

NOTICE OF INTENT TO TEACH
Prospective Teachers ♦ Fall '10

Our teachers are the key to a successful program and we are grateful for their service. This form is simply a way for those interested in teaching at HCEC to notify administration of their intent.

Please note the following important dates and steps in completing the application and interview process:

Steps of the process: Application Deadline for new teachers is Wednesday, **April 7th**.

1. Complete this Notice of Intent to Teach and return to HCEC Guest Services.
2. Review and complete the following required paperwork: This is found in the **Prospective Teacher Packet** available at Guest Services. You may also download a copy from our website at www.hche.org.
 - Teacher Information – Review & Keep
 - Ministry Application – Complete & Return, including 2 letters of reference, attention: Carol Beal
 - Class Information – (Complete for the interview) – Please bring one set of Class Information forms for each class you wish to offer (even if offering the same class for different grade levels) to your scheduled interview.
3. The Interview: Once the completed Ministry Application has been reviewed, you will be contacted for an interview. Please be sure to bring your Class Information paperwork to your scheduled interview.

Fall semester required meeting dates for Teachers:

- July 11th (Sunday):** New Leader Certification 9:00 am – 10:30 am at New Life Church's World Prayer Center. **This is a compulsory training meeting for all New Teachers.** *Our Enrichment Program is set up under New Life's Small Group Ministry structure; therefore, all teachers must be small group leaders and have a Coach be responsible for their class (small group). Spouses are also invited to attend. Childcare is provided.*
- August 17th (Tuesday):** HCEC Leadership Training: 6:00 – 9:00 pm at New Life
- August 19th (Thursday):** Student Orientation 10:00 am – 12:00 pm.
- August 24th – August 25th (Tuesdays & Wednesdays):** classes in session (Every Tues. and Wed.; except for Sept. 7th – 8th, 2010)
- September 14th (Tuesday):** Teacher Meeting 6:30-8:00 pm at New Life Church.
- October 12th (Tuesday):** Teacher Meeting 6:30-8:00 pm at New Life Church.
(Keep this portion)

(Return this portion to Guest Services as soon as possible.)

Please complete the following:

Name _____ Phone _____ Email _____

Do the required meeting dates fit your schedule and can you commit to these dates? Yes ____ No ____
If not, you may consider waiting until your schedule will allow for this commitment.

- I would like to talk with someone before starting the interview process.
- I have read the prospective teacher packet, completed the ministry application, and would like to schedule an interview.
- I have already turned-in all the required paperwork and an interview has been scheduled.
Interview time: _____

Which church do you attend? _____

Will you need a registration appointment for your own children to take classes? Yes ____ No ____

Class you wish to teach **Age Group (Grade)** **Day Preference** **Time Preference**
(Tues., Wed. or both)

Route to: Class Director at HCEC Guest Services