

Zion Baptist Church (ZBC)

Volunteer Teacher and Substitute Teacher Application

Welcome to Zion Baptist Church (ZBC) Education Department!

Sunday School and Bible School Teachers have worthy and noble tasks – teaching the Bible and being a shepherd for each of their students. We are looking for teachers for our Sunday School classes held on Sunday mornings from 9:30 AM until 10:30 AM as well as teachers for our Bible Study classes held on Wednesday nights from 7:00 PM until 8:00 PM.

MINIMUM CLASS TIME COMMITMENTS

Teachers must be willing and able to:

- Serve from 9:30 AM – 10:30 AM on Sundays OR from 7:00 PM until 8:00 PM on Wednesdays.
- Attend teacher meetings OR be excused by the Pastor.
- Strive to be in the classroom 10 minutes before the beginning of every teaching session.
- Be on time to all department functions including services. In case of absence or lateness, one should notify the Pastor OR Sunday School Superintendent, as appropriate. Constant tardiness is grounds for dismissal.

WHAT IS EXPECTED OF ME?

The teacher is one of the most important factors in the success, growth, and development of a Sunday School/Bible Study class. The class is made up of individuals within a specified age range.

All ZBC teachers must be born-again believers in Jesus Christ, an active member of ZBC, and hold to Biblical doctrines taught by ZBC.

The specific responsibilities of the teacher are as follows:

1. **Attend**. The teacher will be expected to attend Sunday School, Sunday morning worship, Bible Study (on Tuesday beginning at 1:00 PM OR Wednesday beginning at 7:00 PM), regular teacher meetings. By so doing, the teacher can be an example of faithfulness, and thus encourage faithfulness among class members. Teachers should avoid excessive planned absences from scheduled teaching assignments (no more than 6 per year). The teacher should notify the Sunday School Superintendent OR Pastor as far in advance of planned absences as possible. In the case of sudden, unexpected absences, the teacher should properly make notification as soon as practical.

2. **Teach**. The teacher will make every effort to effectively teach the specified Bible lesson to his/her pupils, under the leadership of God's Holy Spirit. The teacher will teach from the Holy Bible. The teacher's goal is to use a variety of teaching methods to lead the class members to discover the truths contained in the Bible passage, and to apply those truths to their everyday lives. Teachers are to strive for very practical application of Bible truths, so the members can live the lesson throughout their daily activities.

3. **Organize**. The teacher will see that his/her class room is properly organized and setup for teaching.

4. **Minister**. The teacher will attempt to get to know the members within his/her class, and ask the Lord to help him/her teach the Bible to address their needs wherever possible.

5. **Direct**. The teacher will lead and direct the work of the class. The work of the class can be summarized as reaching people for Bible study, teaching the Bible, seeking to win persons to Christ, and developing (or maturing) Christians.

6. **Encourage**. The teacher will challenge and encourage each class member to become personally involved in the class work of reaching, teaching, winning, and developing.

7. **Fellowship**. Fellowship activities should always be used as opportunities to reach out to prospects, as well as encourage members.

8. **Plan**. The teacher will make planning and preparation for teaching an important priority in his/her weekly schedule. Included in such planning will be participation in the teachers' meetings held by the Senior Pastor and/or Superintendent.

Teacher Application

Your interest in ZBC is appreciated. We invite you to complete this application and return it to the Pastor.

We realize that the key to a successful Sunday School or Bible Study is its Christian teachers. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to reviewing your application. Thank you for your interest in this ministry of ZBC.

A. Applicant's Name and Address

Full Name: _____

Today's Date: _____ Date Available to Start: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Best time to call: _____

B. Position

Place a check mark beside each grade level that you are willing to teach.

Pre-K & Kindergarten _____ Elementary (grades 1 - 5): _____

Junior High (grades 6-8): _____ High School (grades 9-12): _____ Adults: _____

Position Type

Regular Teacher _____ Substitute Teacher: _____

Desired Teaching Day

I would like to teach on Sunday mornings _____ **OR** Wednesday nights _____

C. Christian Background

Do you believe the Holy Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes _____ No _____

Please carefully read the Zion Baptist Church Statement of Faith and indicate below your degree of support.

[Insert ZBC statement of faith]

_____ I fully support the statement as written without mental reservations.

_____ I do not support the entire statement

Are you a member of Zion Baptist Church? Yes _____ No _____

Indicate the frequency of your church attendance? Regular _____ Occasional _____ Seldom _____

Please check all activities/ministries in which you are involved.

Choir or Music Ministries _____ Sunday School _____ Youth Group Leader _____

Children's Ministries _____ Men's or Women's Ministries _____ Bible Study _____

Outreach Ministries _____ Other: _____ Please describe: _____

D. Professional Qualifications

Do you have any teaching experience? Yes _____ No _____

If yes, please explain:

E. Current Employer

Employer: _____

Position: _____

Dates of Employment (Month/Year to Month/Year): _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reasons for leaving: _____

F. Personal References

Give three references who know you personally.

Name: _____ Phone: _____

Address: _____

What is your relationship with this person? _____

Name: _____ Phone: _____

Address: _____

What is your relationship with this person? _____

Name: _____ Phone: _____

Address: _____

What is your relationship with this person? _____

Authorization to Release Information

I submit this application for a volunteer position (no pay or compensation of any kind) at Zion Baptist Church (ZBC). I authorize ZBC to thoroughly interview the references which I have listed and/or other individuals, which know me and have knowledge regarding my character and work habits (including opinions).

I also authorize ZBC to thoroughly investigate my background (Child Protection Services Central Registry Check, Police Records), and any other records needed to determine my suitability to be a volunteer teacher with ZBC without giving me prior notice of such investigation and disclosure.

I understand and agree that any offer of volunteer work that I may receive from ZBC is conditional upon the receipt of background information, including criminal background information. ZBC may refuse my volunteer work or terminate conditional volunteer work if ZBC deems any background information unfavorable or that reflects adversely on ZBC or on me as a Christian role model.

I hereby release ZBC, my references and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to ZBC concerning me.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

Should my application be accepted and I become a volunteer teacher with ZBC, I agree to be bound by the policies and standards of ZBC, including refraining from any physical punishment or improper sexual conduct in the performance of my services on behalf of the church.

I certify that I have carefully read and do understand the above statements and understand that this is only an application for volunteer work with ZBC and that no employment contract is being offered.

Applicant's Full Name (Print): _____

List any other names under which you are and/or have been known:

Applicant's Signature: _____

Today's Date: _____