

*Coptic Orthodox Patriarchate  
St. Mary & St. Mark Church, IN*

---



بطيركية الأقباط الأرثوذكس  
كنيسة السيدة العذراء و مارمرقس الرسول

---

## Sunday school Service 2019 - 2020



Honored to Be Serving the Lord



## *Servants' Guidelines & Expectations*

### **Summary:**

Sunday School Servants together with the Sunday school Family Coordinator, Sunday School Service Coordinator and the Priest of the Church is responsible for the oversight and implementation of all processes and elements related to children's learning through Sunday school classrooms and all other Sunday school activities.

### **Role and Responsibilities of the Sunday school Servant (ES, MS, and HS):**

- ❖ The Sunday school servant must understand that his service is an integral part of raising the next generation of our church members, therefore this is not an easy task.
- ❖ The goal is not just to teach/discuss a subject/topic, but rather it shows them a better way of living.
- ❖ Respect the time of Sunday School Class, classes should start on time at 12:30 PM and end between 1:15 and 1:30 PM (depending on the age). If we respect the time we will teach our kids to do so also.
- ❖ Attend your Sunday school class even if it is not your turn to give the lesson.
- ❖ Follow the Southern Diocese curriculum "<http://www.suscopts.org/ssc/>" unless otherwise directed by the family coordinator or the service coordinator.
- ❖ Prepare your Sunday school lesson early in the week, give yourself a chance to continue improving the lesson during the week and please avoid preparing the night before or the morning of.

**"Cursed is he who does the work of the LORD deceitfully" (Jeremiah 48:10)**



- ❖ Come to church early and remember that you are an example to those whom you serve.
- ❖ The servants need to be caring yet firm, as any parent would be.
- ❖ Using old (traditional) teaching methods does not serve the generation we are serving today.
- ❖ It's important to know that the way a servant conduct himself/herself in the classroom leaves an everlasting impact on the students.
- ❖ Most importantly, be a role model for the students, attends church regularly, have a father of confession, partake the communion regularly always attend Sunday school unless family or work situation arise, given that you will inform the rest of the servants in your classroom and your family coordinator of your absence.
- ❖ All Sunday school services and activities **must be** conducted in English with the exception of the newcomers (newcomers indicates those who have been here for less than two years).
- ❖ For students who have been here for more than two years, it's important to challenge them (and their parents) to embrace the new culture they live in and improve their language.
- ❖ The Servant must communicate with all the servants for his/her class on all Sunday school activities, no individual decision should be taken as **all the servants are equal.**
- ❖ Sunday School Servant works closely with his/ her colleagues as well as the Sunday School Family Coordinator to affirm that the students at the classroom are taught, and understand the agreed-upon curriculum.



- ❖ Possess the ability to embrace innovation and creativity, through the encouragement of the students to participate in the classroom, as well as embrace them taking the lead when possible through teaching/ discussing a topic in the classroom
- ❖ Use the agreed-upon curriculum, with the understanding that on some occasions, we may cover topics outside of the curriculum, such as:
  - Church feasts or occasions
  - Topics that address this specific age group needs
- ❖ Obtain a detailed demographics list for all children in each class ( master template to be provided by Sunday School Service Coordinator)
- ❖ Take class attendance for children weekly, and keep documentation
- ❖ Perform visitation of children missing Sunday school and or with low attendance rate (Physical visitation, phone calls, text messages, etc.)
- ❖ Visitation of the sick children
- ❖ Communicate with children’s parents and newcomers as needed
- ❖ Work with the Family coordinator to organize activities and outings for the classroom, and or the family (at least once a year)
- ❖ Work with the family coordinator to organize activities offered by the Children in church celebrations
  - Elementary School: Feast of Nativity
  - Middle School: Feast of Resurrection
  - High School: Feast of Nayrouz
- ❖ Servants **must have 75% attendance** during the year, or about 3 Sundays out of 4 (except events that warrant a long leave of absence). It’s important to understand that teaching/ coordinating the topic for the assigned day will



not be enough, as it's important to build a relationship with the students, and help with the organization of the classroom, therefore consistent presence in the classroom is important.

- ❖ The Sunday school servant has to communicate any issues that he/she faces in the classroom to his/her colleagues, and if they are not able to find a solution, then they will need to escalate the issue as necessary.
- ❖ The Sunday school servants should be open to constructive criticism, as the end goal is to improve the education, and wellbeing of the students of our church.
- ❖ The Sunday school servant also has the right to constructively criticize the family coordinator and the service coordinator for the common good of God's children whom we are all serving.
- ❖ An end of year review will be held for servants and coordinators to ensure the constant improvements in the performance of those who serve.

### **Activities:**

According to the age group, each family is to plan trips and retreats for the kids throughout the year, at minimal two activities per year.

Activities may include

- Two spiritual days a year (example: Saturday at the church)
- One retreat a year (Middle and High School)
- A day at the park, Zoo trip, Bowling, Movie (If appropriate), Laser Tag, etc.



### **Hierarchy:**

Our church teaches us organization and Hierarchy structure. The entire Sunday school service team must work together as a unified team. Through the monthly family meeting, servants must work together and share the decisions made by the family. Family coordinators are the linkage between the family (unified voice) and the Sunday School Service coordinators. When a change is needed, the family coordinator will engage the general service coordinator in the decision, if needed the general service coordinator will engage the priest in the decision since the entire team must work under the guidance of the church priest.

### **Attendance:**

There are two meetings held monthly, one as general servants meeting and one as family-specific meeting (Elementary, Middle and High School Families). Servants are expected to attend these meetings regularly, frequent absence may lead to asking the servant to take a break to re-evaluate his/her seriousness in the service.

### **Prayers:**

We can't do much on our own, therefore all of us the servants need to keep the Sunday School Ministry in our prayers daily for Gods hand to work before our hands so the service might be fruitful for His Children.

**“And for their sakes, I sanctify Myself, that they also may be sanctified by the truth”  
(John 17:19)**



## **2019 – 2020 Church Coptic Year Celebrations & Activities**

- ❖ Nayrouz Celebration - Sunday, September 15<sup>th</sup> (by High School)
- ❖ Saints Day – Thursday, October 31<sup>st</sup> (All Servants)
- ❖ Retreats – Ignite for Middle School, Middle School is TBD
- ❖ Retreats – Ignite for High School, Middle School is TBD
- ❖ New Year’s Eve, Sunday School Program – Sunday, December 31<sup>st</sup> (College)
- ❖ Nativity Celebration – Sunday, January 12<sup>th</sup> Elementary School
- ❖ Resurrection Feast Celebration – Sunday, April 26<sup>th</sup> (Middle School)
- ❖ Mahragan El-Keraza (June – August) (All)
- ❖ Church Graduates Celebration, Banquet at the new church, June 6<sup>th</sup> (Tentative)
- ❖ Midwest High school Convention (July 2020) (HS)
- ❖ Mahragan Final Competition (Spiritual) at Troy, MI (August 2020)
- ❖ Mahragan Final Competition (Sports) at Cleveland, OH (September 2020)

**“Praise the Lord! Praise God in his sanctuary; praise him in his mighty heavens”**  
(Psalm 150:1)



## 2019 – 2020 Memorization Agenda

Grade	To memorize
<b>Pre School</b>	❖ Sign of the Cross (English, Coptic & Arabic) ❖ Glory be to the Father, The Son, and The Holy Spirit
<b>KG &amp; 1<sup>st</sup> Grade</b>	❖ Our Father ❖ We Exalt you ❖ Through the intercessions
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Grades</b>	❖ The Creed ❖ Holy God, Holy Mighty ❖ Thanksgiving Prayer ❖ Psalm 1
<b>4<sup>th</sup> &amp; 5<sup>th</sup> Grades</b>	❖ Psalm 50 ❖ Holy God ❖ Hail to you
<b>Middle School</b>	❖ Psalm 23 ❖ Have mercy on us O God ❖ Love (1 Corinthians 13) ❖ Psalm 23 (The Lord is my Shepherd)
<b>High School</b>	❖ Gospels of 3 <sup>rd</sup> & 6 <sup>th</sup> hour ❖ Tasbeha (attend Saturday night)

**“Your word I have hidden in my heart, that I might not sin against You”**  
(Psalm 119:11)





## 2019 – 2020 Servants Meeting Schedule

\* Some meetings will be adjusted/canceled according to church feasts/occasions.

Month	General Servants Meeting	Family Servants Meeting
Sept	9/1/2019	9/15/18
Sept - Oct	9/29/18	10/13/2019
Oct / Nov	10/27/2019	11/10/2019
Nov / Dec	11/24/2019	12/8/2019
Dec-Jan	12/22/2019	1/5/2020
Jan / Feb	1/19/2020	2/2/2020
Feb-Mar	2/16/2020	3/1/2020
Mar	3/15/2020	3/29/2020
Apr	4/12/2020	4/26/2020
May	5/10/2020	5/24/2020
June	6/7/2020	6/21/2020
July	7/5/2020	7/19/2020
Aug	8/2/2020	8/16/2020
Aug/Sept	8/30/2020	9/13/2020
Sept	9/27/2020	



## **Coptic Fasts & Feasts 2020 A.D. / 1736–1737 A.M.**

<b>Fast or Feast</b>	<b>Date</b>
<b>The Holy Nativity Feast</b>	January 7–8
<b>The Circumcision Feast</b>	January 15
<b>The Holy Epiphany</b>	January 20
<b>Feast of the Wedding of Cana of Galilee</b>	January 22
<b>Jonah's (Nineveh) Fast</b>	February 10–12
<b>Jonah's (Nineveh) Feast</b>	February 13
<b>Presentation of the Lord into the Temple</b>	February 16
<b>Holy Great Fast</b>	February 24 – April 10
<b>The Feast of the Cross</b>	March 19
<b>Annunciation Feast</b>	April 7
<b>Lazarus Saturday</b>	April 11
<b>The entry of our Lord into Jerusalem (Hosanna Sunday)</b>	April 12
<b>Holy Pascha</b>	April 13–15
<b>Covenant Thursday</b>	April 16
<b>Good Friday</b>	April 17
<b>Glorious Feast of the Resurrection</b>	April 19
<b>Thomas' Sunday</b>	April 26
<b>Martyrdom of St. Mark the Evangelist</b>	May 8
<b>The Holy Feast of Ascension</b>	May 28
<b>The entry of the Lord into Egypt</b>	June 1
<b>The Holy Pentecost Feast</b>	June 7
<b>The Apostles' Fast</b>	June 8 – July 11
<b>The Apostles' Feast (Martyrdom of St. Peter &amp; St. Paul)</b>	July 12
<b>St. Mary's Fast</b>	August 7–21
<b>Transfiguration Feast</b>	August 19
<b>Assumption of St. Mary's Body</b>	August 22
<b>The Nayrouz Feast (Coptic New Year)</b>	September 11
<b>The Feast of the Cross (Three days)</b>	September 27–29
<b>The Holy Nativity Fast</b>	November 25 – January 6