



Volunteer Ministry Positions: 2nd-5th grades Church School Assistant	Dates: August 17, 2025 - May 3, 2026
Staffing: 1 Teacher and 1 Assistant are minimum required per class	Time: 9:45 am to 11:15 am Sundays
Scheduling: every 4 to 6 weeks via www.signup.com or by emailing Catherine Curtis	Location: Upper Level Rm 219 Starlight Cinema

Goals

- to welcome the children into the life of the church so that they feel and know they belong to our community, that they are welcome, that they are valued, that they are beloved of God
- to communicate the nature of God and the Way of Jesus through these stories and through our own behaviors and actions so that this may be integrated into their lives as they grow
- to nurture relationships with their peers...to make friends!
- to nurture relationships with caring adults and Sr High Youth as mentors and guides on their faith journey

Gifts of the Spirit:

Church School Assistants must like being with kids and care deeply about them. These individuals should have a hunger to go deeper in their own faith.

Description:

Church School Assistants play a vital role in a welcoming and nurturing ministry, making heart-to-heart connections with the children as one of their first introductions into the body of Christ and a Christian community of faith. As we learn the stories of our faith tradition, we recognize that we are called to hospitality. This hospitality encompasses children and their families. We affirm that God is glorified when we welcome all people to our spiritual community, as Jesus did. Church School Assistants work alongside and follow the guidance of Church School Teachers.

Procedures:

1. Review the lesson plan and slide show emailed on Friday. Hard copies of the lesson and all supplies will be provided and set up in the classroom ready for class.
2. Wear your nametag or make one when you arrive in the Starlight Cinema.
3. Arrive 15 minutes before each worship service/church school in order to become familiar with the supplies, get any additional instructions from the class teacher and to assist with bringing the children up to the Starlight Cinema from the Sanctuary at the designated time..
4. The teacher will guide and mentor you throughout the class time as you get to know the rhythms of the class and the children.
5. Always follow "the rule of three." No child, youth, or adult should be alone with another child, youth, or adult.
6. Help with class management: engage the children, help them to re-focus if necessary, share about your own faith, and actively participate alongside them.
7. On Communion Sunday: assist with taking the children back down to the Sanctuary to their families for Communion.
8. After class, assist with tidying up the classroom and return supplies and toys to their proper location.
9. Notify staff of any broken toys or supplies or if any supplies are running low or if there are environmental or other needs in the classroom or restroom spaces.
10. Help create a safe space and a community of caring by alerting staff immediately of any safety or pastoral care concerns

Requirements:

1. Complete volunteer application which is a part of the online Family Registration: <https://forms.gle/ABJLTVke39syEKW77>
2. Read the FCCGE Safe Sanctuary policy each year and sign off on digital documentation <https://safegatherings.com/app/?a=view-organization-policy&hash=aWQ9MTY0JmFkbWluX2lkPTEyODAS>
3. Complete the IL Mandated Reporter free online training and submit certification: <https://mandatedreporter.dcf.illinois.gov/en/index-man>
4. Review the FCCGE [Emergency Procedures](#) information as provided to you by staff

Job Relationships:

Church School Assistants interact with other church school volunteers and staff, as well as parents and siblings of their students. They follow the guidance of the Director of Christian Education and the Youth Education Coordinator

1. Catherine Curtis, Director of Christian Education – catherine@fccge.org or 630-469-3096 ext. 23
2. Cathy Basso, Youth Education Coordinator - cathy@fccge.org or 630-469-3096 ext. 19
3. Jessi Fleming, Youth Education Associate - jessi@fccge.org or 630-469-3096 ext. 25