



Summary of Grade Shepherd Responsibilities

Before Club Day

- Pray for the children's hearts to be receptive and for God's love to be evident through you
- Write notes or make phone calls to the kids during the week and on special occasions
- Get a Quiet Seat prize for your grade (if your club gives prizes by grade)

Day of Club

- Arrive at least 30 minutes before club and sign in at the office, if possible.
- Get the Grade Box from the coordinator and put up grade sign.
- Find an area near your grade area where the kids can put their backpacks
- Lay out name tags and snacks in a semi-circle (if on floor) or on the table at each seat
- As your kids arrive, have them put down their backpacks and sit down.
- As they eat their snack do the following:
 - listen to memory verses, mark verse said on back of name tag and attach a sticker to the front of name tag.
 - If club participates, check their Wonder Devotional Books, marking the number of pages done that week (0-7) on the back of the name tag by the verse
 - spend time interacting with the kids and showing them love & attention
 - put prayer requests in the "Jesus Can"
 - encourage the kids to go to the restroom before club starts
- If a child does not have a name tag in the Grade Box, send the child to the Coordinator for a temporary one.
- If a child comes in with a permission slip, send them to the GNC coordinator for a temporary name tag.
- At the right time, walk your group over to the teaching area
- Sit with your group of children or near them in a chair and participate in all club activities.
 - Watch especially for any disruptive behavior in your group and give special attention to those children as discreetly as possible.
- At dismissal time, return with your kids to your grade's designated location.



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- Have them sit down, collect nametags, hand out treat bags, and give out the Quiet Seat Prize (if this is done for each grade).
- Dismiss walkers and after-school kids to get their backpacks and walk to the helpers who are supervising those groups.
- Line up the rest of your group and walk them to the pick-up location, if applicable. Thank the parent for letting the child come to GNC.
- Stay with your group until everyone is gone. **DO NOT DRIVE CHILDREN HOME WITHOUT WRITTEN PERMISSION FROM THE PARENTS!!**
- After your group is gone, return to club area to mark the "Attendance Sheet" by checking their name tags. Take down grade sign and give the sign and Grade Box to the coordinator.
- Give prayer request cards from the children and any from yourself to the Prayer Coordinator.

After Club

- Fill out "Missed You" postcard to absentee children. (optional)
- Try to call two children a week from you grade, building more of a relationship with them and their family.
- Pray for the children in your group by name. Ask God to use you in their lives.