

POLICY NAME: Sunday School Policy

1. Purpose

- 1.1. This policy ensures the regular provision of Christian Education to children aged 4 through 18 in a safe environment while promoting their spiritual, social and ethical development at Deer Lake United Church.

2. Scope

- 2.1. This policy applies to DLUC Sunday services and selected events during which childcare is provided.

3. Policy Statement

- 3.1. A safe and supportive Sunday School program will be provided to children from 4 years of age through 18 years.
- 3.2. There shall be a congregant Sunday School Teacher scheduled to teach a Primary Class (children aged 4 through 7 / K through grade 2) and an Intermediate class (children aged 8 through 11 / grade 3 through 6) throughout the year from the Sunday following Labour Day in September to the date set for the Congregational Picnic. These age divisions may be altered by the CE Committee periodically to better reflect the changing demographics of DLUC.
- 3.3. Sunday School begins after the "Time for the Young at Heart" in the service and ends at the conclusion of the worship service.
- 3.4. The Youth Leader will be scheduled to provide program for the youth aged 12 through 18 (grade 7 through 12) each Sunday beginning after the "Time for the Young at Heart" in the service and ending at the conclusion of the worship service.
- 3.5. A maximum ratio of one adult to 15 children will be maintained in all classrooms and approved activities.
- 3.6. As per United Church of Canada policy, every volunteer entrusted with the care of children shall have a Criminal Record Check on file at the church, updated every 3 years
- 3.7. Each child will have an information profile completed by their parent / guardian including full name, address and contact information. This profile will also provide for the disclosure of health concerns, especially severe allergies and will be updated at least annually. This information profile will be available to all teaching staff and maintained in accordance with storage of personnel information as stated in the UCC Privacy Policy. All severe allergy information will be shared with others only to ensure the safety of the child in care. (i.e. Those serving food and drinks in the Fellowship Hall)
- 3.8. Children whom the Sunday School Teacher or Youth Leader deems to be uncontrollable or excessively disruptive may be returned to the parent or guardian at any time.
- 3.9. The curriculum module will be available in the library for reference and used by the Sunday School Teacher. General supplies are available in the Sunday School rooms for use by the teacher and an expense budget is set each year to supplement and replace supplies conducive to the teaching of the curriculum.
- 3.10. Sunday School rooms and meeting rooms will be cleaned regularly to ensure an acceptable standard of cleanliness is maintained.

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Christian Education Committee Chairperson

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2006-06-20]

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Date of the most recent amendment to the policy

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4. Definitions

- 4.1. **CE:** Christian Education
- 4.2. **Criminal Record Check:** Record of criminal charges against an individual, provided by the RCMP.
- 4.3. **Curriculum:** Teaching module designed to deliver a Christian message through activities consistent with the teachings of the UCC.
- 4.4. **DLUC:** Deer Lake United Church
- 4.5. **Sunday School Teacher:** A congregant who has accepted the responsibility of supervising and delivering approved curriculum material.
- 4.6. **UCC:** United Church of Canada.
- 4.7. **Youth Worker:** An adult hired by the Ministry & Personnel Committee in consultation with the Minister and a Christian Education Committee representative

5. Responsibility / Owner

- 5.1. The CE Committee Chairperson is responsible for ensuring compliance with this policy and for ensuring that appropriate procedures and other systems, where relevant, are in place.

6. Legislative Context / External References

- 6.1. See **Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in the United Church of Canada**. This document can be found in Adobe PDF format at the United Church of Canada website: <http://www.united-church.ca/pastoralrelations/>
- 6.2. UCC Privacy Policy Summary http://www.united-church.ca/privacy/pdf/privacy_abridged_rev.pdf

7. Associated Documents / Internal References

- 7.1. Policy CED001 Christian Education

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