**Sunday School General Information**

**Attendance Taking**

* Attendance sheets should be left outside of your door and will be picked up around or just before 9:20.
* If students arrive after that, you may text Pastor Ben who will update the records accordingly.
* Make sure that the number of checkmarks lines up with the number of people in the room. If all you know is a first name, simply write the first name and check it off.

**Follow-up**

* Part of being an effective Sunday School teacher is following up with students who have been missing or who are new.
* If visitors come, try to get as much information as you can about them and relay that information to Pastor Ben. Do not be overbearing, but rather take a genuine interest in the person and ask questions such as…
  + Who are their parents? (If the child is brought by someone else)
  + How did they hear about us?
  + Are they from out of town, or are they locals?
* If they are looking for a church or interested in Colonial, pick up a postcard from the school office teacher’s room (located in the mailbox on the top level near the middle). If we get follow up information from them Pastor Ben will relay that to you on Monday so that you can send out a greeting welcoming them to your class.
* If you have a student miss more than one week, follow up with the parents and consider sending a postcard letting them know we miss them

**Miscellaneous**

* Sharon oversees the distribution of Sunday School materials. She will reach out to you about when and where to pick up the materials.
* Do not allow students to touch the digital displays. If you would like to connect to the displays with your computer or phone, please let the CCS teacher know.
* If you know you will need a substitute, let Pastor Ben know as soon as possible. Seek to find someone to sub for you and if you are unable to find someone Pastor Ben will provide suggestions for people you could ask. Please run requests by Pastor Ben before asking unless you know that the person regularly serves in our children’s ministry.