



We Are All Connected

Teacher's Handbook-2009-2010

**Guide to Managing the
Religious Education Classroom**

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How to reach Us

I. From the Director of Religious Education,

Welcome to a new year of Young Church! I am looking forward to getting to know all of you this coming year and learning your passions, what you like to teach and why, for religious education.

As we go through the year feel free to call me or Religious Education Committee member with any concerns, wishes and hopes for Young Church. The RE committee and myself will spend the year assessing the program and writing a mission statement this spring. Your input is important!

Religious Education Committee

1. Margaret O'Day 603-580-1651
2. Bob McConnell 580-5566
3. Dixon Hummel 603-772-5986
4. Kristen O'Gorman 603-772-1190
5. Sujeong Shin 772-6425
6. Jessica Michelsen 580-5512

DRE

Kimberly Wootan church, 603-772-4002

Unitarian Universalist Principles

II. Unitarian Universalist Goals

To put the children on the path, we affirm these goals for young church.

1. We believe that each and every person is important.
2. We believe that all people should be treated fairly.
3. We believe that our churches are places where all people are accepted and where we keep on learning together.
4. We believe that each person must be free to search for what is true and right in life.
5. We believe that everyone should have a vote about the things that concern them.
6. We believe in working for a peaceful, fair, and free world.
7. We believe in caring for our planet earth.

I. Safety

1. We are planning to establish a policy for fire drills and for and physical safety of the children and youth in the coming year. This year we will be assessing the churches needs and implementation. Your impute in this process is vital. Please contact the Re Committee, the Board of Trustees, DRE, or the Minister if you have any questions.
2. Pick-up times: The children grades 2nd or below can not leave the class or an event without a parent or guardian. Parents must pick up their child/children absolutely no later than a quarter after the hour either 10:15 or 12:15.
3. Visitor or Gust Speakers are allowed in the classroom but they must be cleared by the DRE. Children may visit at any time.\

Planning the Lesson

1. There are some specific factors, which may make desired learning more certain: but these factors are dependent upon the personal style of the teacher, the way the children learn, and what the environment is. Teaching skills may be acquired. The use of these skills in relation to the specific factors involved is an art--a creative and individual art.
2. Be realistic! How long can kids sit still?
3. Know the children: The story is not the curriculum. The curriculum is the experience your children have in your class. Pay attention to the group dynamic, plan your time and teaching techniques to the particular age group. Be a catalyst. Doubt, question, and help the students to reach conclusions. Don't be afraid to say I don't know. Don't be afraid to share your beliefs.
4. How are religious ideas developed in children and adolescents?
 - a. Caught: (faith is received unquestioningly from parents)
 - b. Taught: (faith is received via information learned from others)
 - c. Bought: (in adolescence, youth either "buy in" to the ideas of faith or reject them)
 - d. Sought: (in young adulthood or in later life, a personal faith is sought and this person seeks and then develops their own definition of faith; this may be a different path from the one of childhood, or it may be a personal development of the childhood belief.)
5. Team teaching requires communication between adult leaders on a regular basis. This can be done before or after class (but not during worship time), on the telephone during the week, or occasional meetings. It's helpful to 'debrief' on the Lesson just completed (did everything get done? What worked/didn't work?) before planning the next one. You want to keep the classes consistent it will be easier for everyone.
6. Basic art supplies are available each Sunday. Arrive a few minutes earlier and the DRE help you collect them. Remember to return unused supplies and tools at the end of the morning. At least a week's notice is necessary for unusual supplies that need to be purchased or collected - just put a request on the Weekly Information Sheet.
7. The audio-visual equipment owned by the church is available for your use. We have a stereo tape and CD player, slide and filmstrip projector, tape recorder, VCR and TV. There are many sources of films, videotapes, audiotape, CDs, books, etc., but requests must be made well in advance.

Young Church's Routine

1. **Arrive Early.** It is significant to the flow of the morning if you come to your class 20min early. New Parents who attend church like to meet their child / children's teacher before dropping them off. Most teachers in Young Church also have kids. Pick up your class milk crates in the RE Closet in the second floor of the parsonage before you go to class. You will need to find where the story is in the classroom and make sure your community project material and game items are collected.
2. **Attend the Worship.** Please come to the Worship! Chapel is the second Sunday of every month, the rest are a Time for All in the sanctuary. As tempting as it may be, please avoid using this time to prepare for class. Children benefit from knowing that you value worship and I need your assistance with managing the behavior of the children during worship. On Intergenerational Sundays please feel free to worship with the community.
3. **Take Attendance.** We need an accurate idea of who attends class for fire safety. Also it helps the RE committee and the DRE plan programming.
4. **Don't worry if you don't get through the whole lesson.** It's more important that the children enjoy what they are learning, it's quality not quantity.
5. **Clean up class before leaving.** Remember there is a class or activity using the room after you. There are sponges, paper towels, broom and dustpans in the RE or the Sextant's closet.
6. **Remember you are a sacred volunteer.** If you are unable to teach on a scheduled Sunday and you have tried your fellow teaching team and can not find a substitute let me know. I have a list I can consult. Please check with the DRE before buying supplies. I stock the RE closet well. Reimbursement for supplies will transpire with a receipt. A form is in your teaching packet. You don't have to volunteer your time and your money. Well, maybe a canvas time.
7. **Remember to leave your attendance sheets and Young Church Weekly Information Sheet on your clipboard.**

What to do for Sunday Morning

(short list)

- ⇒ Time story if you have one in your lesson
- ⇒ Plan lesson with partner-who is doing what
- ⇒ Reflection (Sunday Morning Story)
- ⇒ Second Sunday of the Month there is Chapel
- ⇒ come 30 minutes early
- ⇒ Pick up milk crates-brings it to classroom
- ⇒ Look at dry easer boards
- ⇒ Check Clock your classroom
- ⇒ Go to Worship
- ⇒ Go to the classroom first before kids
- ⇒ Let DRE or Substitute know how the morning went

Young Church starts 9:00 or 11:00am

(1 hour & 15 min.)

Young Church's Sunday Morning Routine Schedule

20 min.	Chapel or Reflection
10 min.	Chalice Lighting/Check-in
5 min.	Opening- tell the children what you are doing
10 min.	The Story/lesson time
15min.	Activity Time and/or Game
10 min.	Snack
5 min.	Clean-up & Closing

Class ends at quarter after the hour

Discipline

VI. Discipline From a Religious Perspective:

How we interact as a community is one of the foundations of all religions. We as the adults of this community have a responsibility to teach the Young Church what we value in their behavior.

By our attitude we reinforce positive or negative behavior. We need to always be mindful to speak of the behavior not the child.

Take a few minutes to think about how you would like your class to run. Meet the children or youth, see how they interact, then try to share your ideas. Review the class convent (see inside). If the kids buy in to the process, it is much easier to get them to cooperate.

Every child is subject to indisposition, and a child who usually is "good" can have an off day and react like a troublemaker. This does not mean the child will always act out. The child who consistently breaks up the class is a child who has special needs that require attention. Labels are hurtful and assumptions about the reasons for disruptions need to be carefully questioned. Generally their problems have been created before you met them. Do not play God(dess) and assume omnipotence in creating or alleviating emotional problems. With trouble children we are all a very small part of a complex problem.

You will make mistakes, but it is highly improbable that any of them will injure either your standing in the class and/or the child/ren. The most important long-range influence you can have is to integrate them into this community.

Below are some of the resources available are:

TEACH TO REACH by Craig Michelle

PLAYING WITH FIRE by Creative Resolution for Young Adults

HOW RUDE by Alex Packer

RESPECTING OUR DIFFERENCES by Lynn Buvall

A PEACEABLE CLASS by Merrill Harmill

Weekly Classroom REport

Class

Teachers

Today we

Next week (to go in the bulletin)

1. I need some help. Can you call me?
2. Will you find a book, filmstrip, pictures, etc. about?

Title

What to do When "It" is not Working

- ⇒ Redirect
- ⇒ Ask questions
- ⇒ Talk under them
- ⇒ Bring them back with a bell or singing bowl
- ⇒ Change the focus in the room
- ⇒ Read a story have the kids lie down and close eyes
- ⇒ Be focused yourselves
- ⇒ Take them outside of on an "outing"
- ⇒ Play a game
- ⇒ Move the order of service around-mix up the timing move the kids around the room
- ⇒ Covenant see insert
- ⇒ Send them to me
- ⇒ When things are going right you need to tell one adult and the child from class that good thing
- ⇒ Energy rises before the behavior does look for-not listening, snickering,

Young Church Weekly Information Sheet

3. Next week we will be doing a different project than the one in the curriculum please supply the items listed below.
4. I will need a substitute teacher for _____ week.

Chalice Lighting # 1

We light this chalice for the light of truth
And it's meanings
For the warmth of love
And the energy of action

Chalice Lighting # 2

We light this chalice
To celebrate Unitarian Universalism
(Cup hands)
This is a church with open minds
(Hands on head)
This is a church with loving hearts
(Hands on heart)
This is a church with hands that are ready to serve.

Suggested Chalice lighting for Young Church Classes

(Hands out stretched)

Chalice Lighting # 3 Rise Up oh Flame

Rise up o flame,

By thy light glowing

Show to us

Beauty, vision and joy

Chalice Lighting # 4

To this quiet place of beauty

We have come from workday things

Pausing for awhile and waiting

For the thoughts the quiet brings

Closing #1

We go now in peace,

Knowing that when we return

We will find friends.

Closing # 2 Go Now In Peace

Go Now In Peace

Closings for Young Church

Go Now In Peace

May the spirit of love surround you

Every where

Everywhere

You may go

Closing # 3 Be ye lamps unto yourselves

Be ye lamps unto yourselves,

Be your own confidence.

Hold to the truth within

Yourselves as to the only lamp

Closing # 4

If here you found freedom take it into the world-

If you have found comfort, go and share it-

If you have dreamed dreams help one another that they can come true-

If you have know love give some back to a bruise and hurting world.

Covenant for Classroom

What is a Covenant?

I always tell the story of Noah and the flood. When God flooded the land he then took away all the water. After a long wait Noah the animals and his children were allowed to leave the ark. In the mean time God and Noah made a promise to each other. God promised that he wouldn't flood the earth again and Noah promised to obey God's laws. It is the mutual agreement that makes this important. You as a teacher have a responsibility to come prepared and make class as interesting as possible. The children have a responsibility to behave in a respectful manner.

What is a Reasonable Code of Behavior?

- ⇒ It should be relevant to the setting, in this case our Young Church .
- ⇒ It should be used as the reminder when kids get out of hand.
- ⇒ It should be subject to periodic review to keep it current
- ⇒ We all have a right to:
 - a. To be treated with kindness
 - b. Be themselves
 - c. Safe
 - d. Hear and be heard
 - e. Learn
 - f. express feeling