

PREFACE

The Christian Education Team of the Indiana-Kentucky Synod (C. E. Team) has created this portfolio of documents that can be used by anyone involved in Christian education.

The material in this portfolio comes from a variety of sources, none of which are copyrighted; therefore, you can freely adapt, copy, distribute and use any or all of it. The C. E. Team hopes that you will do just that!

Note that the last page is a request form (Classrooms Alive!). Use it to contact the C. E. Team for further assistance—we would be delighted to offer any help we can.

Visit the Synod Web site, www.iksynod.org, and select Christian Education for more information.

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LETTER TO CAREGIVERS OF SUNDAY SCHOOL CHILDREN

Dear Parents/Guardians/Caregivers,

God's blessings to you and your family! The Christian Education Ministry Team is looking forward to the 2007-2008 school year. We are working hard to make the best possible Sunday School experience available to your child at *(name)* Lutheran Church. Our philosophy for Christian education is called the "Triangle of Faith Formation." At the corners of the triangle are the child, the family, and the Sunday School teacher. Each one has a responsibility in ensuring that the child learns the teachings of the Bible. When one corner or angle is missing, faith formation is limited.

When the family is involved, the learning experience of the child will be enhanced. The expectations for you as caregivers are to:

1. Bring your child to Sunday School or make sure that the child attends.
2. Set the example for your child by attending adult Bible study.
3. Discuss the lesson with your child. Show an interest in what your child is learning.
4. Help your child understand the concepts.
5. Help your child understand the application of the Bible lesson to parents, siblings, extended family, friends, and the community.
6. Pray with your child.
7. Did we mention that you should make sure that your child attends Sunday School?
8. Oh yes, did we mention that you should also set the example by attending adult Bible study yourself? This will increase your own personal knowledge of the Bible and your confidence for discussing the Bible lesson with your child.

Your Christian Education Ministry Team is working hard to create a quality Sunday School experience for your child. We are responsible for providing the very best learning experience and environment for your child to grow in the grace and knowledge of our Triune God. We have selected Sunday School materials which are consistent with achieving age-based objectives. The attached expectations (*see pages 13-15*) are the cornerstone of our Sunday School program. They were developed to define what children entering catechism classes should know. Most importantly, we have a dedicated and talented group of teachers for leading your child's learning experience. Please help and encourage them whenever possible.

One of our objectives is to establish a safe environment in which your child can learn about God and the teachings of Jesus. As a result, we have established a "Safety and Security Policy" for our Christian Education Staff. A copy is available for you if you want to read it. In case of emergency, an air horn will sound and specific instructions will be provided. Generally, in the case of a fire, the building will be evacuated, and in the case of a severe storm or tornado, the children will seek refuge in the rest rooms.

Specific instructions, unique for each classroom, will be posted in each classroom. In case of emergency, your child's teacher will contact you by telephone with instructions on picking up your child, and your child will be in our care until you personally arrive.

The Christian Education Ministry Team is dedicated to providing opportunities for your child to grow spiritually and build a close relationship with Jesus. Let us work together to enable this to happen.

Yours in Christ,

The Christian Education Ministry Team and
The Education Staff

SUNDAY MORNING EDUCATION
TEACHER EXPECTATIONS

1. **Prepare your lessons before you come into church on Sunday.** Do it during the first part of the week before if not earlier. That way if you need anything from the Superintendent, Assistant Superintendent, or Director of Christian Education (DCE), you will have a chance to get it before Sunday. Also do a quick review of your unit as soon as you get it so that any special supplies can be gotten for you well in advance.
2. Keep track of your supplies and let the Superintendent, Assistant Superintendent, or DCE know at least a couple of weeks before you might run out of some type of supply.
3. Know where all of your students are at all times.
4. Know where to go in case of emergency.
5. Keep track of attendance for your class.
6. Make class fun for your students but more importantly make it informative for the students. This may be ALL the CHRISTIAN EDUCATION they receive for the entire week. Make sure that they have something to take with them to help them through the week. Develop a positive, personal relationship with your students.
7. Send out (or make sure that they are sent out) the following types of cards: Birthday, Get Well, We Missed You, Thank You for Coming (Welcome), etc.
8. Let the Superintendent, Assistant Superintendent, and DCE know when you have a visitor so that a follow up can occur (not just the card). We are called to make disciples so evangelism is what we do. Encourage your students to bring their friends to worship services and Sunday School.
9. Get ALL information for ALL your students on registration forms. Give all new forms to the Superintendent each week.
10. Make at least one phone call to each of your students each semester to check in and see how they are doing. This will help to build the relationship with the students and the families.
11. Help with the Christmas Program in whatever ways you can.
12. For Nursery through 3rd - 4th grades, wait for your students to be picked up by a caregiver before leaving your classroom for the day. Make sure you know who is picking up the child.

13. Care about your students; let them share what is going on in their lives; but do not let them monopolize the time with problems. If they are having major problems, please contact the Pastor or the DCE and let him/her talk with them one-on-one.
14. Look at the age expectations and put some of them into your lesson each week. Think of fun ways to test them on what they know about the expected Christian Knowledge Objectives (see page 13 and following).
15. Talk to students about how to share their faith with friends. Role play conversations to encourage them to watch for opportunities.
16. MAKE IT FUN. THINK OUT OF THE BOX. BUILD RELATIONSHIPS. MAKE DISCIPLES.

CHRISTIAN EDUCATION IS A LIFELONG ENDEAVOR!!!!!!!!!!!!!!

SUGGESTIONS ON DISCIPLINE IN THE CLASSROOM (Managing the Classroom Environment)

Kids are really different these days because:

- Family structure – many single parent households
- Social skills – many children are lacking these skills
- Social isolationism – most time spent in front of TV or computers
- Conflict resolution – children do not play out in the neighborhoods
- Sex – the sexual revolution is everywhere and sometimes shocking
- Violence – is graphically portrayed in the media

You may be one of the few adults a child comes in contact with today.

What is normal?

- Normal is how you were raised
- Normal will get children into trouble
- Normal is mistaking volume for power
- Children think normal is what they see on TV and in movies

Evidence indicates that as the overall climate of a classroom improves, discipline problems decrease!

Are you Mean or Nice? What makes kids think a teacher is mean or nice?

Nice: positive interactions

- “Good morning”
- Call kids by their names
- Compliments
- Letting them do what ever they want to do

Mean: negative interactions

- Corrective action
- Enforcing the rules of conduct

By this definition, good teachers are sometimes mean and not always nice!

Are you Positive or Negative?

Positive:

- Smiles easily
- Willing to change ideas, dress, behavior when appropriate
- Able to see another person’s point of view

Negative:

- Rarely smiles
- Unwilling to change
- Unable to see another person’s point of view
- Complains about nearly everything

- Almost never complains
- Accepts responsibility for mistakes
- Seldom criticizes others
- Considers what is helpful or good for others
- Respects the ideas & opinions of others
- Never makes excuses
- Consistent
- Very critical of others
- Thinks only of self, “What’s in it for me?”
- Tries to force ideas & opinions on others
- Often makes excuses
- Has few interests
- Moody

How would kids describe you?

- This teacher listened & didn’t immediately tell me I was wrong.
- This teacher seemed to understand how I felt.
- He/she always respected me.
- This teacher always took time to talk to me.
- I could disagree with this teacher without he/she blowing up.
- I felt safe around this teacher.
- This teacher always made me feel good.
- This teacher is always too busy to listen.
- Nothing I did was good enough for this teacher.
- This teacher is so unpredictable. You never know from one day to the next what to expect.
- This teacher was sarcastic.
- This teacher embarrassed me in front of the other kids.

What consistently works?

Encouragement & Praise

- Praise is positive and global (little)
- Encouragement is positive and specific (bigger)
- Praise: “Good Job!”
- Encouragement: “Waiting your turn to speak has really improved.”
- Praise: “You are really doing well.”
- Encouragement: “Thanks for helping the new girl find that in the Bible.”

(More) Encouragement

- Focuses on an individual’s effort, improvement & strengths
- Searches for & accentuates the positive
- Aims at helping another person develop self-acceptance & feeling of self-worth
- Is seen as the most important aspect of any corrective effort

Praise publicly – criticize privately!

Are you an Encourager or Discourager?

Encourager

- Effective listener
- Focuses on positives
- Accepting
- Uses humor, hope
- Recognizes effort and improvement
- Interested in feelings

Discourager

- Ineffective listener
- Focuses on negatives
- Threatening
- Sarcasm breeds sarcasm
- Disinterested in feelings
- Recognizes only well-done tasks

Kids are boundary testers – Adults are boundary enforcers!

Rules in the classroom:

- Safety
- Responsibility
- Rights of Others

Have the students come up with a list of rules.

Expectations/Rules

Activity: Write down the four (4) most important rules you enforce in your classroom. Do they cover safety, responsibility, and the rights of others?

Sample Expectations:

SAFETY

Stay seated
No running

RESPONSIBILITY

No eating or drinking
Inside voices

RIGHTS OF OTHERS

Keep hands/feet to yourself
No fighting
No bad words

What NEVER works? PUNISHMENT!

- Emotional reaction
- No generalization
- No teaching

Punishment

- Is adult oriented
- Requires judgment
- Imposes power
- Arouses anger & resentment
- Invites more conflict

Consequences

- Are student oriented
- Are objective
- Involve choices
- Focus on behavior, not the person
- Are easier to accept

The Student's Choice

- "I won't make you sit down and lower your voice. However, you're going to have to make a choice. You can sit down and lower your voice or be sent to sit with your parents in the sanctuary." (Allow the student time and space to make the choice.)
- If the student refuses to choose, say, "It looks like you have made your choice." (Then carry out the consequence.)

Consequences should be:

- As immediate as possible
- Something students don't like – boring
- Mild as possible to cause behavior change
- Related to the misbehavior, if possible
- Minimal & progressive

Consequence Ideas

- Verbal reprimand
- Last one out of the classroom
- Last one in the classroom
- No rewards
- Change seat temporarily
- Assigned seat permanently
- Sit next to the teacher
- Student/caregiver conference
- "Time Out"
- Note/phone call/email to caregiver
- Written student feedback
- Send student to Sunday School Superintendent
- Conference with caregivers and Superintendent
- Return student to caregiver (if in church)

Reward Ideas

- Verbal recognition
- Notes of recognition
- Coupons
- Student Honor Roll
- Most improved award
- First out of the classroom
- Stickers & stamps
- Help the teacher clean-up & arrange
- Note/phone call/email to caregiver
- Food or drink (be aware of dietary restrictions)
- Go to students' school functions

Activity: Take time to write down all the consequences and rewards you use in the classroom.

If you write notes to caregivers, please use good spelling and grammar.

Students watch every move and thing you do or wear; be a good example of appropriate actions. Even though you are not having a good day, put on a happy face...it is contagious!

Many of these ideas and suggestions are from Dr. Nancy Blackwelder, a veteran teacher, coach, and administrator in the Florida school system.

SAFETY AND SECURITY GUIDELINES

(These are guidelines. Once your congregation has revised these to match your needs and had them approved by your congregational council, they become policy.)

The Christian Education Ministry Team seeks to provide the following:

- A safe environment for all children involved in any church sponsored program or activity
- Comfortable working conditions for all employees and volunteers working with children

The Christian Education Ministry Team affirms:

- That all children be treated with courtesy, respect, and Christian love while attending the programs and activities of *(name)* Lutheran Church
- That the activities and programs of the *(name)* Lutheran Church be conducted in a safe and secure environment and the children be properly supervised while participating in these activities and programs
- That *(name)* Lutheran Church employees and volunteers who work with children receive appropriate training to properly supervise and conduct the activities and programs and to respond to and report dangerous or inappropriate situations
- That *(name)* Lutheran Church employees and volunteers work in safe and comfortable conditions

INTRODUCTION

Your main job as a teacher during the Sunday morning education hour is to teach children about God, but along with that privilege comes the responsibility to keep them as safe as possible while they are in your care. The following four areas are ones for which we all should plan just in case of unforeseen events. These few lines cannot deal extensively with each problem so consider these statements as a starting point.

HEALTH AND FIRST AID

- **Sick-Child Policy**

Common sense must prevail here. In time, we will draw up guidelines regarding attendance by children who may be ill. The policies will be distributed before a problem occurs which will make it easier to deny admittance to a child who may be contagious. Caregivers will appreciate the protection and be more willing to cooperate when their own child is sick. Please promote thorough hand washing among children, teachers and staff to help decrease the spreading of germs.

- **CPR and First Aid**

Many people are already trained in CPR, and hopefully in an emergency, a trained person would be available. It would be desirable for all teachers and interested adults to be trained in CPR. We can arrange this training with the local Red Cross Chapter or the American Heart Association if it is deemed necessary. Well-stocked first aid kits are maintained in the church office and the nursery; smaller first aid kits are located in each classroom.

- **AIDS Awareness**

Treat every body fluid incident as though HIV or AIDS were involved. If a child is bleeding, is vomiting, or has diarrhea, immediately separate him or her from the other children. Surgical gloves will be in each classroom to be worn by teachers when changing a diaper, cleaning up vomit, cleaning a wound, or attending a child who is bleeding for any reason.

SECURITY

In this day and age, it is important to know that the authorized person is picking up a child. We are small enough that this is not a problem because the teachers know all the children and their caregivers. For security and safety reasons, keep all elementary school-age children in the classroom until their caregivers pick them up. When guests are present, make a point of knowing who their caregivers are and who will be picking them up. The use of nametags may be helpful.

Have a way of identifying caregivers when they come to pick up their children. Most of the time you will know them by sight, but substitute teachers may not be as familiar with the caregivers. Teachers should not be embarrassed to ask someone for an ID. Remember, you are simply protecting that child.

If you do observe a stranger or someone acting suspiciously, do not be inhibited to ask their business. In many cases, a simple "May I help you?" will deter a person with improper intentions.

ABUSE PREVENTION

- **Two Adult Policy**

At (*name*) Lutheran Church, we try to adhere to a two adult policy. This policy simply states that two adults will be in a room with the children at all times. Because of the limited number of personnel available, this is difficult to achieve sometimes, especially when a child needs to use the restroom, but we must do the best we can. This rule protects both the children and the teachers. If a child ever makes an unfounded accusation, the teacher has a witness of his or her

actions. Related to this is that an adult should never be alone with a child without written permission from the parent or guardian.

SAFETY

- **Fire and Storm Plans**

Everyone will be notified in the case of an emergency. Follow instructions and use your common sense for keeping the children safe until the emergency is over. Generally, in the case of a fire, exit the building in an orderly fashion, and in the case of a storm or tornado, go to an appropriate place.

(Insert information particular to your church building. Include which exit each room should use and where to assemble outside.) Specific instructions are posted in each room.

In the case of a tornado or a severe storm, the safest location in the church is in the restrooms. They have no windows and are in a structurally sound part of the building. *(Insert information particular to your church building. Include which restrooms each classroom should use.)* Please use your God-given common sense. Again specific instructions are posted in each room.

- **Inform Caregivers**

Perhaps your biggest problem in an actual emergency will be the caregivers who are trying to retrieve their children. Inform them of your procedures so they will know exactly where to get their children should there be a loss of electricity, a fire, or a storm.

- **Emergency Procedures**

Make sure all of the teachers and substitutes know what to do in an emergency situation. Do all know where the nearest phone is or have a cell phone in case they need to call 911? Have you implemented a way to contact caregivers in an emergency? The last thing you need during an emergency is panic. The best way to prevent panic is to be prepared.

AGE-BASED CHRISTIAN KNOWLEDGE OBJECTIVES

I = Introduce: topic first introduced to student

A = Awareness: student has test competency of topic

E = Expert: student can explain topic to friends

EXPECTATIONS	PRE-K & KINDER.	1 & 2 GRADE	3 & 4 GRADE	5 & 6 GRADE	7 & 8 GRADE
1. Creation	I	A	A	E	E
2. The Fall: Adam & Eve, why? Curse and Blessing	I	A	A	E	E
3. The Patriarchs: Abraham, Isaac, Jacob, Noah	I	A	A	E	E
4a. The Captivity in Egypt	I	A	A	E	E
b. The Redemption (Moses and Joshua)	I	A	A	E	E
c. Wandering for 40 years in the Sinai wilderness	I	A	A	E	E
d. The Ten Commandments	I	A	A	E	E
e. Destination Canaan	I	A	A	E	E
5. The Great Kings: Saul, David, Solomon	I	A	A	E	E
6. The Period of the Prophets: Isaiah, Jeremiah, Ezekiel	I	A	A	E	E
7. Using the Psalms for personal devotions: 23 rd Psalm			I	A	E

EXPECTATIONS	PRE-K & KINDER.	1 & 2 GRADE	3 & 4 GRADE	-	7 & 8 GRADE
8a. O.T. Places and Terminology	I	A	A	A	E
b. Sin	I	A	A	E	E
c. Repentance	I	A	A	E	E
d. Sacrifice			I	A	E
e. Redemption			I	A	E
f. Loving kindness	I	A	A	E	E
g. Covenant			I	A	E
h. Holiness			I	A	E
9a. Why God sent Jesus		I	A	E	E
b. Jesus' birth	I	A	E	E	E
10a. When Jesus began His ministry			I	A/E	E
b. Good Sower parable			I	A	E
c. Good Samaritan parable	I	A	E	E	E
d. Prodigal Son parable		IA	A	A	E
e. Parable of the Lost Sheep	I		E	E	E
f. Other parables				I/A	A/E
11. N.T. Terminology					
a. Baptism	I	A	A	A/E	E
b. Crucifixion and Resurrection	I	A	A	A/E	E
c. Apostle			I	A	E
d. Holy Spirit			I	A	E
e. Miracle		I	A	E	E
f. Gospels			I	A	E
g. Disciple			I	A	E
h. Holy Trinity			I	I	A/E
i. "The Lord"					A
j. Second Coming			I	I/A	A/E
k. Epistle				I	A
l. Righteousness, Redemption, Sanctification, Sacrifice				I	A
m. Covenant	I	I	A	A	E

EXPECTATIONS	PRE-K & KINDER.	1 & 2 GRADE	3 & 4 GRADE	5 & 6 GRADE	7 & 8 GRADE
12a. Eternal Life	(Heaven) I	I	A	E	E
b. Eternal Death			(Hell) I	A	E
c. Purpose of their lives					I
d. Nature of God	I	I	I	A	A/E
e. Power of prayer	I	I	A	A/E	E
f. Purpose of the Church					I
13. Memorize					
a. Great Commission				I	A
b. Lord's Prayer	I	A	A	E	E
c. Apostle's Creed		I	I	A	A/E
14. New Testament Books.			I	A	E
15a. Share their faith	I	I	A	A	A
b. Apply Bible lessons to their daily life		I	A	A	A

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WHAT PRESCHOOLERS SHOULD BE TAUGHT ABOUT.....

The Bible

- Book that tells us about God
- Written by a lot of people—God told them what to write

God

- Made everything including us
- Made each of us different and we are special to Him
- Never sins (does nothing wrong)
- Loves us
- Takes care of us
- Is always with us

Jesus

- Is God's Son; God sent His Son to die for our sins
- Never sins (does nothing wrong)
- Lived here on earth, helped people, and taught us how we should live
- Christmas and Easter stories

Sin

- When we do things we shouldn't do; God loves us but doesn't like it when we do things we shouldn't do
- Because God loves us is the reason why Jesus died on the cross; we can be forgiven
- We need to tell Jesus (God) we are sorry and to ask for help to do what we should do

Prayer

- We talk to God:
 - Giving Him thanks for what He does for us
 - Asking Him to help us be good
 - Asking Him to help us and others feel better when we are sick
 - Asking Him to help our family and friends when they need help
 - Asking Him to forgive us when we do things wrong
 - Listening for an answer
- Special times to pray are before eating and before bed

Church

- One place we go to learn about God and sing songs and pray to Him
- Teach children the name of the church and the names of the staff
- Teach proper behavior in worship—when to be silent, stand, sit, pray, etc.
- Teach how to help keep the church clean
- Encourage regular Sunday School and worship attendance

Missions

- Reaching out and helping others at church, in the family and in the community
- Some ideas
 - Make cards or simple gifts for shut-ins, people in nursing homes, people who are sick, family members, etc.
 - Sing and do special programs at nursing homes at Christmas and other occasions

Relationships and Behavior

- How we treat other people
 - Be kind, say thank you and please
 - Obey parents, teachers, and others in authority
- Teach how to take care of all God's creations
 - Take care of animals and plants
 - Don't litter and don't be wasteful (use proper containers)
- Encourage parents to have family devotion time
 - Read a verse or story from the Bible and talk about who said the verse or who are the people in the story.

WHAT GRADES 1 & 2 SHOULD BE TAUGHT ABOUT.....

The Bible

- Book that tells us about God
- Written by a lot of people—God told them what to write
- Even though written by many people over many years, there is one continuous theme and story
- Start to learn the structure of the Bible: books, chapters and verses
 - Old Testament—events before Jesus was born
 - New Testament—events after Jesus was born
 - Start looking things up in the Bible
- The Bible stories we share come from the Bible directly—let them look them up
- Memorize simple verses—what they mean and how they can be applied to their lives
- If the student has a Bible, encourage bringing it to class

God

- Made everything including us
- Made each of us unique individuals and we are special to Him
- Is righteous (never sins)
- Loves us but He is sad when we sin; this separates us from having the type of relationship with Him that He wants
- Protects us and provides for our needs
- Is always with us; knows what we are doing and even what we are thinking at all times

Jesus

- Is God's Son; God sent His Son to die for our sins
- Loved us so much that He died on the cross to take the punishment for our sins
- We are part of the family of God and someday we will go to heaven to be with Jesus forever
- Christmas and Easter stories

Sin

- Examples of sin in our lives and how this prevents us from being like Jesus
- Causes us to have a broken relationship with God

Prayer

- We talk to God each day:
 - Thanking Him for what He does for us
 - Sharing our concerns
 - Asking help for others
 - Asking for forgiveness
 - Listening for answers
- Special times to pray are first thing in the morning, before eating and before bed
- Have a short prayer time in class asking if anyone has a prayer request and encourage the student to give a short one sentence prayer

Church

- One place we go to learn about God and to worship, thanking Him for what He does for us
- Teach children the name of the church and the names of the staff as well as a brief description of their responsibilities
- Reinforce proper behavior in church
- Simple introduction to Lutheran background, baptism and communion
- Encourage regular Sunday School and worship attendance

Missions

- Reaching out and helping others at church, in the family and in the community
- Encourage them to be helpful at home, keep the church neat, etc.
- Some ideas
 - Make cards or simple gifts for shut-ins, people in nursing homes, people who are sick, family members, etc.
 - Sing and do special programs at nursing homes at Christmas and other occasions
 - Help collect and sort food and clothing for the needy
 - Set and clear tables at a dinner or soup kitchen

Relationships and Behavior

- How we treat other people
 - Be kind, say thank you and please; be a good example of Jesus' follower
 - Obey parents, teachers, others in authority
- Teach how to take care of all God's creations
 - Take care of animals and plants
 - Don't litter and don't be wasteful (use proper containers)
- Encourage parents to have family devotion time
 - Read a Bible story from the Old or New Testament and talk about where in today's world this story occurred.

WHAT GRADES 3 & 4 SHOULD BE TAUGHT ABOUT.....

The Bible

- Use BRIEF OVERVIEW OF THE BIBLE (pages 29-30) to learn the structure and content of the Bible
- If the student has a Bible, encourage bringing it to class
- Use the Bible in class, encourage reading on a regular basis at home and during family devotions
- Start explaining some of the terms in the matrix (pages 13-15): sacrifice, repentance, disciple
- Memorize Bible verses from Sunday School lessons—what they mean and how they can be applied to their lives

God—Understand various attributes of God

- Creator
- Protector
- Loves us
- Righteous
- ALL-knowing
- ALL-powerful
- ALWAYS present
- Eternal—ALWAYS was, is and will be

Jesus

- Salvation: loved us so much that He died on the cross to take the punishment for our sins
- Not an ordinary man (the Son of God) —taught with authority, healed people, did miracles, died and rose again
- Introduce the concept of the Holy Spirit: Jesus said He would send a helper/comforter
- Christmas and Easter stories—more detail

Sin

- We all sin and fall short of the glory of God
- It is sin that separates us from God. In sin, we have no relationship with God.

Prayer

- Pray on a regular basis with family and alone
- Learn the Lord's Prayer—what it means and how to apply it to their lives
- Have a short prayer time in class asking if anyone has a prayer request and encourage the student to give a short one sentence prayer

Church

- Teach children the name of the church and the names of the staff as well as their responsibilities
- Start telling about various teams and committees and responsibilities
- Reinforce proper behavior in and care of the church
- More Lutheran background, baptism and communion
- Encourage regular Sunday School and worship attendance

Missions

- Reaching out and helping others at church, in our family and in the community
- Reinforce being helpful at home, keeping the church neat, etc.
- Some ideas
 - Sing and do special programs at nursing homes at Christmas and other occasions
 - Help collect and sort food and clothing for the needy
 - Serve meals at a dinner or soup kitchen
 - Offer to help whenever a need arises

Relationships and Behavior

- How we treat other people
 - Be kind, say thank you and please; be a good example of Jesus' follower
 - Obey parents, teachers, others in authority
- Remind of the importance of caring for God's creation—people, pets, plants, etc.
- Encourage family devotion time
 - Read a verse or story from the Bible. Talk about one aspect of the reading (what caught your attention or what seemed unusual or interesting). Close with a prayer thanking God for the opportunity to talk about His Word.
 - Use family devotionals like *Davey and Goliath* or *Christ in Our Home* from Augsburg Fortress

WHAT GRADES 5, 6, 7 & 8 SHOULD BE TAUGHT ABOUT.....

The Bible

- Use BRIEF OVERVIEW OF THE BIBLE (pages 29-30) and introduce Divisions
- If the student has a Bible, encourage bringing it to class
- Learn The Apostle's Creed and Psalm 23--and what they mean
- Continue explaining the terms in the matrix (pages 13-15): sacrifice, repentance, disciple, etc.
- Memorize Bible verses from Sunday School lessons—what they mean and how they can be applied to their lives

God

- Understand various attributes of God
 - Creator
 - Protector
 - Loves us
 - Righteous
 - ALL-knowing
 - ALL-powerful
 - ALWAYS present
 - Eternal—ALWAYS was, is and will be
 - Zeal for the poor and helpless
 - Compassion
 - Patience in dealing with those deserving of punishment
 - Just judge
- Other names for God such as Jehovah, Father, Yahweh, the Almighty
- Introduce concept of Trinity—God's divine nature—Father, Son and Holy Spirit

Jesus

- Died for our sins, rose from the dead, ascended back to the Father and is preparing a place for believers to spend eternity with Him
- Demonstrated what God is really like through His words and actions
- Not an ordinary man (the Son of God) —born of a virgin, taught with authority, healed people, did miracles, died and rose again
- Understand salvation and how to tell others
- Explain witnessing and practice in class
- Introduce other names for Jesus such as Good Shepherd, Son of God, Son of Man, Sacrificial Lamb, Savior, the Branch, Christ

Holy Spirit

- In the Old Testament, the Holy Spirit came into people to help them perform certain tasks
- In the New Testament, the Holy Spirit came to reside in people's hearts forever when they were baptized
 - Came at Pentecost to Jesus' disciples
 - Same thing for us today

- Holy Spirit converts the sinners, lives in the hearts of believers, guides, comforts, encourages, helps to understand the Bible, and empowers to serve
- Introduce other names for the Holy Spirit such as Helper, Comforter, Counselor

Sin

- We all sin and fall short of the glory of God
- It is sin that separates us from God. In sin, we have no relationship with God
- Explain the role of repentance, and the forgiveness and salvation that God promises through Jesus Christ

Prayer

- Pray on a regular basis with family and alone
- Have a short prayer time in class asking if anyone has a prayer request and encourage the student to give a short one sentence prayer

Church

- Teach children the name of the church and the names of the staff as well as their responsibilities
- Explain various teams and committees and responsibilities
- Explain how they can get involved helping around the church and giving an offering (explain what this is used for)
- More Lutheran background, baptism and communion
- Encourage regular Sunday School, youth group and worship attendance

Missions

- Reaching out and helping others at church, in the family and in the community
- Whenever you see a need and you can help in some way, do so!
- Some ideas
 - Help collect and sort food and clothing for the needy
 - Prepare and serve meals at a dinner or soup kitchen
 - Help in VBS
 - Go on mission trips/activities
 - Do leaf raking or window washing for shut-ins or elderly

Relationships and Behavior

- How we treat other people
 - Be kind, say thank you and please
 - Obey parents, teachers, others in authority
 - Constantly be a good example of Jesus' follower
- Remind of the importance of caring for God's creation—people, pets, plants, etc.
- Encourage family devotion time
 - Read selected verses from the Bible. Discuss the impact of a word or two in the verses. Close with prayers from each family member
 - Use family devotion booklets like *Christ in Our Home* from Augsburg Fortress

WHAT GRADES 9, 10, 11 & 12 SHOULD BE TAUGHT ABOUT.....

During the high school years, teachers should remind students of the importance of regular, continuing attendance at church and Sunday School. Even though they have been confirmed, they will continue to grow spiritually and need to prepare for going out on their own.

The Bible

- Teach various types of Bible study—individual, small group, in worship, study Bibles, online
- Encourage continuing reading/study on their own or in small groups
- Encourage them to bring their Bible to Sunday School each week

God

- Understand various attributes of God
- Know and understand other names for God
- Students AND teachers share how they feel they have grown in their spiritual walk

Jesus

- Understand Jesus' life and purpose here on earth
- Review witnessing and practice in class
- Review other names for Jesus such as Good Shepherd, Son of God, Son of Man, Sacrificial Lamb, Savior, the Branch

Holy Spirit

- Holy Spirit converts the sinners, lives in the hearts of believers, guides, comforts, encourages, helps to understand the Bible, and empowers to serve
- Review other names for the Holy Spirit
- Remind them that if they are believers they have the Holy Spirit living in them and should produce good “fruits”—joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control

Sin

- We all sin and fall short of the glory of God
 - Peer pressure gets stronger
 - Not as much guidance
 - As followers of Jesus, think about what we do and say
- It is sin that separates us from God. In sin, we have no relationship with God
- Explain the role of repentance, and the forgiveness and salvation that God promises through Jesus Christ

Prayer

- Pray on a regular basis with family and alone
- Take prayer requests in class and give students an opportunity to pray in class

Church

- Review responsibilities of staff and various teams and committees
- Encourage involvement in the church—assisting with services, nursery, grounds maintenance, music ministry, etc.—and tithing
- Review Lutheran background
- Encourage regular Sunday School, youth group and worship attendance

Missions

- Reaching out and helping others at church, in our family and in the community
- Whenever you see a need and you can help in some way, do so!
- Some ideas
 - Help in VBS
 - Go on mission trips/activities
 - Do leaf raking, window washing or errand running for shut-ins or elderly
 - Childcare

Relationships and Behavior

- People and God are watching all the time; constantly be a good example of Jesus' follower
- Ask: would Jesus be happy with your thoughts, words and deeds?
- Remind of the importance of caring for God's creation—people, pets, plants, etc.
- Encourage family devotion time
 - Read a selection from the Bible. Identify the author and general information about the purpose of the selected reading. Then apply this to contemporary culture. Close with prayers that seek to keep us in the faith as we live in today's culture
 - Use family devotion booklets like *Christ in Our Home* or *Word in Season* from Augsburg Fortress

**KNOWLEDGE EXPECTATIONS OF STUDENTS ENTERING
CATECHISM CLASS**

1. Creation: Order of creation and why God made it. Who were the characters?
2. The Fall: What happened to Adam and Eve, and why. What were the curse and the blessing?
3. The Patriarchs (Abraham, Isaac, Jacob, and Noah): Who were they and what did they do?
4. The Captivity in Egypt and the redemption (Moses, Joshua): Where were the Israelites wandering and how long? Where were they going? The Ten Commandments, including the Golden Calf.
5. The Great Kings (Saul, David, Solomon): For what are they remembered, and what happened to them?
6. The period of the prophets (Isaiah, Jeremiah, and Ezekiel): What did each prophet address, and what were the results?
7. Using the Psalms as personal devotions. Memorize the 23rd Psalm.
8. Basic Old Testament places and terminology: sacrifice, sin, repentance, redemption, loving kindness, covenant, and holiness.
9. Why did God send Jesus? Be able to retell the events of Jesus' birth.
10. When did Jesus' ministry begin? What was John the Baptist's role? Relate the major parables: The Good Sower, The Good Samaritan, The Prodigal Son, The Lost Sheep
11. Know basic New Testament terminology: righteousness, redemption, baptism, sanctification, covenant, Second Coming, crucifixion and resurrection, Holy Trinity, Holy Spirit, "The Lord," epistle, gospel (and name them), apostle, disciple, miracle, sacrifice.
12. Understand eternal life, eternal death, the purpose of their life, the intimate and ever present nature of God, the power of prayer, and the purpose of the Church.
13. Repeat the Great Commission, the Lord's Prayer, and The Apostle's Creed.
14. Know all of the books of the New Testament in order.
15. Share faith and apply the Bible lessons to daily life.

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BRIEF OVERVIEW OF THE BIBLE

- 66 books written by about 40 people over a long period of time
- God told these people what to write

OLD TESTAMENT

- Written on scrolls in Hebrew
- Tells about things before Jesus was born
- Tells about the fall of man (sin) and the flood
- Tells about how Israel, God's chosen people, became a nation
- Plus much more—discussed in more detail below

CREATION—God created everything from nothing. First people were Adam and Eve.

FALL—Sin entered the world when Satan tempted Eve to eat the fruit from the one tree God had forbidden (tree of good and evil). Adam and Eve both ate of the fruit; thus sin entered the world. Adam and Eve were banished from the Garden of Eden and curses were put on them.

FLOOD—People became very wicked and God decided to destroy His creations by a flood; however, he found Noah to be obedient and instructed him to build an ark, gather animals, and put them on the ark along with his family—thus the human race and animals could multiply and repopulate the earth after the flood.

BRIEF HISTORY OF ISRAEL—God told Abraham he was to become the father of a great nation. Abraham had a son Isaac in his old age. Abraham was faithful and even was willing to sacrifice his son Isaac when God asked. When God observed this, He provided a ram for Abraham to sacrifice instead. Isaac had a son Jacob (God later changed his name to Israel) who had 12 sons. This family provided the names for the tribes of Israel.

Joseph, one of the sons, was Jacob's favorite and his brothers were jealous so they sold him into slavery in Egypt. Joseph was obedient to God and became a successful leader there. When a famine in the land where Jacob and his sons lived forced them to go to Egypt to get food, the family ended up moving there. They stayed for 400 years and grew greatly in numbers but became slaves and cried out to God. God heard their cry and called Moses to deliver them out of captivity. They wandered in the wilderness for 40 years because of disobedience to God. During that time, God gave Moses the Ten Commandments. Joshua was the one who eventually led them into the promised land of Israel. At first judges ruled them, but eventually the people decided they wanted a king like other countries. God told them He would be their king, but they insisted on a human king so God gave them one. They had many kings—few good but many bad. Some of the first kings were Saul, David and Solomon. Eventually Israel was divided into the northern and southern kingdoms. Both became disobedient even going so far as to worship other gods. God used prophets to warn them of serious consequences if they didn't repent and turn back to Him. The prophets also foretold the birth, death and resurrection of Jesus. The ministry of the prophets spanned more than 400 years. Repeatedly the Israelites would turn to God but then would turn away from Him again and thus were taken into exile by foreign countries. Three of the main prophets were Isaiah, Jeremiah and Ezekiel. The Israelites returned and rebuilt but eventually were scattered. Then there were 400 years of silence before the birth of Jesus.

NEW TESTAMENT

- Written on scrolls in Greek
- Tells about things after Jesus was born
- Tells about the birth, life, death and resurrection of Jesus
- Tells about the beginning and work of the church
- Tells about salvation through Jesus Christ

GOSPELS—The first four books of the New Testament are called gospels and tell of the life and death of God’s son Jesus. He was born to a virgin named Mary in Bethlehem and grew up in Nazareth. The Bible tells very little about His childhood—He grew in wisdom, stature and favor with God and man. Jesus was baptized by John the Baptist at approximately the age of 30, at which time He began His ministry here on earth. He chose twelve apostles to work with Him. In the Sermon on the Mount, He taught them and many others what it means to be followers of God. He traveled around teaching God’s guidelines for life, proclaiming about salvation, helping people, and doing miracles. He often taught in parables so people could understand. When He was about age 33, one of His followers, Judas Iscariot, betrayed Him. Jesus was arrested, beaten, ridiculed, spit on and eventually crucified on a cross as a criminal. He willingly accepted this, thus taking the punishment for our sins. Three days later He rose from the dead. Before He ascended back to His Father, He gave the command, “Therefore go and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit, and teaching them to obey everything I have commanded you” (Matthew 28:19-20a). He also told them He would be with them always to the very end of the age and promised He would send a comforter to help them—this was the Holy Spirit.

CHURCH— After Jesus’ ascension, the apostles started the Church, beginning in Jerusalem and spreading throughout the world. The main purposes of the early church were to worship God, help each other, fellowship with each other and spread the gospel. Paul, who at first persecuted the Christians, had a conversion experience on the road to Damascus during which he was blinded for three days. After this experience with Jesus, he became a changed person and was responsible for spreading the Good News of Jesus beyond Jerusalem to the Gentiles. He made three missionary journeys and a trip to Rome, starting many churches. During this time he had many trials; including being imprisoned, beaten, ridiculed, stoned, shipwrecked, and bitten by a poisonous snake; but he remained faithful in carrying out his mission. Also during this time he wrote thirteen letters, which are books of the New Testament; some were to individuals and some to churches.

REVELATION—In Revelation, John had a vision about end times. He saw a time of tribulation; during the first part the antichrist would come and seem to be bringing peace to the earth but a big final war would result. Satan would be bound and Christ would come again and set up His kingdom.

DIVISIONS OF THE BIBLE

OLD TESTAMENT

(39 Books)

Books of History—17 books

- The first five books of history—Genesis, Exodus, Leviticus, Numbers and Deuteronomy—are called Pentateuch, the Law, or the Torah. These five books record the foundational events: Creation, the Fall, the Flood, the Tower of Babel, the call of Abraham, the beginning of the nation of Israel, the bondage in Egypt, the Exodus, the wilderness wanderings, and the final preparations for entering the Promised Land. They span more than 3600 years from Creation to the death of Moses. Israel is chosen, redeemed, disciplined and instructed.
- The remaining twelve books of history—Joshua, Judges, Ruth, 1 and 2 Samuel, 1 and 2 Kings, 1 and 2 Chronicles, Ezra, Nehemiah, and Esther—record the conquest of the land, the period of the Judges, the formation of a united kingdom, and the division of that kingdom into the North (Israel) and the South (Judah). Each kingdom is taken captive, but many of the people eventually return.

Books of Poetry—5 books

The five books of poetry—Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon—link the past described in the books of history to the future described in the books of prophecy. They emphasize a lifestyle of godliness. Unlike the books of history, the books of poetry do not advance the story of the nation Israel. Instead they go deeply into questions about pain, God, wisdom, life and love.

Books of Prophecy—17 books

- The five major books of prophecy are Isaiah, Jeremiah, Lamentations, Ezekiel and Daniel. The twelve minor prophets are Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah and Malachi.
- The prophets have a two-pronged message: there will be judgment from God because of sin and idolatry, BUT there will be future hope if people turn back to God. God's message to us is: obey Him and be blessed, disobey and suffer the consequences. The prophets use symbols and figures of speech but they point to real events. Some events have already occurred, others await a future fulfillment (prophecy). All are, however, as certain and unchanging as the Sovereign Lord whom they represent.

NEW TESTAMENT

(27 books)

The 27 books of the New Testament were written by at least nine authors over a period of approximately 50 years and fall into four divisions.

Books of History—5 books

The books of history contain the four Gospels—Matthew, Mark, Luke and John—which describe the life and ministry of Jesus. Also included is Acts which tells about the spread of Christianity.

Paul's Epistles to Churches—9 books

Paul wrote these epistles to encourage and instruct new congregations of believers. 1 and 2 Thessalonians, Colossians, Philippians, Ephesians, 1 and 2 Corinthians, Galatians and Romans are included in this division.

Paul's Epistles to Pastors—4 books

Paul wrote these books to encourage church leaders to be faithful and diligent. 1 and 2 Timothy, Titus and Philemon are included in this division.

General Epistles—9 books

These books were written by different individuals and contain practical help for maturing Christians. Hebrews, James, 1 and 2 Peter, 1 and 2 and 3 John, Jude and Revelation are included in this division.

WHERE DOES THE CHURCH LIBRARY FIT?

Making your church library an integral part of the Christian Education program of your congregation is an on-going and ever-changing opportunity. The opportunity for the church library to assist in all stages of faith growth is very real and needs to be claimed by those who serve in the Library Ministry of each church. To become more effective in the educational experience requires that you who are engaged in the work of the library need to be proactive.

Review for yourself what is working already. How are the people engaged in the various components of Christian Education already using the resources you have to offer? If you do not already meet with the persons in charge of the Christian Education of your congregation, ask to do so. Prior to the meetings, which may be attended by people in charge of all levels of education, meet individually with the various age group leaders. Formulate some questions that will allow you to learn more of the needs and goals already in place. Come prepared to learn and then to share some basic information for these leadership people to use.

- Plan to meet in the library area.
- Ask about the needs of the teachers, the leaders, the parents, the pastor and the various age groupings of your church.
- Ask for the scope and sequence of the Christian Education program, including the Adult Education Bible study subjects to be covered in the next year, so that you can locate materials from your collection and perhaps order materials specific to the curriculum.
- Ask if there are particular times during the week which would be especially helpful for the church library to be open for those people in the Christian Education program.
- Identify the unique holdings of your collection. What do you have that might especially enrich the teaching and learning of your congregation? For example, do you have a map collection, a strong biography area, numbers of volumes written by local authors, periodicals that may not be available in homes?
- Offer your services to locate background study material for leaders and teachers.
- Offer story hours for moms and /or dads with young children.
- Offer story time for Sunday School or VBS classes during regular class times to augment the lessons being taught and to encourage children, parents and teachers to become comfortable and knowledgeable about their church library.
- Be hospitable. For example, discontinue fines for late books, provide comfortable areas for children and parents to read together, host study groups, encourage people to request titles of books.

- Research how to augment your collection by identifying sources with the assistance from the Christian Education people.
- Ask to attend teacher-training sessions and provide a display of new materials as well as those books that will support the up-coming subjects to be taught.
- Establish a display area so you can showcase books, videos, puppets, maps, periodicals, and art pieces that relate to the topics being studied by the various age groups.
- Provide areas for the Christian Education classes to display their work.
- Write short book reviews for the use of teachers and leaders so that they can determine what new materials or excellent items already in the collection might enrich their teaching.
- Write articles for your church newsletter in which you highlight the areas being studied by the Christian Education department.
- Co-host events with the Christian Education department, such as book signings by visiting authors whose books may especially connect with a particular subject of study.

Once the process of communication has begun, you will undoubtedly find many more ways in which to encourage active use of your library by the education programs of your church.

CHRISTIAN EDUCATION MINISTRY HELP WANTED LIST

The following is a sample; each congregation will have its own needs so adapt accordingly!

OBJECTIVES

A Christian Education committee/team should have objectives for each time period—usually a year

- To organize adult Bible study classes on Sunday morning
- To conduct Sunday School for children of all grades
- To organize a Vacation Bible School
- To maintain a church library
- To support small group Bible studies
- To increase Sunday School attendance
- To increase the number of Sunday School teachers
- To implement Faith Stepping Stones for Sunday School age children

POSITION DESCRIPTIONS

Title: Member of the Christian Education Team

Contact: *Appropriate congregational leader*

Responsibilities:

The members of the Christian Education Ministry Team (CEMT) determine the direction for Christian education within the congregation by:

- equipping the people to achieve the objectives listed above
- providing training for staff
- documenting financial resources needed to achieve the objectives
- approving materials and curriculum
- benchmarking with other congregations and connecting with the I/K Synod Christian Education Team to bring in new ideas and programs

Time Commitment:

The CEMT meets once per month all year with the leader also attending the monthly council meetings. Meetings last a minimum of one hour.

Skills or experience recommended:

A passion for helping people of all ages know Jesus Christ

Title: Sunday School Superintendent and Assistant Superintendent

Contact: CEMT leader

Responsibilities:

Plan, schedule, coordinate, and execute the Sunday School program for all people in the congregation by:

- finding people interested in teaching Sunday School
- working closely with the Director of Christian Education
- serving on the CEMT
- organizing Rally Day to start the school year
- proposing Sunday School study materials, curriculum, supplements and supplies
- encouraging and appreciating the volunteers

Time Commitment:

Attend the monthly CEMT meetings as described above and attend the education hour on Sundays. In addition, an average of five hours per week are spent in this role. This job only is executed during the school year. Summer is used for planning.

Skills or experience recommended:

- Ability to find competent and willing volunteers
- Ability to respond well to rejection without taking it personally
- Organization
- Knowledge of where to research Sunday School materials
- Friendly directional style to manage volunteers

Title: Vacation Bible School (VBS) Director and Assistant Director

Contact: CEMT leader

Responsibilities:

Plan, schedule, coordinate, and execute the VBS program by:

- finding people interested in teaching
- working closely with the Director of Christian Education
- selecting theme and curriculum and getting approval of the CEMT

- evaluating and recommending for the next year
- coordinating staff appreciation and end-of-VBS procedures

Time Commitment:

The time commitment is seasonal because VBS is held in the summer. It starts in April with the approval of materials and recruiting of VBS staff, and increases until VBS is held, peaking at that time. The VBS leader must attend and oversee the activities of the entire week of VBS. Periodic reports to the CEMT are required.

Skills or experience recommended:

- Ability to find competent and willing volunteers
- Ability to respond well to rejection without taking it personally
- Organization
- Friendly directional style to manage volunteers

Title: Leader of the Library Improvement Project

Contact: CEMT leader

Responsibilities:

Plan, schedule, coordinate, and execute library improvement by:

- finding people interested in helping improve the library
- working closely with the leader of the CEMT
- benchmarking with other congregations and the I/K Synod Christian Education Team on approaches to improve the library

Time Commitment:

The time commitment is about three to five hours per week average.

Skills or experience recommended:

- Ability to find competent and willing volunteers
- Ability to respond well to rejection without taking it personally
- Organization
- Friendly directional style to manage volunteers

Title: Teacher and Substitute Teacher

Contact: appropriate director or superintendent

Responsibilities:

The Sunday School, small group, or VBS teacher helps others to know Jesus Christ through the education process by:

- attending training sessions and workshops
- coordinating with the DCE and other education leaders
- preparing lessons in advance

Time Commitment: approximately 3-5 hours per lesson including class time

Skills or experience recommended:

- Basic knowledge of God's word
- Desire to teach the assigned age level
- Organization and some creativity

RESOURCES

425 Creative Ideas for Family Ministry by Jolene Roehikepartain

A Handbook for Church Librarians Available from the National Church Libraries Association (NCLA), 275 South Third Street, Suite 101A, Stillwater, MN 55082

Bible Stories for Little Eyes by Ken Taylor. Use this Bible to determine when to introduce stories to the little ones.

Eyes Wide Open: Looking for God in Popular Culture by William D. Ramanowski

Frogs Without Legs Can't Hear by David W. Anderson and Paul G. Hill

Learning Styles: Reaching Everyone God Gave You to Teach by Marlene D. LaFever

Honey Word Bible; Making God's Word Stick

New Living Translation

Passing On the Faith by Merton P. Strommen and Richard A. Hardel

Real Kids, Real Faith: Practices for Nurturing Children's Spiritual Lives by Karen-Marie Yust

Way to Live: Christian Practices for Teens edited by Dorothy Bass and Don Richter

The **Congregational Resource Center** is a library of Christian educational materials that may be checked out by any member of any congregation. Available are videos/dvds, Kerygma materials, all kinds of resources for youth, adult education materials and more. And they will mail to you, postage paid!

- This fantastic resource is located in the basement of the library at Christian Theological Seminary, 1000 W. 42nd Street in Indianapolis (near Butler University).
- Art Vermillion, the librarian for these resources, is a wealth of knowledge himself—contact him at avermillion@cts.edu or 317-931-2360 or 888-287-7364. These are also the numbers to call to order materials.
- Access the library holdings online at www.cts.edu (click on CTS Library, click on CRC, select from CRC menu). There is also a link to this resource from the Indiana-Kentucky Synod webpage (click on “Useful Resources” and there’s a box for the CRC).

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CLASSROOMS ALIVE!

[Sponsored by the I-K Synod C.E. Team for faith-formers serving in congregations of the I-K Synod]

Please check five items you would like addressed during your workshop and return to Karen Seykowski at 607 N 70 E, Valparaiso, IN 46383 or kjseykow@juno.com

HUMAN RESOURCES:

- ❑ Recruiting volunteer staff: regular and temporary
- ❑ Temporary volunteers: training and using
- ❑ Home support & involvement
- ❑ Territorialism: church politics, pastoral issues, sharing equipment and spaces
- ❑ Attendance tracking
- ❑ Recognition for volunteers and participants

PHYSICAL RESOURCES:

- ❑ Scheduling: age levels, class size, events, quarters/semesters
- ❑ Small classes: how to balance, when to combine
- ❑ Territorialism: church politics, pastoral issues, sharing equipment and spaces
- ❑ Space issues and building set-up and usage schedule

CONSUMABLE RESOURCES:

- ❑ Curriculum: selection, ordering, reclaiming, storing
- ❑ General materials and supplies, classroom supplies

PROGRAM RESOURCES:

- ❑ Memory work opportunities
- ❑ Using & sharing resources
- ❑ Using church communication media
- ❑ Outside resources – CRC, Websites, craft ideas, story-telling

PRACTICES & PROCEDURES:

- ❑ Discipline in the classroom
- ❑ Security & safe practices

- ❑ Health issues/concerns: handling allergies and contagious diseases, “challenged” persons
- ❑ Blended families: sharing children with non-custodial parents, affect on attendance
- ❑ Plans for building evacuation and tornado alert

STEWARDSHIP & PLANNING:

- ❑ Service projects: how to prepare, set-up, carry-out, and benefit recipient
- ❑ Offerings and envelopes
- ❑ Budget preparation
- ❑ Record keeping (attendance, offerings, service projects) and information sharing

ANY OTHER TOPICS YOU WOULD LIKE? Please specify
