

Sunday School Class Responsibilities

Myers Park United Methodist Church



Vision Statement **of Myers Park United Methodist Church** Our Vision

God calls us through the Holy Spirit to
Bring persons into a dynamic relationship with Jesus Christ
Motivate all to faith maturity
Weave all together in love
Mobilize all for servant ministry in a needful world

Sunday School Class Responsibilities

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Sunday School Class Responsibilities

Weekly

Complete attendance form on front of offering envelope and place the envelope, with any offering, in the safe in the Work Room on the 2nd level of the Parish Life Building before leaving church.

Quarterly

Place curriculum orders with the Education Office. Please plan ahead so you may order your curriculum, of whatever kind, with a scheduled curriculum order. Following the schedule whenever possible helps the Education Office work more efficiently.

Scheduled Curriculum Orders are:

Due in Education Office by:	Distributed to your classroom by:	For Quarter:
January 11	February 8	Spring – March, April, May
April 18	May 16	Summer - June, July, August
July 11	August 15	Fall - September, October, November
October 10	November 14	Winter - December, January, February

Annually

Sunday Greeters minister to members and visitors through speaking to each person who comes through the doors at which they are stationed. The adult Sunday School classes rotate the responsibility for this ministry monthly.

Instructions for Sunday Greeters

Greeters are to be stationed at :

Providence Road side of the Snyder Building
Queens Road side of the Snyder Building
Main Entrance to the Parish Life Building

1. Greeter badges and instruction packets should be picked up from the Greeter mailbox in the Work Room. Please return these items to the greeter mailbox before leaving the church for the day. Three Greeter Badges, Adult Sunday School Class List & Map, and notice of special activities or temporary changes in classes will be in the Greeter Packet.
2. Please be outside your door no later than 9:30 a.m. and remain there until 10:00 a.m.
3. Wear your badge. Without your badge, yours is just another friendly face.
4. Be an assertive greeter. Speak to everyone who comes through your door. Remember, your greeting is a great way to brighten someone's day.
5. Greeters should be outside the assigned door. When the weather is poor, stay just inside the door. Do not stand in the middle of the opening. Parents with infants and young children need the entire opening, as well as do our older members, especially on days when umbrellas are in use.
6. Be sure to return the Greeter Packet, including the badges, before leaving church.

Sunday Greeters Schedule

Persons from each class will serve as Sunday Greeters for “a month of Sundays” according to the following schedule.

2005

September	SAM
October	YMS
November	Young Couples
December	Trinity

2006

January	Wesley
February	Ownbey
March	Foundation
April	Builders
May	Genesis
June	Discovery
July	Providence
August	SAM
September	YMS
October	New Young Couples
November	Trinity
December	Wesley

SUNDAY SCHOOL JOINT CLASS POLICY

Purpose:

The purpose of this policy is to create a consistent approach to resolve issues surrounding when Sunday School Classes may combine for a program.

Policy Statement:

The general intent of Sunday School Classes is to provide a time on Sunday morning for smaller group study and fellowship. On occasion it may be desirable to invite all Sunday School Classes to combine when a particular program may be of interest to all Sunday School Classes. Even when there is a program that all Sunday School Classes are invited to attend, it is up to each Sunday School Class as to whether they wish to participate in the program or wish to have their regular Sunday School Class meeting.

The guidelines below should be followed for any program where all Sunday School Classes are to be invited.

1. The church staff clergy must approve the program.
2. Notice must be given of the event through normal channels no less than 6 weeks prior to the date the program is to be held.
3. There should be an average of no more than one Church wide program per quarter.

Cancellation of classes

There may be times when a class may choose to not meet on a particular Sunday. The adult ministry team asks that you notify Barbara Barden or Nancy Holmes in the education office no later than Wednesday of the week you plan not to meet as a class so that signs can be made and notices can be put at the hospitality desk and in the greeter packets. **You are strongly encouraged to consider combining with another class on these Sundays rather than canceling. Combining provides both your class members (rarely will you find that no one in your class will be present) and guests who may have planned to visit your class that week a place to gather.**

Inclement Weather Policy

Sunday Policy: Every attempt will be made to conduct regularly scheduled services of worship in the sanctuary and Church in the Round. Sunday School classes will likely hold joint sessions. AN INFO-LINE will be set up to which members may call for updated information as to opening or closing. Members are advised to use wisdom and discretion in determining if they are able to travel safely.

Approved 1/18/2000

Church School Offerings

Each week an offering is received through all of our Sunday School classes. In years past this money went directly to a line item for purchasing curriculum. Our Sunday school literature is now purchased through a line item in our church budget. Most of our classes have since developed their own formal and informal policies regarding the offering. All give some percentage ranging from 25 to 100 percent of offerings received to the church. The balance is used to support class projects and benevolences of their own choosing. Since all giving is totally voluntary we do not impose a specific percentage on each class but rather encourage classes to make that decision for their specific class. It is important that any offering designated to the general Sunday School offering be placed in the envelopes provided and placed in the safe at the close of your class.

Attendance

It is very important that even if no offering is collected on a given Sunday morning that the attendance is recorded on the outside of the envelope provided and that the envelope is placed in the black safe located in the work room on the second floor of the Parish Life building at the close of class. These numbers are reported to the Administrative Board on a monthly basis and become the basis for the report sent to annual conference which appears in the conference journal. Envelopes for each Sunday of the upcoming month are prepared and placed in your class mailbox before the first Sunday of that month.

Mailboxes

Each class has an assigned mailbox, located in the workroom on the second floor of the Parish Life building. Please check these boxes prior to your class each week.

Curriculum Resources

Choosing curriculum

A curriculum Library is maintained in the Education Office on the first floor of the Parish Life Building. This library includes:

- Books
- Graded Curriculum
- Videos

“Adults Leading Adults” training workshops will be offered a minimum of two times during the year. The Education Office is also glad to help with consultations on an individual basis.

Purchasing curriculum

United Methodist curriculum and United Methodist approved resources will be provided to classes requesting it at no charge.

Other types of Sunday School lesson material can be purchased using a book/video allowance. This amount is determined using the following formula:

The average class attendance for the previous quarter times \$5.00, up to a maximum of \$200.00, or a flat rate of \$100.00.

This allowance is not cumulative from quarter to quarter and may be used only towards the purchase of Sunday School lesson material. Costs over this allowance amount will be billed to the class.

Theology

United Methodist Distinctives

We believe in the centrality and authority of Scripture.

We believe in free will.

We believe in the grace of God. That grace is

- *prevenient* - it goes before us, calling us into a relationship with God even before we are aware of God;
- *justifying* - through Jesus Christ we are transformed, receive pardon from sin and liberation from guilt;
- *sanctifying* - enables us to live lives of holiness.

Thoughtfully and critically review your sources.

Much popular religious literature is based on the fundamentalist tenet of the inerrancy of Scripture. This concept is not a tenet of United Methodist belief. Teachers need to use discretion and good judgment when accessing such resources.

Much popular literature also contains a determinist slant, which is often in direct opposition to our belief in free will. Once again, teachers should use good judgment and discretion with such resources.

A large body of well-known and popular literature deals with Biblical prophecy, end times, rapture, and other beliefs of a dispensationalist nature. These beliefs are not basic to Christian belief and should never be taught as such.

When reviewing material, consider the answers to these three basic questions:

- What does this material say about God?
- What does this material say about human beings?
- What does this material say about the interaction of God and human beings?

For more information on United Methodist Theology copies of "What Every Teacher Needs to Know About Theology" from Discipleship Resources is available in the Education office.

Supplies

Please request all supplies *no later than noon Thursday* before the Sunday they are needed.

To reserve these materials, call Christine Mull 704-295-4815.

Audio-Visual Equipment:

- Overhead projectors and screens
- TV monitor/VCR combinations
- Slide projectors and screens
- Video projection unit and screen
- Cassette/CD players
- DVD players

Other Instructional Materials:

- Easels, paper pads, markers
- Dry erase boards, markers

Resouces and Supplies:

- Pencils, Pens (limited supply kept in the closet of education office room 117)
- Nametags (limited supply kept in the closet of education office room 117)
- Paper (construction paper is located in the paper closet on the upper level of the Snyder building in room 236)
- Bulletin Board Paper (large rolls of paper are stored in the media room closet room 028 lower level of the Parish Life building)

Call Christine Mull to arrange to use any of the following items:

- Helium Tanks (located in Snyder building room 236 – cannot be moved. Please take your balloons and ribbons to the tank)
- Dye-Cut Stencils for 4" Letters and a variety of shapes (located in the Administrative Assistant's office of the Children's Circle on the first floor of the Parish Life building room 127)

Mailings

The Education Office will:

- Provide labels
- Copying
- Envelopes or postcards
- Apply postage (on a limited basis)

Classes will:

- Fold letters
- Stuff envelopes
- Apply address labels
- **Allow a minimum of 4 days for the Education Office to prepare your materials**
- **Request typing a minimum of one week in advance**

Please remember that, although the Education Office is always happy to help you with your class mailings, they have many responsibilities. Your requests may need to be scheduled around other tasks.

Let's Keep in Touch

The Education Office needs to know

Newsletter - send a copy to the Education Office

Class calendar - tell the Education Office about your class

- Social activities
- Mission projects
- Class officers
- Schedule of Teachers and Topics

The Education Office will help you schedule events on the church calendar, reserve a room, and put information on the church web page.

Use of Classroom - Avoid confusion and disappointment

Remember that your Sunday school classroom is only reserved for your use on Sunday mornings from 9:30 - 10:40 a.m. At other times, it may be in use for other activities. **With the addition of another service of worship some new classes are starting and will meet for Sunday school from 10:45 – 11:40 a.m.** (I think this is being reprinted to reflect 10:35 for ending time as in Ownbey SS. dsr 4/5/06) Think of MPUMC as a 24/7 church! If you are planning to use your Sunday school classroom outside of the Sunday School hour, you should reserve it for that event. Also when you leave your classroom make sure that all trash is in the trash can and all papers and books put away.

There are specific forms, which need to be completed when planning an event here at the church. Copies of the request forms for room reservations, and room set-ups are found at the end of this section. You may acquire these forms in the education office.

Please complete the proper forms to make your requests and return them to the adult education office. As always, if you have any questions, call Christine Mull.

The Education Office needs to know how you like your room to look on Sunday mornings. A current plan of your chairs, table, and etc. arrangement should be kept

on file in the Education Office. If you need a different room set-up, you should make that request at least a week prior to the need. Make these requests through the Education Office.

Your Education Office

The office of Reverend Barbara Barden, Minister of Education, is located on the first floor of the Parish Life building — room 115. She can be reached at 704-295-4813 or e-mail at bbarden@mpumc.org.

The office of Christine Mull, Education Administrative Assistant, is located on the first floor of the Parish Life building – room 117. She can be reached at 704-295-4815 or e-mail at cmull@mpumc.org.

The church fax number is 704-376-0423, and the web site is www.mpumc.org.

The Adult Ministry Team

The Adult Ministry Team meets quarterly to provide direction and support for the development of adult discipleship and Christian fellowship through opportunities such as training (Adults Leading Adults seminars), and education (Sunday School).

Adult Ministry Team Members

Barbara Peacock, facilitator
Adult Sunday School Class Presidents
Barbara Barden, ex-officio

The Church's Policy regarding Fundraising

All requests for fundraising by any group in the church must be submitted in writing to the Business manager. The requests will be presented at the next scheduled meeting of the finance committee. The finance committee has the responsibility of approving any fundraising efforts by any group in the church. This is in keeping with their responsibilities as defined in the Book of Discipline.

Book of Discipline on Fundraising

Section VI Paragraph 262.4, All financial askings to be included in the annual budget of the local church shall be submitted to the committee on finance. The committee on finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. ***The committee on finance shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council.*** It shall administer the funds received according to instructions from the church council. (italics and bold added)

The Church's Policy regarding purchase and/or use of Alcohol

Purchase of alcohol controls also come from the book of Discipline and have been denied by the senior minister's here in the past based on employing the guidelines that apply to the conference and spelled out again in the Discipline. Here is that excerpt:

Book of Discipline on alcohol

Paragraph 612, Section 18 of the 2004 copy of the Discipline states:

"18. To ensure that no apportioned conference funds are expended for the use of alcoholic beverages."

This section has been adopted for use at the local level through custom and practice. The credit card usage guidelines that were made effective April 26, 2002 by the Finance Committee do speak directly to this issue. It states in part "**At no time should a church card be used to purchase alcohol.**" The combination of the two of these sources would indicate that alcohol purchases will not be tolerated or reimbursed regardless of the source.

Paragraph 162, Section J

We affirm our long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of illegal drugs, as well as illegal and problematic use of alcohol, is a major factor in crime, disease, death, and family dysfunction, we support educational programs as well as other prevention strategies encouraging abstinence from illegal drug use and, with regard to those who choose to consume alcoholic beverages, judicious use with deliberate and intentional restraint with scripture as a guide.

Therefore it is expected that alcohol will not be mentioned in any communications related to events, nor should it be a primary part of any official gathering of any group promoted as being an activity of Myers Park United Methodist Church.



HOT Wednesdays

Please use the following information in planning your class events and socials. If you have any questions, call the Adult Education office.

- , **Reservations must be made by noon Tuesday preceeding the Wednesday night you plan to attend.** Meals must be paid for if not cancelled before Tuesday noon.

- , Reservations are made only by calling the reservation line, 704-376-5520 ext 5600.

- , Meal prices are \$6 for adults and \$4 for children ages 12 and under. Peanut Butter and Jelly sandwiches are provided free of charge for children ages 5 and under. Additional snack items are available at a cost of .50 each.

- , Meals are served from 5:30 - 6:45 p.m.

- , **You may make a standing reservation by completing a standing reservation card, available on Wednesday nights at check-in table or in the education office, but you must cancel any week that you will not be eating.**

- , If you would like to schedule a meeting or event in conjunction with HOT Wednesday, please **be sure that meal reservations are made.** You or your group are responsible for making your own arrangements, reservations, publicity, etc. for your event.

- , You may make a blanket group reservation if your class will pay for the meal. If individuals are paying for their meals, please ask them to make individual meal reservations.

- , If you would like your speaker or guest to eat free, **your class will be billed** for that person's meal. Please **make a reservation for**

your quest.

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