

ST JOHN'S CATHEDRAL SUNDAY SCHOOL

Briefing Notes for Sunday School Guardians

REGISTRATION

1. All Sunday school students **MUST** be registered. They will be designated into groups.
2. Students will be given name tags. Students are **required** to wear the name tag during Sunday school.
3. Registration is confirmed after successful submission of the registration form via Cathedral's website.

SPECIAL CONCERNS

4. Please **provide** the Cathedral with any information on the student which you think is important for health / safety issues, or will assist us in helping the student to adapt into the Cathedral community. For example, if there have been any significant events, special family circumstances, or are there medical conditions such as asthmas, allergies etc. This information shall be kept confidential.

INCLEMENT WEATHER

5. Sunday School will be **closed** if the Hong Kong Observatory has issued the following:

Preschool / Primary FAITH / HOPE / LOVE / JOY / PEACE	Red / Black Rainstorm Warning OR if Strong Wind Signal No.3 or above, has been raised / notified to be raised
Junior Church / Discoverers	Red / Black Rainstorm Warning OR if No.8 Storm Signal or above, has been raised / notified to be raised

SUNDAY SCHOOL RULES

6. Please **sign in** before attending Sunday school.
7. Students are **requested** to stay in the same group for the whole Sunday school year (September to June). Students are **not** allowed to be paired up with older / younger siblings. They are to meet up at **8:55am** at the following areas:

Preschool: Faith Hope Love	Fanny Li Hall
Primary: Joy Peace	Harold Smyth Room <i>(may subject to change)</i>
Junior Church (JC)	Conference Room
Discoverers (DC)	Conference Room
Parents Sharing Group	Upper Room

Special announcements will be made during the Sunday school sessions and via email notification, for holiday closure or special events such as the Sunday school plays. Please read the emails accordingly for the alternative meeting or pick up points.

If you are **late** for any reason, please follow the direction of the Sunday school teachers to seat your student as soon as possible. Please also remain quiet during Sunday school as talking will disturb the session.

Some of the younger students do need a guiding hand when doing the arts and craft. Please **assist** your student and other students, whose guardian is not in attendance. The Sunday school teachers are always well prepared and try to ensure that there are sufficient arts and crafts for all attending students. In the very rare case where your student was unable to obtain the day's arts and craft, the Sunday school teachers will be more than happy to provide a set the following week.

We do encourage only **ONE** Parent/Guardian to stay with children < **5 years old**.

Please **pick up** the Preschool / Primary Sunday school student by **9.55am**. In the event a child is NOT picked up the child will be asked to wait for the guardian at the Cathedral office.

After the individual classes, the Sunday school will proceed to the front door of the Cathedral and walk up to the altar. If you receive **Holy Communion** in any Christian tradition you are welcome to receive it at the altar. If you and/or your student are not baptized, you both are welcome to receive a **blessing** at the altar; please **cross your arms on your chest** as this will assist our clergy in identifying that you want a blessing. Please teach this practice to your student(s) if they are to receive a blessing.

As a side note, the Cathedral will be holding **Baptism classes** sometime between February and April; details will be provided later on in the Sunday school year.

Once you have received Communion / Blessing, please **proceed** to the **High Altar** (as directed) until the end of the service.

- Please be reminded that students are **requested** to refrain from talking or running around during the service. There are microphones around the Cathedral, in particular the Choir Stalls, so any noise generated is greatly amplified throughout the Cathedral. Please remind your student accordingly.
 - The Cathedral is over nearly 180 years old. At the **High Altar** there is the **Archbishop's chair** and some lighted **candles**. It is vital to **prevent** your student(s) from sitting or touching the candles. They are fragile in nature and besides the potential safety hazards if they break, a part of the Cathedral's history will be lost. The Sunday school staff has been requested to issue friendly reminders and your cooperation would be greatly appreciated.
8. **NO** eating or drinking is allowed in the Sunday school.
 9. While the Sunday school aims to provide a safe and enjoyable environment, it is not liable for the students. From time to time students will move from one classroom to the designated individual classrooms amongst other alternate pick up points. In addition to special announcements during class time, email notices are also provided for special Sunday school arrangements. You are required to **listen to the announcements / read the emails** accordingly. Students require Guardian's assistance. Guardians are responsible for their students and must take all precautions necessary to safeguard your students.
 10. The Sunday school is run by a group of volunteers. If you can help in any way please tell the Sunday school teachers.
 11. Please pick up a **Sunday school T-shirt**. If your student has already picked up a T-shirt from the previous year and it still fits, please continue using the T-shirt.

CHILDREN'S MINISTRY WEBSITE + ELECTRONIC FORUMS

12. Children's Ministry Website: <http://www.stjohnscathedral.org.hk/Page.aspx?lang=1&id=259>
13. The Sunday school does have various electronic discussion and information forums. Parents are welcome to join the electronic forums (**Whatsapp**) but are reminded that it is a policy of the Cathedral NOT to spread messages of hate or fear.

SPECIAL EVENTS

14. The Sunday school is run by a group of volunteers and we do appreciate your **assistance** for some special events during the year.
15. We will hold various events throughout the year including Michaelmas Fair performance, Nativity Play etc. These events MUST be **pre-registered** and you will need to commit some time. Please do not sign up if you cannot meet the required commitment.
16. After Sunday school we also have the **Children's Choir** practice (10.30am - 11.30am) at the Fanny Li Hall under the Music Ministry. <https://www.stjohnscathedral.org.hk/Page.aspx?lang=1&id=87>