

## **Anglican Church of Luxembourg**

### **How our Sunday School works – information for Leaders and Helpers**

An important feature of the life of the Anglican Church in Luxembourg is our work with children. We have set in place a structure and some guidelines which offer a safe and child-friendly environment for them to meet. We hope that the information below will be helpful as you work with the children whom God has placed in our care and we hope that they will always be able to look back at their time in Sunday school as a happy experience where they felt welcomed and nourished.

#### **Child Protection Training**

To assist us in our church policy of offering a child-safe environment to all families in the church and also to comply with the Church of England Child Protection policy, all people who work with children and young people under the age of 18 must attend a Child Protection Training session. This is now a legal requirement. Training is arranged as necessary by Joan Lyon, Assistant Chaplain and takes 2-3 hours. Our Child Protection policy has been agreed by the Church Council and a copy is available on the noticeboard outside the chapel.

#### **Age groups**

The children are divided into 4 age groups: 0 – 3 (crèche), 3+-5, 6-8 and 9 upwards. There are always two people looking after each group to comply with our Child Protection policy. All the children go into church with their parents for the start of the 11am service and then go downstairs to the Maria Rheinsheim hall with the leaders and helpers after the second hymn. The crèche children may be placed in the crèche before the beginning of the service. The children return to their parents in church in time to come to the altar for a blessing. The crèche children either stay in the crèche room until their parents collect them, which happens either in time for their parents to bring them to the altar for a blessing or at the end of the service at coffee time. At that point all children become the responsibility of their parents and this continues during coffee time until they leave the church premises.

#### **Rota**

Julia Kelly: email: [sunnyside50@hotmail.com](mailto:sunnyside50@hotmail.com)) prepares the rota every two or three months. She will contact you to ask for your availability and send out the rota to each leader and helper. If, for any reason, you are unable to be there on your Sunday on duty, it is your responsibility to contact the other leaders and helpers to find a replacement. This is usually done via email and you will receive a list of all email addresses and telephone numbers with the rota. You may only be on duty every three weeks or so – this varies depending on availability. We try, if possible, to give the leaders a choice of age group with whom you prefer to work.

#### **Teaching material**

We use “Seasons of the Spirit” teaching material which is divided into age groups and offers weekly lessons following the church calendar. This material usually follows the same readings as the adults have in the church service but sometimes the children focus more on the Old Testament while the first church reading is from the New Testament and vice versa. Some excellent resources are also available on the website [www.spiritseasons.com](http://www.spiritseasons.com). This is sent out by email at least a week before your duty. If it does not arrive, please contact the office (43 95 93 or [office@anglican.lu](mailto:office@anglican.lu)) to let Elaine, Administrative Assistant, know. Original CDs are all kept in the church office. There are some excellent posters which come with each season’s materials and these are kept in the storage room in the hall downstairs.

## **Other resources**

Each age group has a box of resources (paper, scissors, pens etc) which is kept in the storage room in the hall downstairs. This is kept refurbished by one of the leaders. If you think that something is in short supply or might be useful, please contact Joanne Smith, Sunday School Coordinator [sundayschoolluxembourg@gmail.com]. There is also a box of Bibles if you wish to use these with the older children.

## **Library**

We have a lending library of religious books for children which is kept in plastic boxes in the store room in the hall. These are available each week for lending out. See **Helpers' duties** below.

## **Sunday School Leaders**

Teaching material: It is the responsibility of the leader to prepare the teaching material.

Contact your helper to discuss preparation and ideas about how to present material or any particular assistance that may be needed during the lesson.

Present teaching material to children.

Arrive in time to set up class space in hall using room dividers (kept in the store room to the left of the stairs as you enter the hall) and be ready to welcome the children.

Pin up any display material for the congregation to see on noticeboard outside chapel door or on one of the room dividers during coffee time.

Clear away all materials after church service.

## **Sunday School Helpers**

Assist leader with preparation as requested. Contact leader before your duty Sunday if they have not already been in touch with you.

Arrive in time to set up class space in hall using room dividers (kept in the store room to the left of the stairs as you enter the hall) and be ready to welcome the children.

Mark up class register and prepare and give out name labels for children, leader and helper. These are kept in the resource boxes. Please check the supply of these from time to time.

If there are new children, talk to the parents and give them a Sunday School Registration Form to fill out for each child in their family. These are different from the Contact Registration Forms (for adults) and are kept in a grey loose-leaf binder along with the other SS material. The forms are sent directly back to the Chaplain as page 2 contains some confidential information. Page 1 asks for details of name, address, age, emergency contact and any allergies or issues of which the leaders and helpers should be aware. This page 1 is also kept in the grey binder.

Accompany children to toilet if required. Deal with any first aid requirements. There is a first aid box kept in the storage room and another in the cupboard to the left of the chapel as you go in. If there is any kind of accident, the group should continue working and the accident should be dealt

with by the helpers (or in the case of younger helpers, a leader) quickly and quietly and out of sight of the other children. The accident should be reported to one of the Chaplains.

If a parent is required during the lesson time, it is the helpers' job to ask the parent to leave the service and come down to the hall. Do not hesitate to come into the service if a parent is needed.

At end of service, count the collection, put it in one of the brown envelopes marking amount on envelope and take it up to the sacristy to be added to the main collection and banked by the sidesperson.

Put up Library notice on door leading into the hall and look after library book lending (and returning!) on a rota basis. This will be marked on the rota.

Help clear up all materials after the service.

I hope that you enjoy your work with children. We are blessed with a lovely group of children and the feedback is that they really enjoy coming to Sunday school. Thank you for your input.

Joan Lyon  
Assistant Chaplain  
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