

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22: 6

INTERNATIONAL PROTESTANT CHURCH, ZURICH



Children's Ministry

2023/24 SUNDAY SCHOOL HANDBOOK
for parents at the Morning Worship Service

Welcome to IPC Zurich Sunday School

The Sunday school handbook is designed to familiarize parents with the administrative procedures of the Morning Worship Service in order to promote a smooth running of the program. Suggestions and comments are welcome, and should be given to the Children's Ministry Elder.

Useful Information

Children's Ministry Elder:

Dorli Scherer
childrensministry@ipc-zurich.org

Sunday School Email Address

sunday school@ipc-zurich.org

IPC Office Opening Hours

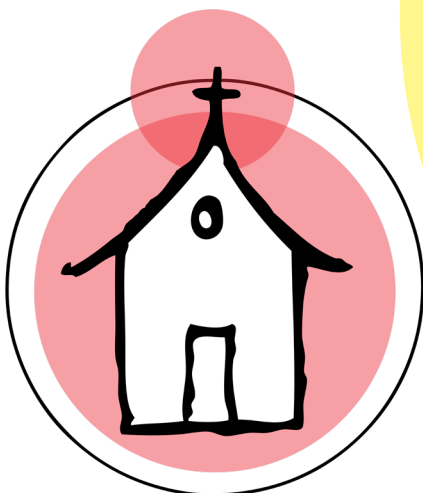
Sunday	10:00 - 11:15 13:00 - 13:30
Tue - Fri	9:00 - 17:00

IPC Office Telephone:

044 262 55 25

<http://www.ipc-zurich.org/>

Look under "Connect"
for the children's section.

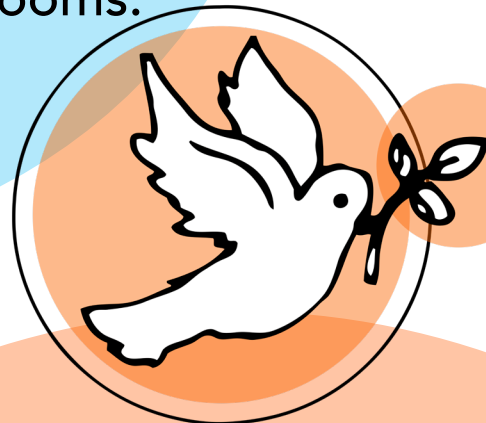


Registration

For student safety and to ensure the quality of our classes, all regular students should be registered.

New parents should register their child/ren with their child/ren's teacher before the start of their first class.

Visitors with young children or children who do not speak fluent English should accompany their children to their classrooms.



Volunteers

The IPC Sunday School is staffed mainly by volunteers. Given the large enrollment, we are counting on parents to volunteer and help in the teaching of and assisting in the classes and special programs, as well as in other aspects of the administration.

Parental involvement is required in the nursery.

The Sunday school program at IPC consists of three parts: the regular weekly program, children's worship time and special programs. Parents, teachers and assistants will be notified of changes to the planned program. Please keep us up to date with your current email address.



Weekly Program

Nursery

Please use the back door for the French Church to enter.

11:20 Nursery opens.

Mini-Lambs, Lambs & Sheep

Please use the back door for the French Church unless indicated differently on the tent board.

11:20 Classrooms will be open for children

11:30 Sunday School lessons begin.

Love, Hope, Faith & John

11:20 Classrooms will be open for children*

11:30 Worship Time - P.O.S.T.
(see description)

11:50 Sunday School lessons begin.

*On the first Sunday of the month children in the Love, Hope, Faith & John Classes attend the first part of the morning worship service with their parents. At dismissal, parents should bring their children downstairs to the entrance of the French Church to meet their teachers who will accompany them to the Kantonschule.

Luke, Mark, Matthew & Paul

11:20 Classrooms will be open for children**

11:30 Worship Time - P.O.S.T.

11:50 Sunday School lessons begin

** On the first Sunday of the month children from Luke through Paul will attend the first part of the morning worship service. All other Sundays, they will go straight to their classrooms.

The Sunday school program at IPC is committed to presenting God to children and families and helping them to understand and apply the truth of God's Word in attitude and service.



Parents should accompany all children to their classes and pick them up promptly after the worship service. If parents are unable to pick up the children due to other commitments in the church, they should tell the teacher, when dropping off the child, who is going to pick up the child. For their safety, children are not permitted to leave the Kantonschule unaccompanied.

Children's Worship Time



Children's Message

On most first Sundays of the month and on Sundays during school breaks there will be a special children's message given during the morning worship service.

P.O.S.T.

Worship time for the children of the Love through Paul for Prayer, Offering and Singing Together in the Kantonschule. After P.O.S.T., children return to their individual Sunday School classes.

Junior Church

A full program, based on a specific topic, especially for the Luke through Paul classes. Children worship through a kid's sermon, a time of singing, praise, prayer and an introduction to the day's topic. After worship time, children divide into workshops to reinforce the lesson through games, crafts and special presentations.

Children's Offering

During Sunday school, offering is collected in all classes. We encourage children to bring an offering as a training to tithe and to support God's kingdom work. Please contact the Sunday school staff for detailed information concerning the current Sunday school project.

Sunday School during School Holidays

We follow the schedule of the Zürich public school system.

On the second and third Sunday of the holidays and during the summer break we can't access the Kantonsschule. On these weeks will we have a special program.

Children age 3-5 meet in the French Church Reboulet Room.

Children 6 -11 years attend the first part of the service and then go to the Zelthof Lounge of the Methodist Building for a joint program.

Parents are encouraged to volunteer as leaders and assistants in those special programs.

Special Programs

Special Programs take place at irregular intervals for Christian celebrations, such as the Harvest Festival, All Church Christmas Play and Palm Sunday procession. Parents and staff will be notified of these events by email.

Please make sure to mail changes of address to sundayschool@ipc-zurich.org.

There are many ways parents can help make our Sunday school a successful program other than volunteering as regular helpers:

- ♥ Pray for your children's teachers and assistants on a regular basis, as well as the Sunday school as a whole
- ♥ Introduce yourself to your children's teaching team & give them feedback every now & then.
- ♥ Bring your children to class regularly to help them feel comfortable with the environment.
- ♥ Reinforce your child's lessons during the week.
- ♥ As well as volunteering in Sunday school also volunteer for the holiday programs (Easter, Summer and Christmas programs), as a safety officer or as a Sunday School office helper. To sign up contact the Children's Ministry Elder (sundayschool@ipc-zurich.org).

Parental Input

For a smooth-running Sunday School, we also request that you, as parents:

- ♥ Take your child to the toilet prior to class.
- ♥ Do not send children who are ill or obviously upset.
- ♥ Please make sure that your children have had a good breakfast. The snacks we serve are only enough to tie the kids over until they get lunch.
- ♥ Reassure smaller children that you will come back for them after the class!
- ♥ Bring your children on time to their classrooms and promptly collect them after the worship service.
- ♥ Do not let your children bring toys, computer games or valuable possessions to Sunday school.*
- ♥ Encourage appropriate behavior by your children during classes. This ensures that all children can benefit from the teaching. Children unable to behave appropriately may be escorted back to the sanctuary.
- ♥ Do not send siblings with your child to his/her class without the consent of the teacher.
- ♥ Arrange with the teacher, prior to Sunday, if you want to visit your child's class.

*Except for the very young, personal toys should not be brought to classrooms.

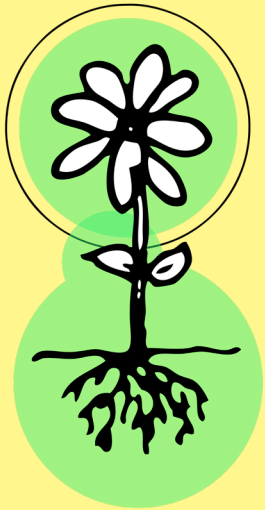
Classroom Discipline

We believe that Sunday school is a place where children learn about Jesus and are trained to serve the Lord in the future. In order for the teachers to teach the lessons and for children to benefit from classes, proper classroom behavior is expected from all students. Disruptive behavior may result in a temporary dismissal of a child from class. (We believe, however, that physical discipline does not have a place in the IPC Sunday school).

Scheduling

Ideally, the teaching team for each class consists of 3-4 teachers, 3-4 assistants and a head teacher. Head teachers are responsible for scheduling, parent contact and team building. When an issue arises for an individual class, the head teacher should be contacted.

PLEASE NOTE: IPC's policy is to have two adults present in each classroom. In the event that the scheduled teacher is prevented from teaching a class, the class may be cancelled and the children will be accompanied by the Safety Officer to their parents in the sanctuary.



Teaching Materials

Our current teaching materials are Gospel Light from the publisher David C Cook. Supplementary materials may be prepared by individual teachers or assistants. Classrooms are stocked with basic supplies. Teachers and assistants are welcome to make requests for common supplies. Alternatively, approved supplies may be purchased individually and reimbursed at a later date.

Teachers' Training

An annual meeting of teachers and assistants is scheduled at the start of the Sunday school year. The teaching team for each class will meet a few times a year, as agreed upon by the team and organized by the head teacher of each class. Further opportunities for training will also be provided. Volunteers for topical training are welcome and encouraged.

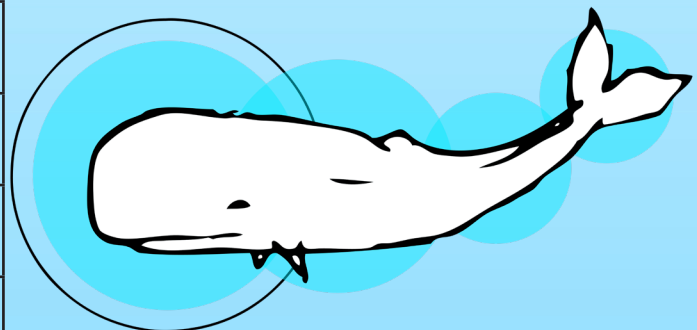
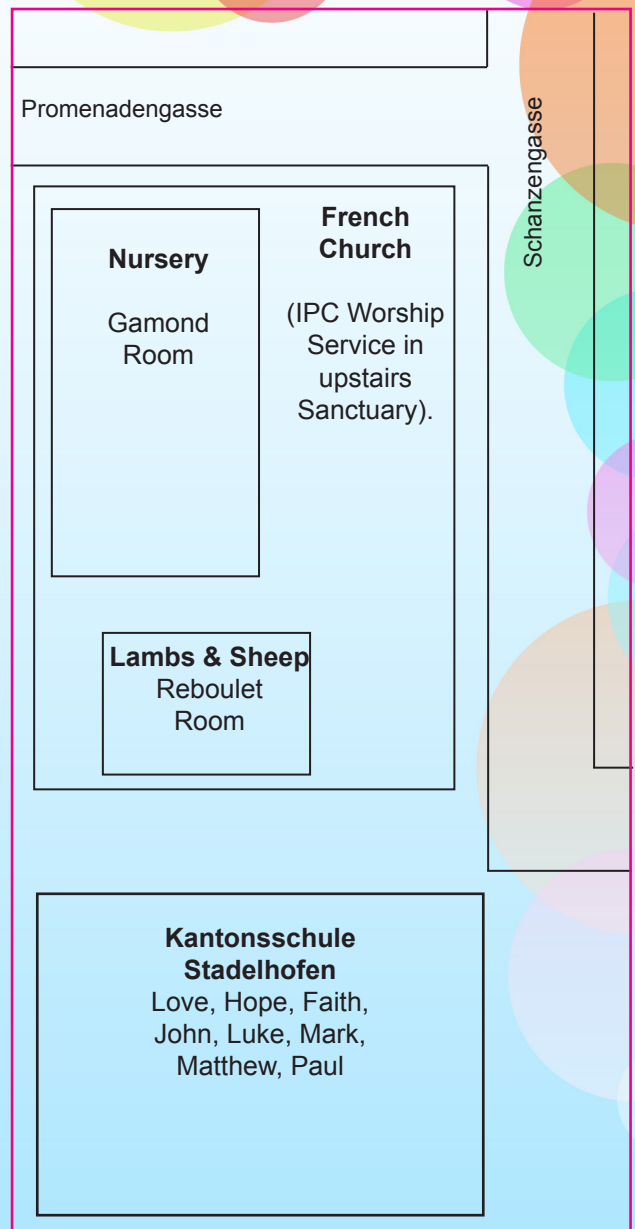
Sunday School Class Assignment & Locations

Children are assigned to a class by their school grade (or, for younger children, their future Kindergarten entry according to the Zürich public school system).

PLEASE NOTE: Classes in the same location are combined.

Parents should discuss any individual development considerations with the child's teachers or the Children's Ministry Elder.

Class	Born	Location
Nursery	August 1, 2021 - 2023	Nursery (Gamond Room) French Church*
Lambs	August 1, 2020 - July 31, 2021	Reboulet Room, French Church
Sheep	Aug. 1, 2019 - July 31, 2020	Reboulet Room, French Church
Love	Aug. 1, 2018 - July 31, 2019	Room 21 Kantonsschule
Hope	Aug. 1, 2017 - July 31, 2018	Room 21 Kantonsschule
Faith	Aug. 1, 2016 - July 31, 2017	Room 22 Kantonsschule
John	Aug. 1, 2015 - July 31, 2016	Room 22 Kantonsschule
Luke	July 16, 2014 - July 31, 2015	Room 23 Kantonsschule
Mark	July 1, 2013 - July 15, 2014	Room 23 Kantonsschule
Matthew	June 16, 2012 - June 30, 2013	Room 24 Kantonsschule
Paul	June 1, 2011 - June 15, 2012	Room 24 Kantonsschule
P.O.S.T.		Kantonsschule Mid-Level Foyer



Disclaimers: Our Sunday school is run and staffed by volunteers. While we try our best to serve the congregation and to ensure a safe environment for our children, we do not guarantee a program and outcome satisfying to all parents and children. Parents are expected to have health, accident and liability insurance for their children. IPC does not provide insurance coverage for Sunday school children, and we refuse all liability for any accident that may occur under our supervision during Sunday school hours. Parents who do not accept these terms and conditions should not send their children to Sunday school. Completion of the registration form will constitute your acceptance and agreement of these terms and conditions.