

**Teachers Guidelines**

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Teaching at TBC

## TBC Mission Statement

TBC endeavors to **sow** Christ’s message of love and forgiveness to the world;

**cultivating** believers into fit disciples *of Christ*,

capable of **impacting** the world for His Kingdom

## Translating Mission into Philosophy

Provide an environment that fosters exciting worship, relevant lessons, and inclusive activities and events that will encourage a closer relationship with Jesus and others.

* Partner with the family to assist in the spiritual growth of their students.
* Provide a safe, secure learning environment for the students.
* Provide students the opportunity to actively engage in ministries.
* Enlist and train Godly men and women to serve God through serving others.
* Provide opportunities for growth through apprenticeship programs

We **WILL** mess up as we try new things to excite the students into action for Christ. Messing up means we’re doing something! We won’t overreact to failures, but we’ll learn from our mistakes, make corrections and move forward.

## Requirements

Teachers should be an example of positive Christian behavior, faithfulness and servant leadership. Moral excellence is not seeking the minimum requirements for service but setting the highest bar of Christian conduct for ourselves. If you desire a closer walk with Christ and are striving for moral excellence, these requirements will be far surpassed!

There are really only a few requirements to be a teacher at TBC. They are meant to ensure cohesiveness in our doctrines, maintain connectivity with the body of Christ and provide some objective measures of faithfulness.

* Active member of TBC (Teacher >12 months; Assistant >6 months). The individual is saved, has been baptized and has read and affirmed the Articles of Faith.
* Stay engaged with body of Christ (church). Combined teaching and worship attendance of 75% (measured over the year). Work schedules conflicts can be coordinated with the pastoral staff.
* Tithe, faithfully.
* Receive favorable report from applicable background checks. All teachers/workers must undergo regularly scheduled background checks, including:
  + Criminal background checks – state and national
  + Sex offender investigation – state and national
  + Vehicle investigation – state, needed if the applicant will be driving a church vehicle
  + Other TBC ministries may require additional background checks (i.e., credit reports, etc.)

## Promoting Excellence in Teaching

What makes a good teacher? Knowledge of the bible, excellence in character, relatability? It’s all these things! But what does it look like in practice? Here are some guidelines that will help you deepen your walk with God and in the process enhance your skills and make for a productive teaching environment.

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| Know how to win the lost to Christ. | Soul winning classes will be provided as needed. But if you want to know how, ask! |
| Maintain a regular prayer time. | Pray for the students you teach. |
| Be a student of the Word of God. | Dedicate time in preparation for study.  TBC will provide a variety of training tools for the individual via Ministry Grid. If you have not been given a logon id and password, please see the pastoral staff. |
| Be on time and prepared. | Example: ensure all equipment is working 30 minutes before class start times and that all class material is in the classrooms. |
| Be teachable: When not teaching, be physically, mentally and spiritually in the services with fellow believers. | It is crucial that teachers and leaders get spiritually fed and to stay connected to the larger body of Christ. |
| Follow up on missing students. | Contact new students; let them know you appreciate their visit! |
| Only use the teaching material approved by the pastoral staff. | * Ad-hoc lessons discourages inclusion of assistants, as they cannot plan or study to support the lessons. * The material is for the student AND the teacher! * Memory verse work must be in KJV, no exceptions! |
| Engage!! | Fellowship with other members and engage with the parents. Fellowship is not “work” or a distraction, it is essential to spiritual growth. Don’t become an isolationist! |
| Attend scheduled training classes and conferences. | See ‘Training’ for more details. |
| Remain current on and agree to the Teacher’s Guidelines. | The guidelines were developed by our teachers, assistants, and leaders. It is important that we all work together in unity with guidelines that outline what is expected of us, and what we can expect from each other. |

## Training

Training is meant to increase our depth of biblical knowledge, challenge our potential and understand standards. We do not train only to go back to “business as usual”. Once introduced, we want the new skills to become part of the teacher’s/leader’s “tool-box”.

**Biblical Training**: The material we provide is designed to accommodate the beginning teacher, as well as, those with experience.

We have a library with reference material available for use, as well as, online training. For those that want to get really deep, we have our college level training classes through Faith Bible Institute.

**Leadership Conference and Workshops**: Christians are leaders! Leadership training is provided throughout the year. These conferences are designed to develop leaders in their Servant Leader roles, at home, and even in the corporate environment.

**Policies and Guidelines:** Student/teacher conduct, insurance policy stipulations, security, child check-in, travel and other topics are covered in these sessions.

Participation in the policy and guideline discussions are required. Training required by insurance or other entities is mandatory.

Servant Leadership

Before any other skill or talent, we bring our integrity to the table.

Without integrity, skill and talent is useless.

When society thinks about leadership, they think of the great benefits, status, power or exclusion from certain levels of menial labor. Christian leadership is the antithesis of this. There are great benefits in serving the Lord that one can only know by active, committed, involvement. We trade power for influence, status for servanthood and establish new levels of personal accountability that sets us apart.

Here are some leadership truths to think about:

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| * Everything I do counts * Someone is always watching me * Loyalty to other leaders and workers * Mutual respect * A servant’s heart * Personal accountability | * More is always expected of a Leader * Leaders don’t get to have a bad day! * Equal expression of love to others (no favorites) * Leaders build up, never tear anyone down * Self-esteem is volatile: preserve the dignity of others |

## Integrity – “My Testimony”

The most important characteristic for any leader is spiritual integrity. Before the lesson is taught, or the song is sung integrity is being evaluated. If students do not trust our sincere, faithful devotion to Jesus, the integrity of our leadership will also be in question.

## Values

All leaders come under the spotlight; the youth, parents and the church take inventory of our behavior. Our values determine how we choose to be held accountable. We assume that a Reasonable Servant will demonstrate:

* The courage to accept responsibility for their actions, the role they play in ministry and admit mistakes, learn and grow!
* To be assertive and inquisitive about their own spiritual development.
* Self-control to avoid actions that would bring their testimony into question.
* The courage to seek, speak and teach the truth 🡪 in love!
* The courage to take calculated risks that demonstrate faith.
* The wisdom to reject the cynics.
* The bravery to stand up for what is right.
* Perseverance when things aren’t easy or convenient.

Conflict Resolution

Romans 12:18 If it be possible, as much as lieth in you, live peaceably with all men.

It would be naïve to assume that any organization, or church, could operate without some level of conflict. Conflict results from: differing opinions of operation/execution, creative differences, the feeling that personal rights have been violated, hurts feelings, stress, and the list could go on.

Since it’s not a matter of IF there will be conflict but when, the real question becomes HOW will we choose to handle conflict? Our leaders are expected to follow these principles of conflict resolution. Keep a few things in mind:

1. You may have a conflict with someone, and they don’t know there’s a problem!
2. Be approachable; some conflicts are not resolved because the other party is intimidated.
3. Seek to understand before being understood.
4. Be clear; if the explanation is unclear, the solution will probably be unclear.

When resolving situations, keep these guidelines in mind:

* Talk the problem out and seek a solution with only the necessary parties.
  + If a REAL resolution cannot be found, seek assistance from the pastor.
  + At no time should those “outside the issue” become involved.
  + Making implications is the same as gossip.
  + Building a coalition through gossip and hearsay is wrong. Coalitions do not help solve problems; they only serve to expand collateral damage. We will not solve problems through consensus, but through the truth.
* Express feelings honestly, yet with love.
* Use consistent Biblical principles.
* Don’t belabor the situation.
* Be ready to apologize and do so with honesty.
* Have a forgiving spirit. When the situation has been resolved let it go.
* Be open to constructive criticism (it can sometimes hurt). Handling the situation poorly is just as bad as the wrong itself.
* Keep the big picture in mind; if you can’t resolve a squabble, how can you teach others how to resolve their conflicts.
* Be determined to fix the problem and don’t quit.
* Find the good; God will reveal himself and our own hearts through these circumstances.
* Do not get involved when you’re not directly involved. Refuse to hear, what you don’t need to hear. Point the parties to the appropriate mediator for resolution.

Anything can be resolved if both parties want to; there is always a solution!