and teachers keep to the allotted teaching time

d) Provide any feedback that is required for continuous improvement of Sunday School Department.

1.2.4  **Responsibility after Teaching**

The Sunday School Teacher is expected to ensure certain things are done after the teaching of the lesson, these include:

e) Remind students to do assignments and prepare for the next class

f) Particularly remind students to read the bible passage before the class – a preview could help maximize teaching time.

g) Remind students to provide feedback for current or previous lessons

h) Give attendance to Supervising Teacher or Church Administrator or Head Usher

i) Provide/ask for feedback – Teacher to Teacher (one on one). Also provide feedback on how to further improve the Sunday School Department.

j) From attendance, contributions, interest shown during the lessons, identify students in the class that are potential teachers/disciples,

k) Develop rapport outside the class/church and follow-up

l) Generally keep in touch with most/all students – Phone call, Text message or Email

m) Note and collate tough questions that have come up in the session for collective review and resolution at the end of the quarter

1.2.5  **Class Lead or Focal Point**

Each class of the Sunday school has a Class Lead who oversees the administration of the class and coordination of the activities and availability of the teachers for that class. The responsibilities include:

a) When teacher notifies you of his/her unavailability to take a scheduled session, look at the available resources for your class and make adjustments/replacements as appropriate
b) Ensure that the Class attendance sheet is updated after each Class.

c) Ensure that the Class attendance sheet is circulated to all the teachers in your class prior to the next teaching session: This is important so that teachers can familiarize themselves with the students and appropriately follow up with the students.

d) Discuss with other teachers and agree on potential representatives for the Sunday School Quiz.

e) Discuss with other teachers and agree on the possible gifts and questions for the Sunday School Quiz.

f) Apart from the general quarterly review quiz gifts, make plan and discuss with your other class teachers and agree on nominees for quarterly gifts within your class.

1.3 Sunday School Department Meetings and Activities

1.3.1 Lesson Preview Session

The Sunday School Department regularly organizes Lesson Preview Sessions. The essence of Sunday school preview is for teachers to discuss the content and Scriptures of the forthcoming lesson. The preview session is an avenue to:

a) Discuss and agree on the key segments of the teaching and how to approach the lesson including the learning points to be emphasized.

b) Consider possible questions from students and to agree on possible answers.

c) Consider, through the lead of the Holy Spirit a more suitable/appropriate approach for delivering the lesson.

1.3.2 The Sunday Lesson Preview Leader

This is the teacher leading the preview for a given week. The responsibilities of the preview leader include:

a) Facilitate the preview discussions in line with the Teachers’ manual and ensure the key elements of the lesson are agreed upon.

1.3.3 When a Teacher has a Different View

In a situation where a teacher holds a view different from that expressed in the manual, it is important to remember that the Holy Bible is our final authority. When such a situation arises, the first thing such a teacher should do is to notify the leadership of the Sunday school before the teaching session. Based on the discussion, the teacher could adopt one or more of the following options:
a) Meet with the leadership of the Sunday School and/or Pastorate for further clarification OR

b) Opt not to teach the lesson and arrange another teacher to replace him/her OR

c) Teach the lesson as it is contained in the manual (with a free conscience) and refer relevant questions to other teachers as required.

**NOTE:** as ministers in the Sunday school, it is important that all teachers follow the manual – as a guide – to ensure uniformity in our teaching. Teachers are not allowed to change the lesson content as they consider right.

### 1.3.4 Teaching the Complete Material

Teachers are expected not to intentionally exclude any section of lesson in their teaching. As such on no occasion should students be deprived of certain aspects of the lesson due to a teacher’s disagreement with the content of a lesson as presented in the manual.

### 1.4 How to Assess Effectiveness of Teaching

It is important for Teachers to conduct regular self-assessment of their teaching to see how effective it is and what areas can be improved upon. As a guide the following points should be considered:

a) Remembering: can the student recall or remember the lesson?

b) Understanding: can the student explain principles or concepts?

c) Applying: can the student use the truth in a new way?

d) Analysing: can the student distinguish the truth from falsehood?

e) Evaluating: can the student justify a belief or stand biblically?

f) Creating: can the student teach other students to become disciples?

The pyramid below shows how the effectiveness is built from the bottom to the top.
Teachers’ Retreat

a) To further strengthen the spiritual growth of the Teachers, periodic retreat shall be organised, preferably quarterly.

b) In totality, the teachers shall meet to pray, share the Word, evaluate our approach and contribution, and discuss the way forward in actualizing our goals.

c) It is mandatory for all teachers to attend these meetings.

1.5 Orientation of New Members

The new teachers that have recently joined the Sunday School Department will be taken through an orientation period. The activities during the orientation include:

a) Go through this Operational Manual and ensure they fully understand the content.

b) Participate in the relevant meetings of the department to begin to understand the way things are done in the Department.

c) Understudy existing teachers to learn approach and methods

d) The period of orientation shall be for two to three months after which they may be assigned to an existing teacher for mentoring.

e) New teachers are expected to study the Word consistently (for a prepared heart) Ezra 7:10, 1Peter 2:1; Doing and obeying the Word; Give to Prayer and the Holy Spirit – Acts 1:8. Finally, let pure love for all men be our guide in all actions – 1 Corinthians 13:1-13.
### Monthly Sunday School Teaching Roster

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<tr>
<th>S/N</th>
<th>Class Name</th>
<th>1st Sunday (Supervising: &lt;Name of Teacher&gt;)</th>
<th>2nd Sunday (Supervising: &lt;Name of Teacher&gt;)</th>
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End of Sunday School Department

Operational Manual