

Leading Your Classroom Team

One of the best ways to enhance the classroom experience for children is to have a well-organized classroom that exhibits a God-honoring, Christ-treasuring, Spirit-dependent atmosphere. This spiritual atmosphere must be carefully cultivated and nurtured throughout the duration of the year. The primary role of the classroom **team leader** is to foster this atmosphere in a variety of ways, as he or she leads a team of classroom volunteers: teachers, small group leaders, worship leaders, etc. Therefore, a team leader is not merely a classroom administrator, but a person who gives evidence of a mature and vibrant relationship with Christ and aims to lead and encourage a team of volunteers in nurturing the faith of the children in his care. Additionally, the team leader serves as a vital communication link between the church's discipleship department leadership, classroom volunteers, and parents.

The Importance of Understanding the Vision and Philosophy of Truth78 Curricula

For a team leader to effectively lead a group of volunteers in nurturing the faith of children, it is important to be familiar with the church's vision for children's and youth discipleship, and understand the programs and policies that have been developed for implementing that vision. Furthermore, the team leader should become well acquainted with the specific vision, mission, theological foundations, and teaching philosophy that undergird the Truth78 curricula. This will help the team leader be more effective in the classroom. We strongly recommend every team leader carefully read the following short documents:

[Developing a Vision Orientation of Ministry to Children and Youth](#)

[The Theological and Philosophical Foundations of Truth78 Teaching Resources](#)

[Curriculum Scope and Sequence Explained](#)

[Guiding Values That Define the Truth78 Curriculum](#)

Tools for Using Truth78 Curricula—Kindergarten and Elementary (Coming soon.)

[Partnering With Parents](#)

These topics are also covered in the About Truth78 section at the back of the Teacher's Guide of each revised curricula included in the Classroom Kit. It is crucial that every classroom have this kit, and that the team leader understand all the components in the curriculum study.

The Importance of Prayer in Leading Your Team

One of the most important ways a team leader can foster a God-honoring, Christ-treasuring, Spirit-dependent atmosphere in the classroom is to pray. Pray throughout the week. Pray for yourself that you would lead with wisdom and the love of Christ, made evident in your words

and actions. Pray for each team member by name. Pray for your students and their parents. Pray that the Holy Spirit would be present during the class time, to making the children alive to Christ through the teaching of God's Word. Many lessons include specific prayer prompts for this purpose.

Team Leader Responsibilities

The following team leader responsibilities flow from these convictions. (Note: Depending on your particular situation, some of these responsibilities may be delegated to other volunteers.)

In the Classroom

- Create a safe, welcoming, clean, structured, age-appropriate environment for the students.
- Make sure the classroom is set up before the students arrive (i.e., arrange tables and chairs, have all necessary supplies ready to go from week-to-week, etc.)
- Keep track of any required forms, documents, etc.
- Record the date of each child's birthday and consider giving a brief recognition of this during your class time.
- Implement a class structure attentive to the needs of the children, emphasizing and maximizing spiritual instruction.
- Oversee the class schedule, alerting the class and volunteers to start and end times for various activities.
- Adopt a policy regarding volunteer absences. Whose responsibility is it to find a substitute? How will substitutes be prepared for the lesson, etc.?
- Ensure that students who have missed a class, are ill, or are experiencing a difficult time, etc. are remembered and cared for (or assign this to the child's small group leader).
- Respectfully, humbly, and biblically address any conflicts with other team members, students, or parents. If necessary, seek the counsel of the appropriate ministry leaders.☒

With Other Team Members

- Make sure every team member has all necessary Truth78 curriculum components. For example, teachers need a Teacher's Guide and Visuals (from the Curriculum Resources DVD or downloads in your Classroom KitD); small group leaders need a Teacher's Guide, Student Workbooks, GIFT Pages, etc.
- Get to know your team. Take time for one-on-one conversations, group interaction, and even a special event outside of the classroom.
- Communicate with your team on a regular basis. Help team members understand their roles and responsibilities, provide a written class schedule, announce upcoming changes

or special events in advance, convey prayer requests, offer words of encouragement to each member, ask for feedback about how things are going in the class, etc.

- Encourage the team to be on time and fully prepared each week.
- Gather the team together before class for a time of prayer.

With Parents

- Provide parents with written communication outlining class procedures and expectations, behavioral guidelines, contact information, curriculum notes, and other relevant information.
- Extend an open invitation to parents to sit in and observe the classroom.
- Recognize and affirm that parents bear the primary responsibility for nurturing their child's faith. The classroom will not seek to usurp that role.
- Commit to speaking directly to parents when an issue arises with their child and seek solutions that properly weigh the needs of the larger class and the child.☒

During Class Time

- Greet children as they arrive and have a safe and efficient check-in and check-out system. For larger classes, give children name tags. Direct children to a specific table, activity, person, etc. Be available to check-in students who are late and get them properly situated.
- Address various needs as they arise: attend a child who is disruptive, provide a missing lesson visual or workbook, escort a child to the bathroom, etc.
- If a snack is provided during class, make sure it is ready to serve, and that tables are cleaned and waste is removed afterward.
- Keep track of the time. Direct the volunteers and students when one activity must end and another must begin. Giving a "two-minute warning" is helpful.
- As much as possible, observe the worship, large group lesson, and small group application time. Take a few notes in order to provide feedback—both words of encouragement and areas of improvement—for the worship leader, teacher, and small group leaders.☒

After Class

- Make sure students have received any take-home materials (e.g., GIFT Pages, activity sheets, etc.).
- If possible, take a few minutes to debrief with your team and thank them for their ministry.

- Ensure that all supplies and materials are properly cleaned and stored per your church's guidelines.
- Take note of any needed supplies, classroom issues, or other concerns, and pass these on to the appropriate ministry leader or other staff.☐