

Living Faith Fellowship Church Position Description

Job Title: Teacher/Teacher's Assistant
Reports to: DM Director

Purpose:

The teacher/assistant is responsible for the spiritual education of the pupils placed in their charge. His/Her main focus is to present the gospel and promote spiritual growth.

Accountability:

The teacher/instructor is under the supervision of the Discipleship Ministries Director. He/She fulfills the role of classroom facilitator, spiritual guide and counselor. He/She is a representative of Christ and the ministries of Living Faith Fellowship and sets the example to those in their charge.

Personal Responsibilities:

- a. Spend the time necessary to prepare spiritually, physically and intellectually for each session.
- b. Attend and support local church worship services, activities, and functions.
- c. Seek sources of extended training in the field of this ministry – seminars, new books, tapes, films, etc.
- d. Attend staff meetings
- e. Participate in workers training courses
- f. Perform regular self evaluations to ensure effectiveness

Ministry Responsibilities:

1. General

- a. Support, in word and deed, Discipleship Ministries at all levels.
- b. Regular classroom attendance
- c. Proper and prompt notification of absences

2. Classroom Specific

- a. Pray earnestly for the upcoming sessions and the pupils
- b. Plan sessions so as to give a proper balance between worship, instruction, fellowship, service and evangelism
 - All instructional texts and manuals must be in harmony with the doctrines of the International Pentecostal Holiness Church and should be approved by the pastor or the local Discipleship Ministries Director
- c. Arrive at least 15 minutes before starting time to arrange room and materials and greet pupils.
- d. Welcome all pupils and acquire information from each visitor so that proper follow-up can be achieved.
- e. Conduct sessions appropriate for the needs and understanding of the pupils –use age appropriate materials.
- f. Encourage pupil participation

3. Pupil Follow up

- a. Become personally acquainted with each pupil- learning their name, spiritual experience, needs and family relationships
- b. Contact each absentee and visitor, making sure that they are aware of the care and concern for them.
- c. Maintain accurate and complete attendance records and forwarded to the church office at the proper time.

By signing this form; I agree that I understand the expectations and will, to the best of my ability, fulfill my appointment according to the requirements described.

Signature

Date