



CHRISTIAN EDUCATION PROCEDURES MANUAL

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1. CHRISTIAN EDUCATION INSTRUCTION.

1.1. Purpose and Objective.

1.1.1. The purpose and objective of the Christian Education Department is to educate men, women, and children Christian values based upon the structured Word of God. It puts emphasis on the Holy Ghost filled basics of Christian living and doctrine of The Church of the Living God International, Inc. and through insight that Bishop Joseph White has received expressly from the Holy Spirit.

1.2. Instructor Responsibilities.

1.2.1. The instructor performs a critical role in the development and indoctrination of the word of God. He is to realize that they have a spiritual responsibility beyond filling timeframe requirements and obligations. He is to prepare him/herself thorough enough to have a positive effect on each student while working out their own salvation with fear and trembling.

1.2.2. Instructors are to support the doctrine of The Church of the Living God International. He is to be convinced enough through the written word of God, and by personal commitment from the Holy Spirit. As an instructor should be confident that the student should be able to do the following:

- Understand what conduct procedures should be followed in order to advance in the Lord.
- Know, understand, and follow instructions given to them.
- How to absorb the scriptures and take a stand to defend their position in Christ.

1.3. Instructor Requirements.

1.3.1. An instructor will be any licensed minister who is “a member in good standing, obedient to the pastor, faithful tithe payer, attend and support local church services, one of good Christian conduct as becoming holiness, regularly attends daily prayer, and full of the Holy Ghost.”

1.3.2. All instructors will be approved and appointed by the pastor.

2. CHRISTIAN EDUCATION CLASS CATEGORIES.

2.1. Pre-School.

2.1.1. The pre-school class will encompass ages 3-5.

2.1.2. Students in this class should be taught/learn the following objectives:

- Learn how to pray.
- Learn church songs.
- Learn short scriptures (memory verses).

- Learn the books of the Bible.
- Learn how to share.
- Learn how to clean up behind themselves.
- Learn how to be obedient and how to be responsible.
- Learn how to give in the offering.
- Will have snack and break time (as determined by the instructor).

2.2. Primary.

2.2.1. The primary class will encompass ages 6-8.

2.2.2. Students in this class should be taught/learn the following objectives:

- Learn how to pray.
- Learn church songs.
- Learn short scriptures (memory verses).
- Learn the books of the Bible.
- Learn how to share.
- Learn how to clean up behind themselves.
- Have weekly homework assignments
- Have quizzes
- Learn about personal hygiene
- Learn how to be obedient and how to be responsible.
- Learn how to give in the offering.
- Will have snack and break time (as determined by the instructor).

2.3. Intermediate.

2.3.1. The intermediate class will encompass ages 9-12.

2.3.2. Students in this class should be taught/learn the following objectives:

- Learn how to enter a deeper prayer life.
- Learn the Books of the Bible (Old and New Testament).
- Learn how to conduct themselves in the House of God.
- Learn how to Minister in the Spirit.
- Have homework assignments.
- Have quizzes and exams.
- Have memory verse challenges.
- Learn how to teach others
- Learn about Personal Hygiene.

2.4. Teen.

2.4.1. The teen class will encompass ages 13-17.

2.4.2. Students in this class should be taught/learn the following objectives: · Learn how to enter a deeper prayer life.

- Learn the Books of the Bible (Old and New Testament).

- Learn how to conduct themselves in the House of God.
- Learn how to Minister in the Spirit.
- Have homework assignments.
- Have quizzes and exams.
- Have memory verse challenges.
- See if the students are capable of teaching others.
- Exam for Advancement to Adult Class.

2.5. Adult.

2.5.1. The adult class will encompass all others ages 18 and over. There may be instances in which the pastor may decide that all ages will attend the adult class. Approval must be granted by the pastor for anyone under 18 to attend the adult class.

2.5.2. Students in this class should be taught/learn the following objectives:

- Learn how to enter a deeper prayer life.
- Learn how to conduct themselves in the House of God.
- Learn how to Minister in the Spirit.
- Enable the student to be able to teach others.

3. CHRISTIAN EDUCATION CURRICULUM.

3.1. Christian Education Instructor/Opening Devotion Schedule.

3.1.1. The Christian Education Instructor schedule and Opening Devotion schedule will be posted on the church bulletin board. All instructors and opening devotion leaders are to notify the Christian Education Superintendent and their scheduled alternate in the event of a planned/unforeseen absence.

3.1.2. All instructors are to be on time for Opening Devotion which begins at 9:30am or at a time set by the Pastor.

3.2. Course Curriculum and Objectives.

3.2.1. The Christian Education Course Curriculum and Objectives for each class are based on established criteria from The Church of the Living God International, Inc. Christian Education Department. There is a set curriculum for each class; however, the instructor may combine Bishop White's teachings as well for further enhancement.

3.3. Christian Education Offering.

3.3.1. Christian Education will be collected each service. Once the offering has been collected, the usher will transfer all money to a designated trustee.

4. CHRISTIAN EDUCATION/OPENING DEVOTION.

4.1. Opening Procedures.

- 4.1.1. Christian Education Devotion should open promptly at 9:30 a.m., or as instructed by the Pastor. This is accomplished by the following:
 - Open with a song.
 - Responsive reading from the book of Psalms.
 - Opening prayer.
 - Then turn Christian Education over to the Pastor or assigned C.E. instructor.
- 4.1.2. After all Christian Education reviews have been completed, please give any final remarks, pray for the Christian Education offering, and dismiss the saints for 5-10 minutes in preparation for morning service, or as instructed by the Pastor.

5. DISCIPLINE DURING CHRISTIAN EDUCATION.

5.1. Discipline Policy.

- 5.1.1. It is to be understood that any deliberate intent to disrupt any class will not be tolerated. Disruption prevents all students from receiving proper instruction and therefore will not be tolerated.
- 5.1.2. Instructors are in place to instruct, not serve as disciplinarian. They are the authority in all classes and will treat every child with respect and fairness. It is expected that each child will respect the instructor as well. The instructor may deem necessary to have a child return with his/her parent(s). If subsequent disruptions continue, the Christian Education Superintendent and Pastor may determine other alternatives to resolve the situation.

**Appendix A Christian Education Schedule
(Will apply to all classes)**

Opening Devotion/Memory Verse/Dismissal to Class	9:30-9:45
Bible Instruction/Song/Activities/Offering (Instructor's option)	9:45-10:30
Snack/Restroom Break/Cleanup	10:30-10:45
Return to Sanctuary for Review	10:50

Snack Suggestions: Juice, Crackers, doughnuts, cookies

Appendix B

PRESCHOOL, PRIMARY, AND INTERMEDIATE CLASS SUGGESTED TOPICS

<u>DATE</u>	TOPIC
January	Introduction to Old Testament Book
February	Introduction to key characters in Scripture
March	Jesus life on Earth until His Death (Easter)
April	Being filled with the Holy Ghost
May	Obedience to the Lord like Jesus was to the Father
June	Reaching the Unreachable and Recovering the Lost
July	Reaching the Unreachable and Recovering the Lost
August	Introduction to New Testament Books
September	Key characters in Scripture
October	The Holy Spirit is our Friend
November	Giving thanks unto the Lord
December	Preparation for Christmas Program

Appendix C

TEACHER GUIDELINES

These are the scriptures that are to be remembered by the student prior to advancement:

Gen. 1:26

Psalms 51:1-19

John 1:1; 1:21

II Corinthians 5:17

Acts 1:1-11; 2:1-4

Romans 10:9; 6:23; 12:1

Galatians 3:6; 5:22

Ephesians 2:8

Colossians 3:1-3

Hebrews 11 (The Characters)

The books of the Bible (in order)

- 1. Have a theme per age group.**
- 2. Have a syllabus for each class/age group**
- 3. Each teacher must be prepared to address the class with prepared materials**
- 4. No one is allowed to be in your classroom if they are not teaching nor have the superintendent's approval.**
- 5. Be on time for your class.**
- 6. If you are asked to substitute, you must be in line with the class syllabus.**
- 7. No child/student should be advanced to the next class level based on age. They must be ready.**
- 8. Stress the importance of beginning on time, having a bible, notebook and writing tools, how to give an offering.**
- 9. Manners (respect for teachers and peers)**
- 10. Teachers will monitor and record the student's progress and will recognize deserving students when appropriate.**