

**Religious Education
For Children and Youth**

Manual

**Important Information, Tips, Calendar
AND MORE...**



**The First Unitarian Church
Of Dallas**

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Dallas, TX 75205
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<http://www.dallasuu.org>**

Table of Contents*

Table of Contents	2
About this Manual	3
Goals for Lifespan Religious Education	4
Security, Safety, and Supervision	
Emergency Phone Numbers	5
In Case of Emergency	6
Accident or Illness Report	7
Rules for Protection of Children and Adult Volunteers	8-9
Trips Near and Far: Guidelines	10
A Word About Parties	11
Code of Ethics for Adults and Older Youth	12
Before Reporting Suspicions of Child Abuse	13
Guidelines and Schedules	
A Place Apart	14-15
Sunday Guidelines for Church School Advisors	16
Suggested Teaching Rotation Schedule / Substitutes	17
Sunday Morning Schedules	18
Materials and Supplies Available for Classes	19
Supply Request Form	20
Basic Supplies Usually Available	21
Steps in Lesson Planning	22-23
R.E. Teachers' Weekly Report	24
Lesson Planning "Think Sheet"	25
Lesson Plan Schedule Forms	26
Lesson Plan Schedule Forms – Samples	27-30
Learning and Classroom Management	
Classroom Management at Our Church	32

*Please note that this document has been edited, with particular attention to the citation of material, for the UUA website

About this Manual

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Director of Religious Education for Children and Youth

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Religious Education Assistant

This manual is *very* basic. It is an attempt to convey some answers to the frequently asked questions teachers/advisors may have about their responsibilities and the resources available.

In no way does this manual cover everything you will need to know! Please continue to ask questions as they arise. We will be glad to work with you to help you avoid problems or help you solve problems should they arise. If you have any questions or concerns, you may leave a written note for any of us in (1) our boxes (located in the cubbies in the R.E. Lobby and/or in the church office), (2) or in your attendance binders or (3) leave a voicemail message for Karen, Linda, or Eva.

Our office is on the first floor of the R.E. Building. Our office hours at the church are 10:00 to 4:00, Tuesday through Friday. It is easiest to reach us at the beginning of the week. Saturday is good time for team meetings or other group appointments with the D.R.E. and Y.D. If it is more convenient for you, we can meet days or in the evenings (by appointment). When calling the church after hours remember to dial our direct extensions. When it is urgent and you need the D.R.E.'s prompt attention, you may call her at home in the evenings.

You may FAX a note or document to any of us at church. The church FAX machine is on 24 hours a day.

Our email addresses are:

klewis@dallasuu.org

lhensley@dallasuu.org

esmith@dallasuu.org

Email addresses for all other staff can be found in *The Dallas Unitarian* newsletter and at our church website <http://www.dallasuu.org>

Goals for Lifespan Religious Education

The entire congregation helped to formulate the lifespan religious education goals that form the foundation of our program. Participation in lifespan religious education provides the individual child, youth or adult a supportive community in which to grow as a Unitarian Universalist. Our goal is for each individual to:

Experience a Sense of the Sacred

Through ceremonies and rituals

Prayer and meditation

Stories, nature and music

Learn What It Means to Be a UU

Hearing and telling stories of our religious heritage

Participating in the activities of our church

Participating in denominational affairs

Studying significant individuals in our heritage

Develop Understanding of Our Religious Heritage

Our Christian heritage

Our Jewish heritage

The evolution of Unitarian Universalism

Explore the Religious Traditions of Others

Other congregations in the community

The principles of major world religion

The personal odysseys of other Unitarian Universalists

Clarify Personal Religious Values

Studying Unitarian Universalist purposes and principles

Learning what values Unitarian Universalists and others hold

Identifying what values others hold

Determining what is important personally

Reconciling conflict of values and accepting ambiguity and paradox

Express Religious Convictions Through Action

Investing time and resources in our church

Demonstrating respect for people from other religious groups

Speaking out about moral and social issues

Showing humility and tolerance

Defining boundaries for ourselves and others

Participating in service projects

Acting compassionately, individually and as a congregation

Please post this sheet in each classroom.

**Security, Safety, and Supervision
Emergency Phone Numbers**

**For an outside line,
Press 9 and wait for the tone.**

**911 - Police, Fire, Ambulance, Poison
214 987 5370 - University Park Police Dispatcher**

You are phoning from:
The First Unitarian Church of Dallas
4015 Normandy Ave.
Dallas, Texas 75205
214 528 3990

Other Important Phone Numbers:

Poison Control – 1 800 222 1222
TXU Gas - 1 800 817 8090
TXU Electric - 1 800 233 2133
Dallas Water Utilities (leak) – dial 311 OR 214 670 5111

Staff Members

Bruce Barnes, Maintenance Supervisor
214.528.3990 (Church Phone)

Karen Lewis, Director of Religious Education
214.528.3990 (Church Phone)

**Refer all inquiries from media to the Senior Minister.
Please do not speak to the press.**

Security, Safety, and Supervision In Case of Emergency

Children's medical issues and allergies

Children's medical issues are noted on the registration forms, and you may have a list of medical alerts in your attendance binder. The original registration forms are kept in the R.E. office, where forms are filed in alphabetical order. Throughout the year the Religious Education Assistant will post information and changes about allergies or other medical issues regarding children in your class. Let us know immediately if your binder does not have the information you need or if your binder is missing. Please be aware, however, that some medical information is confidential and may not be noted in your binder.

Fire Extinguishers

Fire extinguishers are located in each area of the building. Look for the one nearest you, and be sure you know how to operate it. Do not attempt to extinguish large fires. In case of a large fire call out "fire" and evacuate your class from the building.

Evacuation due to fire or fire drill

- Assign an adult to check closets, corners, bathrooms or other hiding spots in your areas to gather stray children.
- Take your attendance notebook with you.
- Evacuate your class to the YMCA field
- Take attendance to be sure that all of your children are there.
- If a child is missing, notify the emergency personnel and the DRE immediately.

First-Aid Supplies

Band-aids and minor medical supplies are located in each classroom and in the R.E. Office. All classrooms except 207 (children's choir room) are equipped with a first-aid kit. A larger kit is in the R.E. Office. Notify Karen Lewis, DRE, of all incidents requiring first aid attention before the family leaves the grounds.

Bodily Fluid Clean Up

Each classroom has a supply of rubber gloves. Always wear rubber gloves to clean up vomit, urine, blood or other bodily fluids. Advise church staff that there has been a spill so that follow-up cleaning can be done.

Always notify the DRE or R.E. assistant of any emergency or injury, major or minor.

**Security, Safety, and Supervision
Accident or Illness Report**

Date: _____ Child's Name: _____

Description of Injury or Illness:

Time of incident:

Care given:

If accident, where and how it took place:

Name of adult reporting the incident:

Signature of staff member:

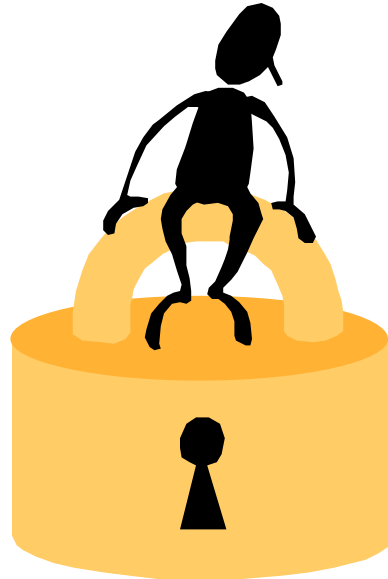
Signature of parent/guardian:

Security, Safety, and Supervision

The following rules are for the protection of our children and for the protection of adult volunteers.

Arrival and Departure

- We ask that all parents/guardians escort their children to chapel, church or class and, when possible, initial the attendance sheet upon their child's arrival.
- All parents/guardians of children 3 years of age through 7th grade are asked to initial the attendance sheet when they pick up their child for departure from class.
- Children may be released only to their parents/guardians unless they have made prior arrangements directly with the teacher.
- Children will be released from the classroom only. If a class goes to the playground, they will return to the classroom for dismissal. Children are not to be dismissed from the playground.



“Two Adult” Rule

- Any time a child or children are present, other than your own, at least two adults must be present to supervise. This includes classrooms, playgrounds and field trips. (Adults who are married or in committed relationships are considered to be “one” adult.)
- Please tell the D.R.E. or the R.E. assistant if another adult is needed.
- Please check with the D.R.E. when arranging trips or outside activities or recruiting chaperones - we may have some good people in mind.
- If you must assist a child in the bathroom, always leave the door to the classroom or hallway ajar.
- When you are in the bathroom with a child make sure your co-teacher knows where you are and that they are within hearing range if at all possible.
- Make sure two adults are present during dismissal. Never stay in a classroom with just one child while waiting for parents to arrive. Move the child to the R.E. office and place a note on the classroom door informing the parent/guardian of location of their child.

Security, Safety and Supervision Playground Guidelines

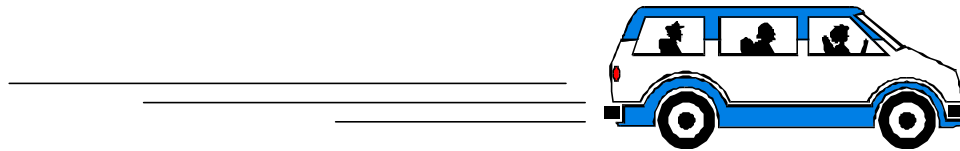
During Sunday School, children must be closely supervised while using the playground equipment. All outdoor play equipment is clearly marked with guidelines noting the ages for which the equipment was designed. Please adhere to these guidelines at all times. Do not allow children to use the equipment in ways it was not intended. For example, do not allow children to walk across the top of the horizontal ladder. Our playgrounds are designed to be as safe as possible, yet accidents can happen. Please position yourselves on the playground, rather than merely observing from a bench, while children are in your care.

Volunteers, staff and children of the church developed these basic guidelines over the years:

- Use equipment appropriately
- Take turns
- Walk (big kids running can hurt little kids without meaning to)
- Sticks and stones stay on the ground
- Trees at church are for looking at, not for climbing up.
- Do not climb on the sides of the buildings



Security, Safety, and Supervision Trips Near and Far: Guidelines



- When planning a church-sponsored trip, whether the destination is nearby or far away, please alert the R.E. office and parents as far in advance as possible.
- All drivers must be 28 years of age, have a current driver's license and be able to show proof of insurance.
- There must be one seat belt for each passenger and the driver. No sharing of seat belts is allowed.
- Only full-sized or mini-vans may be used. Fifteen-passenger-vans are not to be used.
- When children are to be taken off the church grounds, the parent/guardian's permission must be obtained and a liability/medical release from our files must be in the possession of the "lead" teacher in case of emergency.
- **If there is no release on file, the child may not participate in the field trip. No exceptions.**
- A minimum of two adults must be present with the children on trips, and there must be one adult per eight (8) children/youth. This includes transporting children to/from church events.
- The R.E. staff needs to know the "who, what, where, why and when" of the event for our records.
- Standard permission forms can be customized for your particular event. We can mail cover letters and permission forms from the church to all participants.
- Please allow two weeks notice and let us know if special information needs to be included (such as where to meet, what to bring, what to wear, etc.). Whenever possible, it is best to allow enough lead time so that several modes of communication can be used, including publication in the church newsletter (the R.E. office can help with that) and conversation with students and parents in person or by phone.

A Word about Parties

The official policy of the Religious Education Department of The First Unitarian Church of Dallas regarding parties for children and youth is as follows:

We like “Em”!

In fact, the more the better! Fellowship is important for children, youth, and adults. When planning parties, please take the following guidelines into consideration:

Church Sponsored Parties

The party is considered an official, church-sponsored event if any of the following occur:

- The invitation is mailed from the church using the church postage meter
- The invitation is printed on, or mailed in, church stationery
- The party is held anywhere on the church campus
- The party is hosted by “your Sunday School teachers,” rather than “Jane or Joe Smith” (who happen to be Sunday School teachers)

If it is an "official" church party, the following rules must apply:

- No adults (or children or youth) may consume alcoholic beverages at the party.
- There must be 1 adult chaperone for every 8 children or youth in attendance and two adults must be present with the children at all times. (So if you have a party for 3 children, 2 adults must be present; for 16 children, two adults must be present; for 24 children, 3 adults must be present.)
- You must have in your possession the original copy of the permission form/liability waiver for each child attending.
- If you are providing transportation, you will need a separate permission slip, which must include permission for transportation and list the names of all drivers. When arranging transportation, there should be two adults in each car!
- If the party is held at the church, rooms must be reserved in advance. Adults hosting the party will be responsible to fill out the necessary forms requesting special set up or special materials.
- Hosts will be responsible to return room to the normal Sunday classroom configuration.

Private Parties

Children and adults really enjoy getting together at a place other than the church. Private parties might also be in a home, a park, a skate rink, or at a miniature golf course. When hosting a private party for children (and their parents) from the church, we ask that it be made clear that the party is private. One way to announce the party might be:

Join families from Sunday School at a private party

Hosted by Jane and Joe Smith

Saturday, January 16th

Bring a salad, vegetable or dessert to share.

We'll provide the hamburgers, hot dogs, and homemade lemonade.

Games, swimming, and fun for all ages – hope to see you there!

**Code of Ethics
For Adults and Older Youth who are in Leadership Roles
With Children/Youth***

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is therefore especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth, which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

If you suspect a child has been abused, inform the D.R.E. and the senior minister. Texas law requires that you report your suspicion of abuse or neglect to the authorities such as local law enforcement offices or the Texas Department of Protective and Regulatory Services (see next page). The D.R.E. and senior minister can discuss this with you and provide support.

** The Unitarian Universalist Association adopted this Code of Ethics in 1986.*

Talk to the Director of Religious Education and the Senior Minister Before You Report Your Suspicions of Child Abuse

The D.R.E and senior minister are available to give you support and advice.

Information from The Office of the Attorney General of Texas

What is abuse?

- **Physical Abuse:** “Physical injury that results in substantial harm to the child.” The law excludes physical punishment that does not result in injury.
- **Emotional Abuse:** “Emotional injury to a child that results in an observable and material impairment in the child’s growth, development, or psychological functioning”.
- **Sexual Abuse:** “Sexual conduct harmful to a child’s mental, emotional, or physical welfare”.
- **Neglect:** “Leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child.” The law excludes failure to provide due to financial need, unless relief has been offered and refused.

What should you do when you suspect abuse?

- If you suspect a child has been abused, inform the D.R.E. and Senior Minister.
- Call the Texas Department of Protective and Regulatory Services 24-hour **Texas Child Abuse Hotline 1-800-252-5400** or a state or local law enforcement agency. You must provide enough information to locate the child. Your report may include: names, address, license plate number, make of car.

Is a child in immediate danger of serious bodily harm?

- Call 911 or local law enforcement immediately.
- Inform the D.R.E. and Senior Minister.

If you suspect a child has been abused, inform the D.R.E. and Senior Minister.

Your Classroom - A Place Set Apart

We hope you will find our classrooms to be neat, clean and well stocked with the supplies you will need from week to week. We suspect that you will find that the cement-block walls, fluorescent lighting, Formica, linoleum and carpeting leave a bit to be desired when it comes to aesthetics. That's where you come in!

Claim your classroom space. Make it your home. Get as creative as you'd like. Some teachers bring favorite items (silk plants, framed photographs, lamps, floor pillows) from home to brighten the room and make it cozier. Decorate to your heart's content and remember to get the children involved by displaying their artwork and by inviting them to bring a favorite photograph or object from their own home. We ask that while decorating you follow these policies:

- ✚ Help yourself to supplies. Please leave the closets neatly organized for the next person.
- ✚ Display posters, pictures, etc. on bulletin boards using tacks, staples or pushpins.
- ✚ Do not glue or tape items to bulletin boards.
- ✚ Artwork may also be displayed on the windowpanes in your classroom. Please use as little tape as possible when affixing artwork to the windows.
- ✚ Do not tape, tack, staple, glue, gum, or otherwise affix anything to whiteboards or wooden or painted surfaces-- this includes "painter's tape." At best, tape leaves a sticky residue that attracts dirt and, at worst, it removes paint and varnish.
- ✚ Use only special markers on whiteboards. Whiteboard cleaner can be found in each room.
- ✚ Do not tape glue, or gum anything to overhead light fixtures. You may, however, carefully hang lightweight decorations from overhead fixtures by bending a paperclip into a hook. Please make sure that there is ample space between any flammable object (paper, string, yarn) and the lights. Use extreme caution when hanging or taking down displays from light fixtures. Remember that fluorescent tubes can explode if broken.
- ✚ To avoid cluttered classrooms, change your bulletin boards several times each year and send artwork and crafts home with the children.
- ✚ As soon as you are through with a project, notify the R.E. assistant of any art or craft supplies that need to be returned to inventory. This will help us to keep expenses to a minimum.
- ✚ A cleaning crew removes trash from the classrooms, kitchen, and common rooms twice weekly. If your trash can or recycling bin is full and needs to be emptied, please take trash bags to the dumpster located at the extreme southeast corner of our campus.
- ✚ Notify the R.E. assistant of any needed repairs to your room.

Other groups use many of our classrooms during the week. Following these guidelines will provide attractive facilities for everyone and help us to be good stewards of our resources.

Your Classroom – Sacred Space

The first word that comes to mind upon entering a room full of energetic, vocal, and busy children may not be “**sacred**”, yet that is exactly what your classroom space is. It’s sacred. The Merriam-Webster online dictionary defines the word as follows:

sa·cred Pronunciation: 'sA-kr&d Function: *adjective*

1 a : dedicated or set apart for the service or worship of a deity <a tree *sacred* to the gods>

b : devoted exclusively to one service or use (as of a person or purpose) <a fund *sacred* to charity>

2 a : worthy of religious veneration : [holy](#) **b** : entitled to reverence and respect **3** : of or relating to religion : not secular or profane <*sacred* music>**4 archaic** : accursed **5 a** : unassailable inviolable
b : highly valued and important <a *sacred* responsibility>

Our classrooms are sacred spaces because within our walls children, youth, and adults gather to consider questions of ultimate importance: “What does it mean to be a good person? How can we make a positive difference in the world?” Our classrooms are sacred spaces because it is here that we gather together to give voice to our joys, concerns, and highest aspirations. Our classrooms may be the only place, outside of home, where these questions are shared and this intimacy is achieved.

Please, involve your class in “creating” a sacred space. Children enjoy ritual; they like to know what to expect. A standard opening and closing ritual will help to create a sense of the sacred. You may do this using your chalice, and/or by ringing a bell or singing a song. Create a special setting for your chalice. Designate a table to be used only as a space for the objects used in the opening and closing rituals. Please don’t put coffee cups, notebooks, or art and craft supplies on this table. You might invite children to bring items that have special meaning to them and place these items around the chalice. Speaking a few simple words, which will become familiar over the course of the year, as you light and extinguish the chalice will remind everyone that time together in your classroom is, indeed, a time set apart.

A note on the care and use of your chalice:

The handcrafted chalices in most of our classrooms are made of pewter. Pewter is a very soft metal that is easily marred. Please teach children to treat the chalice with respect by following these guidelines:

- Use only candles in glass votive holders. Never place candles directly on/in the chalice.
- Use only the child-safe, clicker-type lighters to light the wicks.
- Do not drop used matches onto the pewter – this will cause a stain that can never be removed.
- Do not allow children to “play with” the chalice or the candle. Burning paper, melting crayons or otherwise playing with fire is not permissible.
- Place the chalice in a location where it is unlikely that long hair or ponytails might accidentally come into contact with the flame.
- Remind the children of the importance of safety around the chalice.
- Advise parents and the DRE immediately if there are any dangerous, or potentially dangerous, incidents.

Sunday Guidelines for Church School Advisors

First Unitarian Church of Dallas, Texas

Teaching as a team member for the _____ class

Other Team Members are:

	Phone _____
	Phone _____
	Phone _____
	Phone _____

1. Look ahead. Spend time in preparation and advance planning with team members for upcoming church school class, using curriculum and resource materials. Seek help whenever desired.
2. Arrive at church one half-hour early on Sunday to prepare your room and greet the children. Plan to remain until 15 minutes past the end of class for clean up. Make sure the classroom is clean with all spills and messes wiped up.
3. Upon arriving, check supplies provided and/or obtain the various supplies needed from the closets and storage areas or from the religious education assistant.
4. Pick up the class attendance binder from your mail cubby slot in the R.E. lobby before class and return it to the cubby at end of class.
5. Informational bulletins (such as notices, calendar updates, special announcements, etc.) will be placed in the front of your attendance binder.
6. Check ahead to the next session(s) in the curriculum, noting any special supplies needed. Ask the R.E. assistant to obtain these for you. To make requests, please use the "Request Memo" form found in your attendance binder.
7. **Please check church supplies *before* buying materials, and *always* check with the R.E. staff *before* making any purchase.**
8. Notify the R.E. assistant sufficiently ahead of time about any needed supplementary films, books, records, etc. you will need for a future class session. The same notification is advised for reserving use of audiovisual equipment (e.g. TV or VCR). These notices can be placed on your "Request Memo" in advance of the date needed.
9. Please take the time to fill out the "Weekly Report". It is an important form of communication between you and the R.E. staff. Be sure to put down the good as well as the bad. The reports are read every week. Comments regarding children will be noted and appropriate responses made.
10. If you are unable to serve on one of your assigned Sundays, please notify your team members as far in advance as possible. If they can't fill in, talk to the R.E. assistant about arranging for a substitute

We are very grateful to you for your willingness to share your time and energy!

Suggested Teaching Rotation Schedule

Our goal in scheduling is to provide maximum continuity for our children and flexibility for our advisors.

Our model of rotation is “two out of three” (assistant teacher 1 week, lead teacher 1 week, and off 1 week). “September to June” usually means about 23 Sundays per year for each team member. This gives the teams and our children a chance to get to know one another during a whole period of growth and learning, and provides continuity from week to week.

Telephone contact between teaching team members is an important part of planning and communication. Also, good notes on the “Teacher Weekly Report” can alert team members to what’s been going on (ask the R.E. assistant for a previous week’s report if you need it).

****Although classes begin in September, we suggest your rotation schedules not be started until October.** It is important that adults and children get to know each other during the first weeks of church school.



Help, Someone Needs A Substitute!

Obviously, when a substitute is needed, some continuity may be lost. But the education of the students does not have to be put “on hold”. Make sure your team agrees upon a monthly or multi-week schedule of lesson topics in advance. Turn in a copy of your lesson schedule to the religious education assistant and store a copy of it in your attendance binder so the D.R.E., Assistant, or substitutes know where to look for information. Using the “Request Memo” and “Weekly Teacher Report” will also provide information about planned lessons and supplies needed.

It is best to have a member of your team fill in for you when you can’t teach, so call them first as soon as you learn you cannot be there on an assigned Sunday. If a team member cannot attend the class that day please call the R.E. assistant.

Please call the R.E. office once your substitute is lined up, so that we are prepared for the change and know whom to contact if we have questions. We especially want to hear from you if you are experiencing severe illness, a stressful time or family crisis.

Sunday Morning Schedules

From September through May, children four years of age through sixth grade attend worship services as per the posted schedule (subject to change). Please consult the signs posted on campus for the latest information.

Children's Chapel

- Children in the Pre-K and Kindergarten classes meet in their classroom first, go to chapel together, and then return to their class.
- Children in 1st through 6th grades go directly to Raible Chapel and then to class.

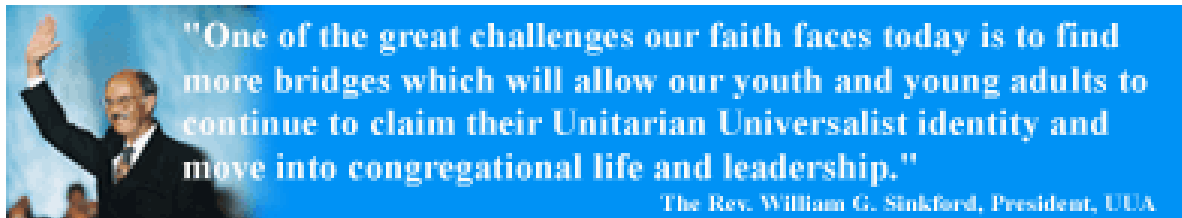
It is important that all children and teachers attend this faith focus time together.

Family Worship

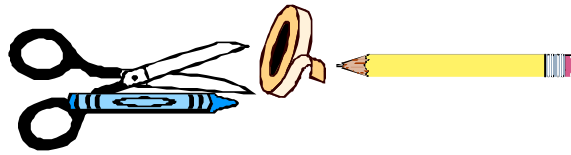
- Children in the Pre-K and Kindergarten classes attend family worship, too. They meet first in their classroom and attend as a group. They enter and exit together. They sit in the front row.
- Children in 1st through 6th grades go directly to the sanctuary with their parents at 9:15 or 11:30 for the beginning of the worship service. Children sit with their families and leave for their classes with their teachers.
- Any class may sit as a group if arrangements have been made in advance with ushers.

Dismissal

Sunday morning attendance for children is one hour and fifteen minutes in duration.
Classes beginning at 9:15 a.m. are dismissed at 10:30 a.m.
Classes beginning at 11:30 a.m. are dismissed at 12:45 p.m.



Materials and Supplies Available for Use



In most cases, the “week-to-week” supplies needed for your lesson will be provided for you by the R.E. assistant, and will be placed in your classroom supply area.

Your class binder has a **Request Memo** form (see next page) to use when requesting materials needed for the next week.

Other means of communication for your supply and teaching needs include phone, fax and email.

Special supplies (a cooking project, video or film, religious artifacts, special art supplies, extra equipment, etc.) may not be something readily available in the R.E. department. Please discuss special needs with the R.E. assistant. She may need to coordinate with you or others to obtain items.

Please make sure your “Lesson Plan Schedule” indicates who will serve as the lead teacher for the upcoming Sunday. That is the person we will contact if we have questions.

If you change your lesson plans at the last minute and your plans include special items probably not already present at the church, it is your responsibility to bring those special items to class.

Please remember to inform the R.E. assistant when supplies begin to run low, so that we can avoid shortages of supplies needed for lessons.

Teachers are expected to come early to class to prepare items needed for that day (e.g., patterns, posters, and samples of the day’s craft activity). If you want to make items at home our assistant will be happy to get supplies ready for you to take home.

Should you need help making special items (props or crafts) for an upcoming Sunday, please contact the DRE or R.E. assistant.

Craft supplies will be removed from your room following the class for which they were requested. Should you have an ongoing project, please leave a note for the R.E. assistant listing the supplies you wish to keep for the following week.

**Supply Request
(Sample)**

To: _____

Today's Date: _____

From: _____

Class: _____ **Time:** _____

Next Week's Lesson/Subject/Number: _____

Next Week's Lead Teacher Will Be: _____

The Following Supplies Will Be Needed Next Week:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Please Complete the Following Tasks (e.g. letters, copies, etc.)

1. _____
2. _____
3. _____
4. _____

Materials and Supplies

Basic Supplies Usually Available

In Each Classroom

Basic supplies including: pens, pencils, tape, glue, markers, crayons, stapler, rulers, paper, CD / tape player (CDs and tapes are in R.E. Office)

Supply Closets (this is just a sample of what's available)

1 (Ramp) Paper Closet: all things paper including poster board, magazines, construction paper, flip charts, wrapping paper, tissue paper

2 (Ramp) Craft Closet: craft supplies such as beads, sequins, paper cups, napkins, paper plates, candles, gardening, plastic bags, pipe cleaners, votive candles

3 (Ramp) Curriculum Closet

4 (Ramp) Paint Closet: paint, water colors, brushes, paint holders, glitter, stamp pads, cooking utensils, dowels, pieces of wood, Styrofoam, extra classroom basic supplies like pencils, clay, play dough, paint shirts, white-board cleaner

5 (Room 204) Textile Closet: fabric, yarn, ribbon, felt, scrap materials, rope, string, and sewing tools

Bulletin Board Closet

Located in hallway outside of the nursery, this closet contains materials needed to create bright, attractive, inviting and informative bulletin boards.

R.E. Basement

Games, costumes, decorations, supplies for holidays, and other supplies needed only occasionally.



Steps in Lesson Planning

During the Week

1. Read through the goals of the lesson and the materials needed. Make sure the R.E. assistant knows which supplies will be needed.
2. Read through the entire lesson. Try the activities at home.
3. Decide if there are any changes you are going to make, such as adding or omitting activities, etc. You will rarely have time to do all of the listed activities. The individuals who wrote the curriculum wanted teachers to have several activities from which to choose.
4. Add any materials you will need for the additional activities to your list of materials needed for Sunday.
5. Write down (or mark in pencil on the lesson plan) an approximate time schedule for each part of the lesson.
6. Write down some "additional activities" for the students to do if they arrive early or if the lesson ends earlier than you had thought. Examples of additional activities include:
 - Helping the teacher prepare materials before class;
 - Drawing a get well picture for a church member who is ill;
 - Playing a word game like "I packed my grandmother's trunk", but perhaps linked with the theme of the lesson; and
 - Working a puzzle, or making a collage.
7. Feel free to call the Director of Religious Education, Youth Director, or Religious Education Assistant if you have suggestions, questions, or would like some ideas.

Sunday Morning Tasks:

1. Arrive early, check your class cubby in the R.E. Lobby, and pick up your class binder.
2. Check your classroom for the supplies that are already available in the room.
3. Set up your class area.
4. Be aware that some of your students may arrive early.
5. Always ask parents to sign their children in and out.
6. One teacher can work with early arriving children while the other teacher and/or room parent finishes getting ready.
7. Verify your attendance after the lesson starts (add to it as latecomers arrive). Some parents may forget to escort their child to class and will not have signed in, or the children may be coming directly from the chapel or the sanctuary.
8. Do not allow students to "sign in" on the whiteboard or on the attendance sheet; an adult must be responsible for the accuracy of attendance.
9. When you have finished, ask students to help you clean up the area and put things away.
10. Regular supplies go back in the closet or cabinet where you normally keep them. Special supplies remain on the table for the R.E. assistant to pick up on Monday.
11. Please discard leftover snacks or send leftovers home with the child who brought them. Keeping food in the rooms is an invitation to roaches and ants.
12. Remind students of next week's class theme and any special activities. Take every opportunity to tell students about upcoming events and family-friendly activities.

Steps in Lesson Planning, continued

After Class:

1. Speak with the parents as they sign their child out. Share good news or observations with the child and parents.
2. Talk with your team members about how the lesson went.
3. Check to see how accurately you estimated the timing of the activities in the lesson (this will help your future planning).
4. Fill out the “Teacher’s Weekly Report” form.
5. Is there anything the D.R.E. needs to know? Talk with the R.E. assistant if supplies and materials weren’t what you had requested.
6. Fill out the “Request Memo” for supplies for next week’s lesson.
7. Clean up your classroom.
8. Call next week’s lead teacher if there is important information to be shared.



R.E. Teachers' Weekly Report 2004 - 2005

Today's Date: _____

Lead Teacher: _____

Grade or Group: _____

Class Time: _____

Lead Teacher Next Week: _____

Lesson Next Week: _____

(Please use reverse side if you need more space to write)

What was the most important religious topic or question you addressed today? Did you raise it or did it surface from the children?

Please list any change from the curriculum plan or any new stories or activities or resources you used:

Did anything unusual happen?

Did you have any concerns or learn something about a particular child or children that the D.R.E. should know?

Today I/We learned:

I/We were surprised:

I/We were upset:

It felt good when:

Lesson Planning “Think Sheet”

1. What are the needs of the children? Consider group and individual, immediate and long-term goals. What are the developmental needs and capabilities of the children?
2. Why plan? Consider that the more planning you do, the more prepared you will be and the more easily you will be able to manage your classroom.
3. What are the curriculum objectives? Consider yearlong, immediate, R.E. lifespan goals, and personal objectives.
4. What are the limits of time, space, and resources? Consider time constraints, classroom size, materials, and budget.
5. How do we plan? As a team, plan at least a month or two ahead.
 - a. Consider who will “lead” each week. Who has the ultimate responsibility?
 - b. Balance the activities in the lessons by taking into consideration
 - large group, small group and individual activity
 - acting or discussing rather than lecturing or reading
 - creating work to decorate and personalize the room
 - celebration (food, socializing), service activity
 - both large and fine-motor skills when planning arts and crafts, music, and creative movement
 - occasionally leaving the four walls of the classroom
 - inviting guests, parents, siblings, other classes
 - planned student leadership within lesson
 - c. Write it all out.

Suggested Lesson Plan Format

People of all ages appreciate consistency. Ritual is one way of creating a sense of community while achieving an orderly classroom.

1. Greetings, introductions, nametags, attendance, boundary breaker and/or church-chapel comments (unless used as an integral part of the day’s lesson)
2. Chalice lighting ritual with opening words, or ringing of chimes or bell
3. Introduction of the day’s lesson – An Attention Grabber: question, model, anecdote, student collage, etc.
4. Time to seek out what they already know and what they are curious about
5. The main lesson needs to include active student participation. It may include a combination of large group, small group or partner, or individual activity.
6. Extra activities if time allows or if the regular lesson activities fizzle
7. Closure – should include wrap-up (one simple statement in their words – elicited from the students) of the day’s focus; may include socialization or future plans
8. Closing ritual – extinguishing the chalice and say closing words
9. Soon after class, write your notes in the Weekly Report.

Lesson Plan Schedule Forms A Real Timesaver!

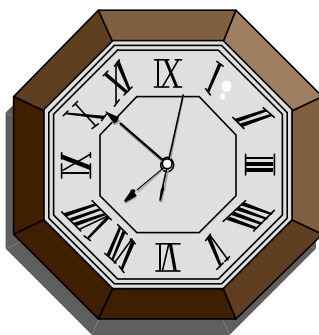
A “Lesson Plan Schedule Form” has been developed to simplify scheduling and promote accurate communications between all team members and the R.E. Staff. To aid the R.E. assistant in planning for your class, please keep an up-to-date copy of your schedule in the attendance binder. The schedule also functions as a R.E. calendar of events to aid in participation in family-friendly activities.

When there are two classes using the same curriculum, it is strongly recommended that teachers from each team communicate with the other team, arranging to have both classes follow the same lesson on the same Sunday. When two classes are using the same curriculum, they will also be sharing the same supplies. Sufficient supplies for both classes will be provided each Sunday.

The R.E. assistant will consult the master copy of the “Lesson Plan Schedule” kept in the attendance-binder every week. Please provide additions or changes to the “Lesson Plan Schedule” by notes on the schedule, phone, fax or email (checked frequently).

Teachers are encouraged to send letters or postcards to students, and money is budgeted to allow several mailings a month for each class. The R.E. assistant will type and mail your letters or postcards for you. To ensure letters arrive before Sunday they need to be mailed out by Wednesday afternoon.

The R.E. assistant will also make copies of curriculum pages or other items as needed and requested.




**First Unitarian Church of Dallas
 Religious Education Program 2004 - 2005
 Lesson Plan Schedule for Fall 2004**

Class: _____ **Time:** _____

Date	Lesson Number, Topic, or Activity	Lead Teacher, Assistant Teacher, and Off
Saturday, September 04, 2004	Classroom Setup Day 9:00 – 4:00	All teachers present
September 12, 2004 Ingathering Sunday Begin Children's Choir		All teachers present Lead: Assist:
September 19, 2004 Luncheon in Community		All teachers present Lead: Assist:
September 26, 2004 Children in Sanctuary for 15 minutes Blessing of Ministries Children's Choir Sings		All teachers present Lead: Assist:


**First Unitarian Church of Dallas
 Religious Education Program 2004-2005
 Lesson Plan Schedule for Fall 2004**

Class: _____ **Time:** _____

Date	Lesson Number, Topic, or Activity	Lead Teacher, Assistant Teacher, and Off
October 03, 2004 Children in Chapel		Lead: Assist: Off:
October 10, 2003 Children in Chapel Luncheon in Community		Lead: Assist: Off:
October 17, 2004 Children in Chapel Trick or Treat for UUICEF Boxes Distributed - to be returned during chapel next Sunday		Lead: Assist: Off:
(Saturday) October 23, 2004	Fall Festival 	
October 24, 2004 Children's Choir Sings Commitment Sunday		No R.E. Families in Church
October 31, 2004 Children in Chapel		Lead: Assist: Off:

**First Unitarian Church of Dallas
 Religious Education Program 2003-2004
 Lesson Plan Schedule for Fall 2003**

Class: _____ **Time:** _____

Date	Lesson Number, Topic, or Activity	Lead Teacher, Assistant Teacher, and Off
November 07, 2004 Breakfast in Community Children in Chapel UNICEF Boxes Back		Lead: Assist: Off:
November 14, 2004 Children in Chapel		Lead: Assist: Off:
November 21, 2004 Children in Chapel		Lead: Assist: Off:
November 28, 2004	One service only: 11:15a.m. 	NO R.E. CLASSES Children and Families In Church

**First Unitarian Church of Dallas
 Religious Education Program 2003-2004
 Lesson Plan Schedule for Fall 2003**

Class: _____ **Time:** _____

Date	Lesson Number, Topic, or Activity	Lead Teacher, Assistant Teacher, and Off
December 04, 2004 (Saturday)	Hanging O' the Greens	Hanging O' the Greens
December 05, 2004 Children in Sanctuary Brunch in Community 1 st & 2 nd grade OWL Parent Meeting		Lead: Assist: Off:
December 12, 2004 Children in Sanctuary Parish Meeting		Lead: Assist: Off:
(Saturday) December 18, 2004 Christmas Pageant Rehearsal 10:00-5:00 Sanctuary	Pageant Rehearsal	Pageant Rehearsal
December 19, 2004 Christmas Pageant	Christmas Pageant 9:15a.m. Dedication of Children - 11:30a.m.	NO R.E. CLASSES Children and Families In Church
December 24, 2004 (Friday)	Christmas Eve Services @4:30 & 10pm	
December 26, 2004 No Children's Choir	One service only at 9:15	NO R.E. CLASSES Children and Families in Church

First Unitarian Church of Dallas Religious Education Program Classroom Management at Our Church

Classroom Standards and Goals

People of all ages need some framework within which they can be effective. The team of advisors will provide all the structure for the youngest children. This includes nursery through kindergarten. Advisors will plan a schedule that will be followed fairly closely each week. Children feel safer when they know what to expect, in terms of schedule and expectations for behavior. Only when children's basic needs have been met, including physical needs and security, are they ready to begin learning. Posting your plan for the morning will benefit the participating adults as much as for the children.

Classroom Standards (or similarly titled poster) generated by the children and the advisors should be in plain sight. There should be no more than about five (5) standards, with each one phrased in a positive manner. An example might be: Each person will be addressed by his/her name.

On the first day that responsibility for planning and behavior will be completely in the hands of the advisors. On that first day, **you** will set the tone of respectful behavior (stating what is acceptable, if necessary). Please have a plan for the morning, written on the board or on a poster.

Before the last Sunday in September, it is recommended that each classroom have the following posted or available:

- Classroom Standards written by the students with teacher guidance
- A schedule which is followed on regular class days
- Personal goals written or dictated by each child (for reference should the need arise)

Please discuss these plans with your team and with the D.R.E. if you have questions.

The Curriculum is not the Book. The Curriculum is the Shared Sunday Morning Experience.

Fun

If you're enjoying yourself and having fun, chances are that the children are also enjoying class. If you find the curriculum to be dry and boring, chances are the children will as well. What can you do? Change it. Make it your own.

Passion

Do you love to paint, sculpt, take nature hikes, cook, or travel? Share your passion for what you love with the children. If your lessons recommend simple craft-type activities that don't appeal to you, substitute a long-range project instead. Does this mean that you should throw out the lesson? No, don't throw out the lesson; simply find another way to teach it. Ask yourself what the **real** message of the lesson is.

A Teaching Example: Noah's Ark

Is the lesson about an angry God commanding some guy who died thousands of years ago to save the animals? Maybe it is, and maybe it's more. Can the children relate this story to their own lives? That depends on you. Does the lesson plan include having the children make little animals from pipe cleaners or clay? Probably something like that. Will the children find this lesson and activity meaningful? Probably not.

What you can do:

- Read the story before class.
- Tell the story, in your own words, to the children.
- Relate the story back to their and your lived-lives.
- Ask the children:
 - Have you ever been frightened?
 - Have you ever felt alone?
 - Have you ever felt overwhelmed by a task you had to do?
 - Have you ever realized that just one person really can make a difference?
- Tell the children about a time in your life when you felt alone and frightened.
- Tell the children how you found hope and courage in the midst of difficulty.
- Tell the children why/how you believe you can make a difference.
- Think of a way that you would enjoy bringing a hands-on activity to this story. Would you like to paint a huge mural with the children? Would you like to work with the children to design and create a huge mosaic? Would you like to learn more about the SPCA or Heifer International? Would you like to hold a fundraising activity to support either organization? Would you like to find recipes, round up ingredients two-by-two, leaven dough and bake bread?
- You could do any of the above over a period of weeks or months instead of creating little crafts that may simply end up being thrown in the trash.

Think about what you and the children would love to do. Think about what you and the children would have fun doing. We can make your "passion" happen! All you need do is ask and we will provide the materials and support.

Bless you as you go about your important ministry with our children.