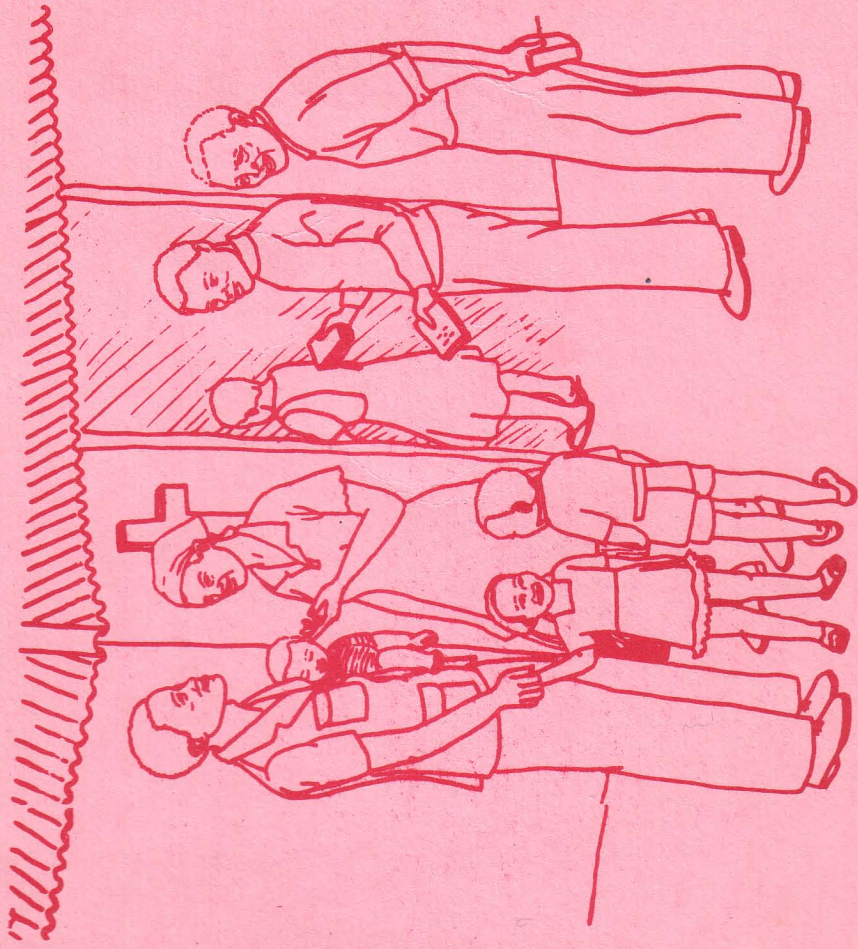


**MANUAL FOR TEACHERS
OF CHILDREN IN
SUNDAY SCHOOL**



**TO BE USED BY TEACHERS
OF CHILDREN AGES 4, 5, 6**

MANUAL FOR TEACHERS OF CHILDREN IN SUNDAY SCHOOL

to be used by teachers
of children ages 4,5,6.

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Prepared especially for use during the "Year of
the Sunday School" emphasis in Baptist Churches
of East Africa.

The teacher should visit the home of :

1. every child at least two times each year;
2. every child who misses a class on Sunday;
3. every child after he attends the first time
4. every child whose parents do not attend;
5. every child who lives near and does not attend any Sunday School.

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CONCLUSION

"Jesus took them up in his arms, put his hands upon them and blessed them"(Mark 10:16). Jesus taught through actions followed by words. He loved them and blessed them. Children learn about God's love as a teacher loves them first and then teaches them.

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VISITATION

One of the tasks of the Sunday School is to reach people. Visit the homes of the children in your class. This will show your love for the child to the parents. Encourage the other family members to attend Sunday School. If the parents are not Christians, you may be able to witness to them.

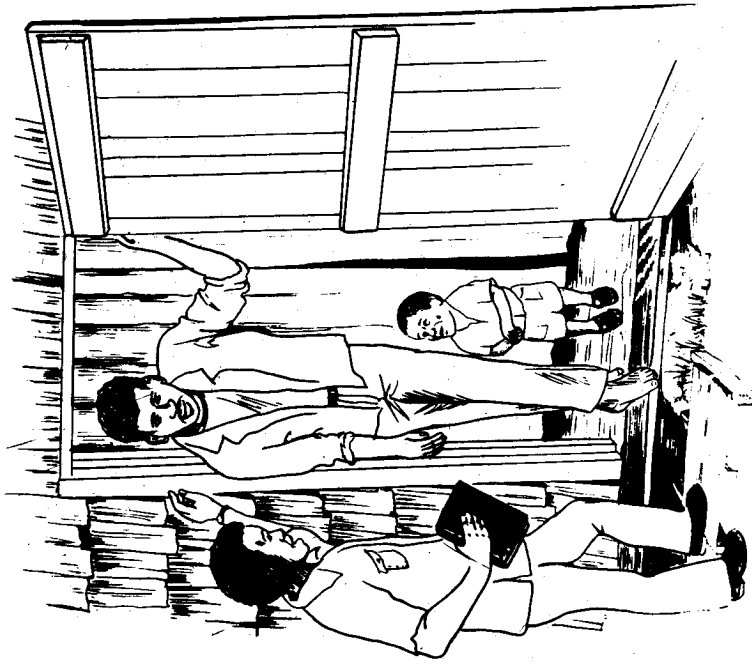


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Bible verse: In your Bible have pieces of paper marking suggested verses .
Let one child select a paper. Say "I have placed a marker in the Bible to show a verse that tells about friends. I will read the verse my friend, 'John' has chosen. Read three or four verses, letting other children select the markers. "Friends"

Conversation: Talk about friends.

Bible Story: Open your Bible to Acts 16. TELL the story of Paul and Lydia.

Activity: Act out the story. You might take the children outside and pretend you are meeting near a river as Paul did.

Show the picture: Ask questions about the people in the picture.

Song: "Friends".

Memory Verse: Say, " You are my friends" (John 14:4). Let the children repeat the verse.

Prayer: Thank God for friends.

Song: "My Best Friend Is Jesus".

* * * * *



1. Arrive early. Prepare the meeting place and welcome each child as he comes. Provide mats (banana leaves will do.) for the children to sit on. These can be used outside as well as in a room. The teacher should also sit on a mat or a very low stool...not on a chair.

2. A sample lesson plan you can follow:

Unit: Friends at Church

Lesson: Paul and Lydia

Aim: To help the children understand that they have friends at church.

Teaching the Lesson:

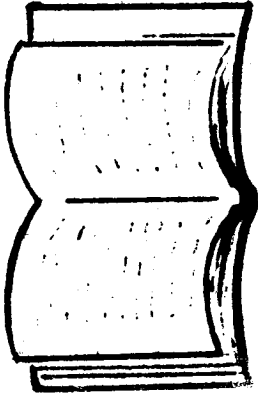
Welcome: Say, "Mary, is my friend. I am glad you are here today."

Song: "I Like to Go to Church".

Records: As you call each child's name, the child should stand. Make a tick in your exercise book by the name of those who are present. When all the children are standing, sing.

Song: "I Like to Go to Church". March around the room as you and the children sing.

"Jesus grew both in body and in wisdom, gaining favour with God and man"(Luke 2:52). We do not know much about the early childhood of Jesus. We do know he was taught about God by Mary and Joseph. And he was taught the Scripture in the temple. This is our example. We must teach young children about God in the church as well as in the home.



Throughout the Bible we read about God's plan for teaching. Read Proverbs 22:6, Deuteronomy 4:9-10; 31:12-13. These are God's commands to us. Church leaders must take seriously the task of teaching young children.

In Baptist churches the Sunday School class is the best place to teach young children. "When I was a child I spoke as a child, I thought as a child.." (1 Corinthians 13:11). A young child can not understand things that older children can understand, so there must be a class just for young children --ages 4,5,6. This manual will help you to understand how to teach young children.

ORGANIZATION

The Sunday School is an organization of the church.

1. The leaders of the Sunday School are chosen by the church. Usually, the Sunday School has the following leaders:
 - a. Director - The director plans the work of the Sunday School. He helps to train teachers.
 - b. Secretary - The secretary will keep simple records of those who attend.
 - c. Teachers - Each class will have a teacher. The work of the teacher will be to teach the class on Sunday, to visit the homes during the week and to help the members develop in their spiritual lives. Each class should have an assistant teacher as well.

2. Age Divisions

There should be a class for each of these age groups:

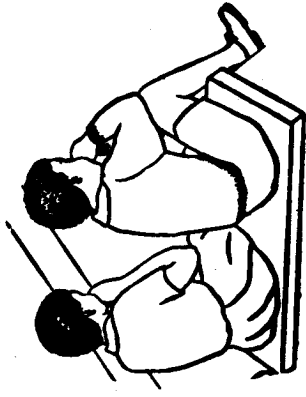
- Pre-School (ages 4-6)
- Children (ages 7-12)
- Youth (ages 13-20)
- Adults

As the church grows, more classes can be added. Please read Chapter 3 of "Growing a Church Through Sunday School."

6. Conversation is an important part of teaching young children. They learn by doing; they will listen well for a short time. They also want to talk. Give them the opportunity to express their thoughts. Listen to them - you will learn how well they are learning.



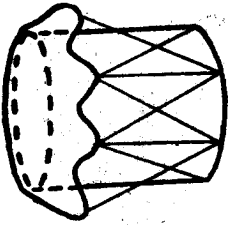
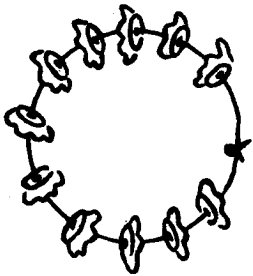
7. Drawing gives the child a way to express himself. Provide materials so they can draw. This may be paper and crayons; old newspaper and charcoal; chalkboard and chalk; a banana leaf and a stick; the ground and a stick. All of these can be used to give the children a way to draw.



8. Prayer - The child needs to feel that prayer is important. By your example the children will learn that praying is talking to God. The teacher might say, "I feel like saying, 'thank you' to God for my friends. Would you like to pray?" Encourage children to pray; they should use their own thoughts and words. Do not correct a child's prayer.

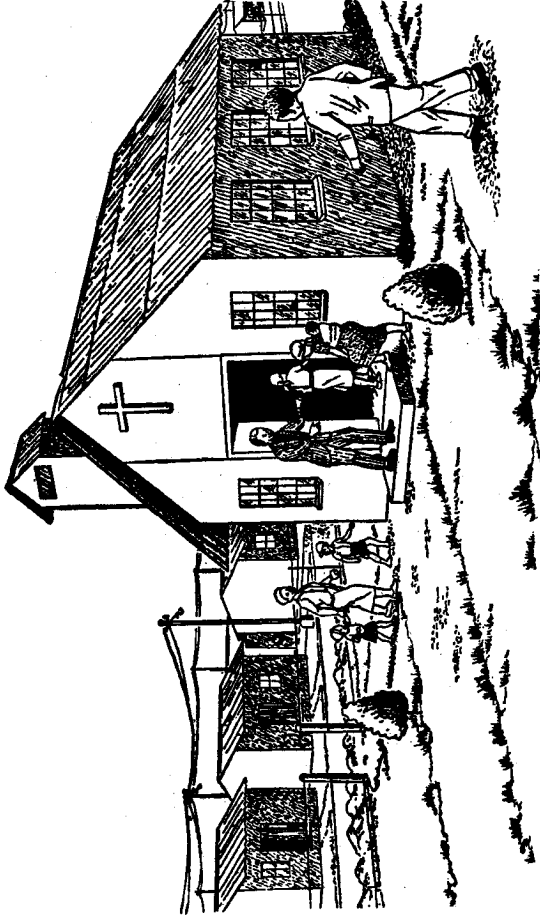
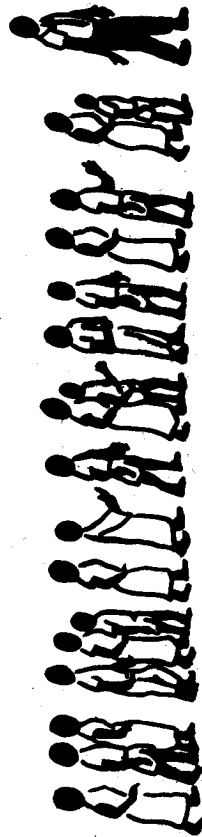
Most of the prayers of young children are thank-you prayers. A teacher should use simple words when he prays. Use only three or four sentences.

Ask children to volunteer to pray. Do not ask a child to pray if he does not want to do so. Every child who wants to pray should have the opportunity.



4. Drama - Children like to act out the story. They do not need to practice or have special clothes. Guide them in remembering the story and acting out the different characters. Use some children as the sun, moon, stars, flowers and trees as well as people.

5. Nature walks - It has been mentioned that children learn from experience. They can understand more about God's creation if they see some of the things he has created. A nature walk will make them aware of their surroundings. The walk should just be around the church area and only for a few (5-10) minutes. Teach them to see the beauty of the nature. They will learn to think about God and their surroundings. Teach them to take care of their world. (Do not pull all the flowers off a tree; do not walk on new plants; do not break the limbs of a small tree, etc.)



3. Promotion or moving up to the next class in Sunday School is important for all children. This is not difficult but it requires planning. Each church should set aside one specific day for Promotion. The best date is the first Sunday of a new year. Next, set the age boundaries for each class. For example, the Beginner class should be for children ages 4-6. On the date the church sets, children who have reached 7 years will go into the Children's (Primary) Class. The younger children will remain in the Beginner Class. Children in the older class will also change class when the age boundary has been reached.

4. Each class will need a place to meet. This may be in the church building, under a tree or in a near-by house. The church must decide where each class will meet.

5. The church will also set the time when Sunday School should meet. Usually it is the hour before worship service. However, each church can set the time which is most convenient. It is important to begin on time and to finish on time.

PURPOSE AND TASK

The purpose of the Sunday School is to reach people for Christ. This is also the purpose for the teacher of young children. Although young children do not understand about sin and salvation, their teacher has a good opportunity to tell the parents and older family members.

There are five tasks of the Sunday School:

To reach the people
in the community

To teach them the Bible

To win them to Christ

To develop them into
mature Christians

To minister
to their
needs

2. Pictures - Pictures help the children to SEE the story. However, do NOT show the picture while telling the story. Show the picture before or after telling the story. Put the picture on the eye-level of the children. Ask them questions about the picture.

Other ways of using pictures:

- a. Read a Bible verse, Let the children choose from several pictures the one they think matches.
- b. Place several pictures around the room.

Whisper a description of one picture to a child. Let him decide which picture you have described and ask him to go and stand by that picture. Repeat this procedure until all have been chosen.

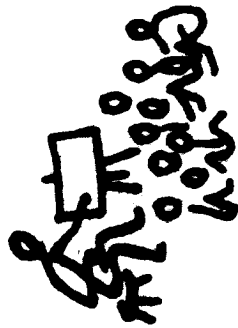


3. Music - All children like to sing. It is good to use music with young children. However, do not only sing. The songs should have meaning for the young child. Music is a way of teaching. Try to use the songs which are in the Teacher's book. These have been written for the young child. The words are simple and easily understood. You can use any tune. You may need to translate the words into the language of the children. Children can express joy and praise to God through songs. Let them clap their hands and move their feet. They can make instruments to use as well.

WAYS OF TEACHING (Activities)

One of the tasks of Sunday School is to teach the Bible. What does it mean for young children to "learn the Bible"? For a child to learn Bible facts is not enough. He must learn that the Bible has meaning for his life. Read Deuteronomy 6:6-9. Parents (and teachers) are told to teach Biblical truths throughout the day as children help in the work of the home. The child can see that the Bible has meaning for his life. In the Sunday School class the teacher should plan activities so the young child can learn by doing. Some of the activities which can be used are:

1. Story telling - As you prepare during the week, read the story several times. Learn to pronounce the names of people and places. As you tell the story, use simple words. Use action words; repeat them for emphasis (The man walked and walked and walked). Sit on the eye level of the children. Look directly at the children. When telling the story, open the Bible to the correct Scripture. But do NOT read the story. Change the speed and tone of your voice. Use your hands, face and even your feet. Use as much conversation between the characters of the story as you can.



How does the teacher of young children accomplish these tasks? What do these mean to you?

1. To reach the young child in the community - First try to enroll children, ages 4-6 of church members. Then invite those children whose parents are not members. You will be responsible for seeing that they arrive and return home safely. Children under 4 years old should not come without a parent.

2. To teach them the Bible - Young children CAN learn the Bible. This is most important. The Bible commands us to teach the young child. Remember the verse "When I was a child, I understood as a child.." (1 Corinthians 13:11). Young children can understand God's love and his care for them. Recognize that they CAN learn. Teach them in ways they can understand.

3. To win them to Christ- of course, young children do not understand about sin, repentance, and salvation. So, your task is to build a foundation of understanding. Teach them that God loves them. When they are older, they will understand that because God loves them, he forgives and saves them.

4. To develop them into mature Christians - Again, the teacher of young children will be building a foundation. Help them to understand these things: the church is a place to worship God; the Bible is a very special book; prayer is talking with God who knows and loves them.

5. To minister to the young child and his family - Visit the homes so you can understand the needs of the child. Young children do have problems. You can show love and concern. You will also have the opportunity to know the other family members. You can invite them to attend Sunday School and worship. You can also share your testimony.

PRE-SCHOOL DIVISION

You are becoming familiar with these terms; Pre-school, Beginner and young children. Let us learn the meaning of each term:

1. Pre-school Division - This refers to all children from birth to the time they start to attend Primary school, usually 6 or 7 years old. This includes classes for the youngest children in the church.

However, in most churches there are no classes for the very young children. They are usually left in the care of an older brother or sister or sometimes they are included in the Beginner class. Neither of these ideas is good. During the Sunday School hour the children who are 1, 2, and 3 years old should be cared for by an adult. If a church is able to have a separate class for these VERY young children, that is good. Otherwise, they should stay with a parent. In the Primary school an older child is not permitted to bring his younger brother because he can not listen and learn as well. So, during the Sunday School hour, parents should care for the very young children so that the older child can learn.

2. Beginner Class - This is the name of the class for children who are age 4, 5, and 6. These children are of Nursery school age. They are just beginning to learn.

TEACHING MATERIALS (Curriculum)

Baptist Sunday School materials have been prepared for teachers of young children.

"Teaching Beginners" is a Teacher's book which is available in English, Swahili and some other languages. This book is best for those churches which have adequate space and teachers.

"Teaching Young Children" is a new Teacher's book which is written for use in smaller churches. It is a shorter book requiring fewer teaching aids and materials

Each book has 13 lessons which is enough for three months. These lessons are divided into 3 units of study. A unit is a series of lessons on one subject.

The Take-home Leaflet has a picture on one side and the Bible story on the other side. This is the same as the story in the Teacher's book. These leaflets are to be used with either of the Teacher's books.

Large coloured pictures are also available. These are the same pictures as those on the Take-home leaflet.

Check with the Baptist Publishing House which serves your country to see which of these materials are available.

7. Learn to tell the Bible story. This is the heart of the lesson for young children. Use the suggestions in this book for learning to tell a story well. Do NOT read the story to the children.

8. Learn the memory verse and the songs to be sung. Again, your example of learning the verse will encourage the children. Songs are suggested for each lesson. Use them; they have been written especially for young children.

9. Prepare any teaching aids and collect any objects you will use: pictures, nature objects, rocks, paper for drawing, etc.

In an exercise book write a plan for each week.

Answer these questions: How do I begin?

When will I tell the story?

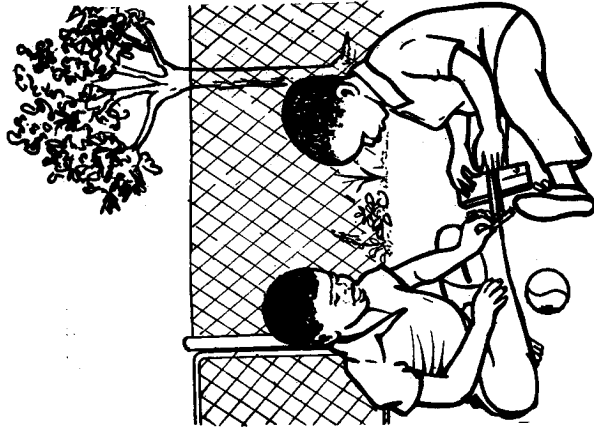
What activities shall I use?

What does this lesson mean to young children?

3. Young child - This is another term referring to the child who is 4, 5, and 6. He is in the Beginner class, which is a part of the Pre-school Division.

Characteristics of the young child

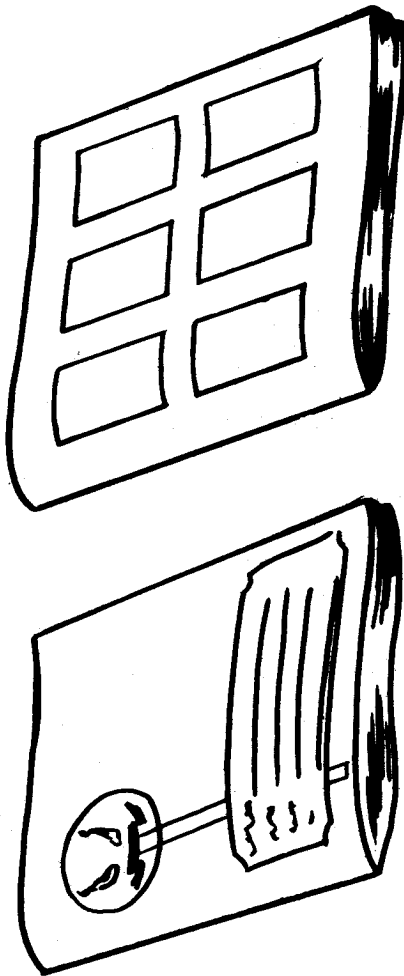
In this manual we will learn about the child who is 4, 5 or 6 years old. We will learn how he acts and how he learns.



1. He is active. He is growing; he needs to stretch his muscles. He likes to build and to draw. He likes to march and beat a drum. He likes to DO things.

2. His attentive ability is short. He listens well for only a short time. Although he may sit quietly, he may not be listening. He can think about only one thing at a time. If you show a picture while you are telling a story, he may stop listening to the story and start thinking about the picture.

3. He learns through his senses. He needs to touch things as well as to see and to hear. It is even good when he can smell and taste things. Provide teaching aids that he can touch such as flowers and nature objects or large pictures.



4. He talks in simple sentences, so speak to him in simple sentences. Use words he can understand. He can not understand ideas such as faith and trust. Talk about specific things such as a yellow flower rather than the beautiful world. It may be necessary to speak in the language used in the home. Although the Teacher's book may be printed in a different language, you will need to use the language which the children understand.

5. He is self-centered. He thinks of himself. He often uses the word, "I", "me", "mine". Sharing is difficult. It means giving something he has to someone else. Taking turns is the first step in sharing.

6. He is responsive. He wants to be like the teacher. Show how to treat others by being kind and patient.

Ways a Young Child Learns

1. A child learns from real experiences. He learns by doing. Provide activities which will help him to learn. Teach by using dramatic play and other activities.

2. A child learns through play. He has an imagination....a board becomes a car; a flower can be food. Through play he learns to share and work with others.

3. A child learns through music. He is developing a sense of rhythm. Teach him to express joy and praise to God through songs. Use drums and rhythm instruments. Make up songs with the children.

4. A child learns by the examples of adults: his parents, the pastor and his Sunday School teacher. "A child can not study the Bible for himself; he can only study your face, sense your feelings and respond to your actions." He will learn from what he sees you are doing not necessarily what he hears you saying.

PREPARATION OF THE LESSON

1. Prayer...for yourself, for the children in your class and for their parents.

2. Begin early in the week (Monday) to prepare the lesson. Read the complete lesson in the Teacher's book.

3. Read the Bible passage. Read again the explanation of the Bible in the Teacher's book.

4. Write the aim of the lesson. Answer the question, "What do I want the children to learn from this lesson?"

5. Write a plan for teaching the lesson. In the Teacher's book there is a suggested plan. You may follow it or you may want to make some changes. Write your own plan; this will help you to remember the plan on Sunday.

6. Plan activities for the children. Remember that children learn by doing. There will be some activities suggested each week in the Teacher's book. Other activities are explained in this book. Make activities a part of your plan.

3. Arrive early on Sunday. A teacher must be in the class to greet the first child who comes.
4. Be faithful in attendance. Remember you teach by example. If you do not attend regularly, the children will not learn that Sunday School is important.
5. Study the lesson and make preparations which are necessary. You need to write a lesson plan and prepare any materials you will use.
6. Know the names of the children. This will help the child to feel loved and accepted.
7. Keep a record of those who come. Use an exercise book to write the names of the children. Visit each week those who did not attend.
8. Teach from the Bible. You should use the Teacher's book at home to prepare. It is good to write a lesson plan for each week. But during the class, use the Bible. Remember a child learns from seeing as well as hearing. He needs to SEE you teaching from the Bible.

* * * * *

Reasons for teaching the Young child

1. Early training is important. "One half of the knowledge a person will learn during his life is learnt by age five." This is true! Every church will want to provide spiritual training for every young child.
2. God commands us to teach young children. "Train up a child in the way he should go, when he is old he will not depart from it" (Proverbs 22:6). A church must fulfill this command. This is a promise from God with a condition, that is, if a child is trained, he will remember the teaching. The church has the obligation to train young children.
3. Young children have some basic needs. The church can help guide and teach spiritual values in meeting the needs.
 - a. The first need in a young child's life is love. He needs to feel accepted. When a child is loved he responds by trusting.
 - b. A child needs guidance. All children need to develop self-control. He learns to share, to take turns, to respect others. The teacher guides and limits his actions in the class.
 - c. A young child needs to develop a sense of self respect and a feeling that he is a person of worth. He is a special person created by God.
 - d. A young child needs to develop independence. He learns to be separated from his older family members for a short time.
 - e. In order to have learning and growing experiences a young child needs to be able to try things and to experience success and failure. The teacher will be there to help and encourage each one.

* * * * *

SUNDAY SCHOOL TEACHER

Do you believe that God has called you to be a teacher of young children just as he has called the pastor to preach? You are a vital part of the work of the church.

Qualifications or Characteristics of a Teacher of Young Children

Some teachers think that teaching the Beginner Class is not as important as teaching older children. This idea is not right. The teacher of young children has a VERY important work to do. Therefore, a good teacher must have certain qualifications:

1. He must know Jesus as his Saviour. He must be committed to serve the Lord by teaching young children. He also must be a member of a Baptist Church.
2. A good teacher will be faithful to study the Bible and pray every day. He can not teach what he does not know. He will also be faithful in church attendance.
3. He must love children and want to teach young children. Children recognize when a teacher loves them.
4. Remember: A teacher teaches by example. A good teacher will be honest, fair and kind.
5. A teacher should not expect to be paid. Teaching in Sunday School is a way of serving God. He must be a good steward of his time and abilities.



Duties of a Teacher of Young Children

1. Prepare yourself through prayer and Bible study. A teacher must be willing to study and prepare the lesson every week. He should try to attend all Sunday School seminars.
2. Visit the homes of the students. This will help you become familiar with the family. You will have a better understanding of the child and his needs.

