

HOW TO RECRUIT & TRAIN STAFF



The time you spend with your staff before *Kids' Quest* starts will set the tone for the program. Try to develop a team spirit that will be evident to the children you are teaching. Make certain each member of your staff understands his or her role and responsibilities as well as the overall goal of *Kids' Quest*.

Training sessions should be thorough yet enjoyable. Familiarize staff members with the organization of the program and the use of your facilities. Encourage them to be praying throughout their preparation and during the program. Make the staff aware of the goals for *Kids' Quest* so they will keep it in mind as they plan and lead.

Read and be familiar with pages 4–5 in the *Teacher's Manual* and use the suggestions in this guide to recruit and train your staff. Help them become familiar with the *Kids' Quest* materials and other resources available to them.

STAFF TIPS AND IDEAS

Determine how many students you will have in each class, and then decide how many volunteers you will need. At a minimum, plan to have two volunteers—a teacher and a recitation hearer—for each age level. In addition, you may want to have a classroom assistant, craft/activity coordinator and/or snack coordinator (if snacks are included with your program).

Have prayer partners for each staff member. Make sure the prayer partners meet each other so they can provide support and pray about special problems or needs that may develop during *Kids' Quest*.

All youngsters need one-on-one experience with the men in the church. Encourage men to become an active part of your *Kids' Quest* program. This adds an important dimension to your program and to the future of your church.

RECRUITING *KIDS' QUEST* STAFF

Recruitment for *Kids' Quest* staff should begin immediately. There is much work to be done before the children come! Put out the call for volunteers first through announcements in church and Sunday school. It is your responsibility to ensure that staff members are

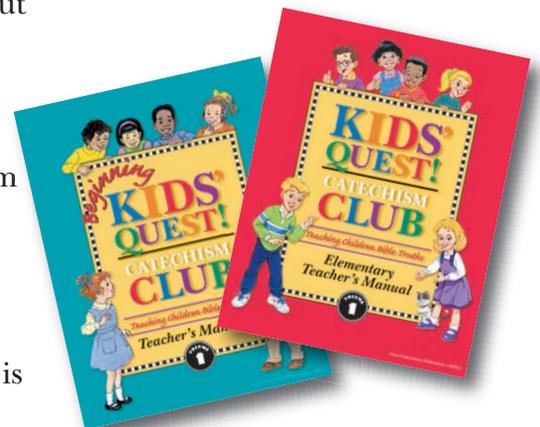
Staff Qualifications

A strong and committed staff is an important resource for a successful *Kids' Quest* program. Efforts to build the right staff will be rewarded by young lives being impacted for Christ.

Begin by praying for God's direction. He is faithful in providing human leadership for the work of his church. Pray for the Lord to lead you to the people he has set aside for *Kids' Quest*, and for their readiness to serve.

The qualifications for *Kids' Quest* workers are twofold, ultimately established by your church:

- They must have a strong personal testimony and Christian character that is above reproach.
- They must have the knowledge and skill to guide the age group with which they will be working and to direct the activities involved.



recruited, whether you do it yourself or delegate the job to others. In either case, be sure to allot several weeks to recruit carefully.

- Match people to jobs. Pray that the Lord will guide you.
- Call the prospective worker and arrange a personal meeting.
- During this meeting, explain the goal of *Kids' Quest*, the job proposed, and why you think the person is right for the position.
- Pray with the prospect and ask him or her to consider your request. Arrange to contact the person at a later date for an answer.

WHERE TO FIND VOLUNTEERS

The Minister Do not overlook him. He may be a great children's teacher as well as spiritual guide. *Kids' Quest* is a great opportunity for the children to get acquainted with him.

Director of Christian Education Take advantage of the expertise this resident specialist possesses.

Sunday School Teachers All that experience should not go to waste, but, for a change, allow teachers to work with different age groups during *Kids' Quest*.

Weekday Bible Club or Substitute Teachers Look around town! If you cannot provide the necessary staff from your Sunday school ranks, look for Christians involved in other types of teaching.

Public and Private School Teachers These experts may enjoy teaching a Bible-based curriculum.

Newcomers to the Church They may be waiting for an opportunity to be involved. Be the first to ask.

College or Seminary Students Full of fresh ideas, these young people can bring new perspectives to your program.

Parents Often they enjoy being involved as much as their kids do.

The Older Generation Grandma and Grandpa would be great recitation hearers to listen and record the Q/A recited in class.

The Younger Generation The youth of your church have tremendous energy and creativity to share, and they make wonderful assistants. Consider using fifth and sixth graders as recitation hearers or classroom helpers.

People All kinds of people. Look at the assortment Jesus called to be his disciples. Just ask. You may be surprised how many say yes!



Why Kids' Quest?

Notify the congregation of the need for teaching *First Catechism*. Make posters for Sunday school and hallway bulletin boards. Use bulletin inserts and special announcements for worship services. Let timid volunteers know of the support, prayer and guidance you will provide. Promise and provide adequate training for staff.



- Be willing to adjust dates and hours to enable your most capable leaders to meet the time schedule.
- Have a commissioning service for your workers. They are about to undertake a great responsibility in the Lord's service.
- Ensure that the people you select will meet the qualifications of faith, ability and commitment that are established by your church.

Pre-Registration

If you plan to begin *Kids' Quest* in September, consider having a pre-registration beginning in May through July. This will help you determine curriculum quantities and number of volunteers you will need.

TRAINING YOUR STAFF

Meetings prior to starting *Kids' Quest* are necessary to develop your team, train members and encourage one another. Have as many meetings with your staff as you need. Meetings with the crew will assure a smooth-running program and produce well-informed, capable workers. Listed below are outlines you can use when planning your meetings.

FIRST MEETING: PEP RALLY TIME!

Welcome

- Begin with prayer, asking God to lead you and your staff as you teach *First Catechism* to the children

Motivate the staff and outline your vision

- Explain your goal
- Show and explain materials in the *Kids' Quest Teachers' Kits* and those that can be ordered

Review the structure of your program

- Announce the date and time of *Kids' Quest*
- Introduce leaders and recitation hearers assigned to age groups and classrooms
- Explain where *Kids' Quest* will be held, specific classrooms

Give an overview of the curriculum

- Briefly outline each volume's lessons
- Explain how motivational reward system (chosen by your church) will work
- Play a sampling of music

SECOND MEETING: Q&A TIME

Welcome

- Begin with prayer

Hand out schedule

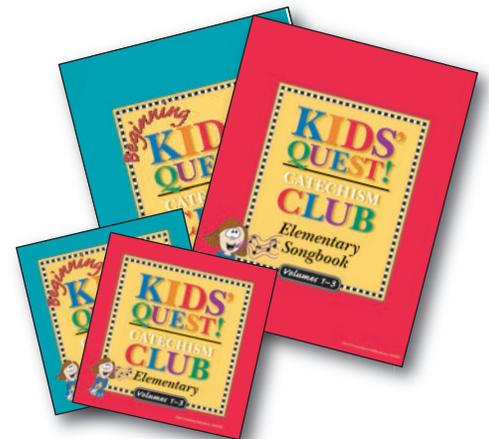
- Walk through a session of *Kids' Quest* using pages 6–10 in the *Teacher's Manual*
- Take a tour through your facility, pointing out each classroom
- Review "The Challenge Ahead" (section below)

Hold the Q&A session

- Open up the meeting to questions

Items to Bring to the First Meeting

- CD player
- *Kids' Quest* CDs (available from GCP at 800-695-3387 or www.gcp.org)
- All curriculum (displayed at a table)
- Promotional items (decorate the room with *Kids' Quest* posters)



THE CHALLENGE AHEAD

You have prepared, your classroom is inviting and stocked with supplies, and you are excited about the challenge ahead of you. But are you truly ready to teach your preschoolers?

A teacher who prepares well and relies on the Holy Spirit is the key to an effective *Kids' Quest* program. Trusting in the Lord to help you love and teach your little ones is even more important than the best curriculum materials. Ask God for power and wisdom to teach his Word correctly and effectively. Pray that you will model his love. Ask the Holy Spirit to work in the hearts of the children so that they will say yes to God.

Above all, ask the Lord to help you show them Jesus. Long after they have forgotten many of the things you said, the children may remember your kindness and loving actions.

PRACTICAL TIPS FOR TEACHERS

Arrive early

Plan to be in class ahead of time to set up learning areas and recitation center(s), set out visuals and supplies, and greet early arrivals.

Be prepared

Spend time during the week studying the lesson so you are not tied to the manual during class time. Concentrate on the children during the session and make eye contact with each one—particularly during the Teaching time.

Be flexible

A good teacher moves to an alternate activity or step if the present one is not working. Plan to include interactive songs, games, finger plays and the like to regain the children's interest and focus and then move on to the next lesson step.

Practice makes perfect

Practice the songs, verses, catechism questions and Teaching time stories. You will teach more effectively when you know the catechism questions, teaching material and actions well. When you are confident and animated about the material you present, you will hold the children's interest and they will imitate what you do.

Have a few simple rules

Tell the children what these rules are, show them how to obey them, and be consistent about keeping them.

Discipline lovingly, calmly and wisely

Correct gently and only when necessary. Remember that when God disciplines us, his aim is to restore us to a place of obedience and joy.



Recruit helpers

It is important for the teacher to have at least one assistant or helper. In addition to the recitation hearers, take on a trainee or volunteer to help with activities, cleanup, crowd control and one-on-one interaction in the classroom. Be specific about your needs and work as a team.

Make the best use of time

Children have short attention spans, so keep things moving. Be ready to move on to the next step or activity before the children get bored. Keep the lesson focus in mind at all times as you guide the children in interactive learning.

Get to know each child and family

Each child is special and comes into the classroom from his or her own unique family setting. Get to know each child and even try to visit the home. A family visit is a good way to establish understanding and trust between you, the child and the parent.

Send a letter home

At the beginning of each volume, send a letter to the family telling what you and the students will be doing over the next 12 weeks. This is a good way to promote good communication between the classroom and home.

Trust in the Lord

Stand back and rely on the Holy Spirit to help you teach, lead and care for your students.

Commissioning Service

Arrange with the pastor and worship leader to recognize your *Kids' Quest* workers during the worship service the Sunday before *Kids' Quest* starts. Ask that the *Kids' Quest* staff be commissioned to the Lord's service as they begin this mission to the children of your church. Let the congregation know that their prayers and encouragement are vital to the success of this year's program. Your staff will appreciate this support.

