

TEACHERS' MANUAL

Christian Formation For Sunday School

St. Andrew's
Episcopal Church

2008-2009
School Year

*Make me to know your ways, O
Lord; teach me your paths.
Lead me in your truth, and teach
me, for you are the God of my
salvation; for you I wait all day
long.*

Psalm 25:4 -5



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A WORD FROM THE RECTOR

2008-2009

The Children's Christian Formation program is one of the most important and vital ministries of our parish. Your participation in this program as team leader, teacher, aide, chapel leader, superintendent, or program support person is coupled with that of many others to form a ministry team that assures knowledge of the Christian story of faith in succeeding generations. In recent years we have focused our efforts not simply on information or content but on forming young people with an identity as Christians. This means understanding the vows of baptism and being shaped into people who live out a ministry given in baptism in the life of Christ's community, the Church. What young people know about faith is important but how they integrate that into their personal identity and ministry is the real goal. As a faith community we are about forming Christians not just educating people about Christianity.

Without your strong desire to love and care for youngsters formation the Christian gospel will not be a meaningful part of their lives. I want to thank you for your time, energy, and talent given to the Glory of God in this ministry. I ask that you give maximum effort to the program. Please try to affirm the unique abilities and gifts of each child as a creation of God. Develop experiences that share God's love in tangible ways in the classroom.

Each class is the Church in microcosm, and the classroom is prime place where children experience a faith community. You and your students will take a journey in faith together this year. In encounters with Scripture, prayer, and fellowship you are truly shaping the church of the future. While this is hard work, it also is a special privilege to teach the Gospel of Christ. And, there are few things more gratifying than furthering the growth of a young person in God's grace and love.

Your efforts in Sunday School are coupled with those who lead other programs such as Pre-School, Acolytes, and Youth Choir. Together this makes for a very effective ministry team. We seek to deepen their faith, help them to know God's love, and enable them to share that love more fully with others.

Our superintendents, Education Commission, Assistant Rector, and Children's Chapel team represent a strong resource and support for your teaching efforts. They want to be available to help you in any way possible this year, as do I. So, ask for the help you need and remember that you are carrying out one of the most essential and promising ministries in the life of the church.

Thank you for your willingness to teach and for your time and effort which I know will make this program a successful one.

Yours in Christ,
The Rev. Randall L. Prior, D.Min.

The Structure of Christian Formation for Children and Youth at Saint Andrew's

We offer Christian Formation for all children, ages 3 and up, every Sunday of the school year. Our program is divided into three basic areas: the Learning Center (comprising children ages 3 through first graders), the Sunday School (comprising children in grades two through six), and the Youth Forums, which all meet after the 10:00 a.m. Sunday worship service. Unless otherwise noted, all classes are taught in rotation: teachers take turns teaching every other Sunday, or every fourth Sunday, as arranged by prior agreement.

- **The Learning Center:** Ages 3 through first grade. This year, we will use the *Hands-On Bible Curriculum* produced by Group Publishing. Age-appropriate, student-based, teacher-friendly and just plain fun, Hands-On emphasizes active learning, not sit-down-and-be-still learning. In addition to their *Hands-On Bible* lessons, children will learn that our parish is a safe, secure, and happy place to be. ***A primary goal for Learning Center teachers is to model caring behavior for the children, and to encourage the children to be loving and caring towards each other.***
- **The Sunday School:** These classes meet from 11:15 a.m. to 12:15 p.m. and comprise second through six grades. This year, we will use the *Mustard Seed Curriculum*, a Sunday School program that emphasizes in-depth Bible study through age-appropriate learning. Lesson plans are easy to use, and offer a variety of activities from which teachers can choose in order to tailor the lesson to their own skills and to the class' needs; however, it is essential that teachers PLAN AHEAD when using this program, as last-minute preparation can prove disastrous. Please note that, in addition to your Teacher's Book, you also have a copy of the *Mustard Seed Manual*, [A Parent's Guide to Prayer](#), and [Prophets, Poets, Priests, and Kings](#) in your classroom cabinet. These will be good resources for you, when you need them. ***Two major goals for Sunday School teachers should be to practice the skill of open-ended questioning for the purpose of leading students into a deeper understanding of the lesson, and to practice the art of planning ahead so that lessons are coherent and fun.***

CLASSES THAT MEET IN THE FALL AND SPRING SEMESTERS:

Learning Center

- Pre-K Room
- Kindergarten Room
- First Grade....these classes meet DURING the 10:00 a.m. service and DURING the Christian Formation hour: ~11:15 a.m.. – 12:15 p.m.

Sunday School

- 2nd Grade Class
- 3rd and 4th-Grade combined class

- 5th-and-6th- Grade combined class
- Note: these classes ONLY meet during the Christian Formation hour: 11:15 a.m. – 12:15 p.m.

ONLY THE LEARNING CENTER CONTINUES TO MEET THROUGHOUT THE SUMMER.

The Role of the Sunday School Coordinators

The Sunday School Teachers' Coordinators include an expanded role from past years. This expanded role includes the following:

1. Recruit individual teachers for their specific classes.
2. Provide a copy of the course syllabus and outline of classes throughout the Sunday School year
3. Facilitate coordination between the teachers as a unit throughout the semester.
4. Work directly with the Assistant Rector and Christian Formation Commission in planning and preparing for each new Sunday School and Formation Year.

The Role of the Superintendent

Every Sunday, the Superintendent must:

1. ***Open the Sunday School Supply Closet and the classrooms.*** The teachers will not be able to get into their classrooms without you!
2. ***Assist with student issues.*** For example, on the first day of Children's Christian Formation classes, Superintendents will need to assist students to the right classrooms and help parents register their children. Superintendents will also help teachers work with behavioral problems (such as students that are acting inappropriately in class). In this case, the Superintendent can take the child(ren) out of the classroom and escort the child(ren) to the Christian Formation Office for a "time out" and discussion of appropriate behavior.
3. ***Make sure that all the necessary supplies are stocked in the classroom supply closets.*** Teachers should have enough supplies. If not, teachers will ask the superintendents for assistance in finding materials in the Christian Formation Closet. If teachers request more of a certain set of supplies, the teachers can then submit a supply request found in the classrooms and in the Teacher's Manual) and give these to the superintendents to submit a supply request form to the Parish Administrator, who will procure the supply with parish monies. Only in the case of an "emergency" should Superintendents use their own money to purchase supplies for Children's Christian Education. Reimbursement may be accomplished by submitting receipts to the

Assistant Rector; first, staple the receipt(s) to an 8.5x11” sheet of paper, and include IN PEN your name, address, and phone number on that sheet, plus a few sentences explaining the purchase. Please note that RECEIPTS THAT FEATURE PERSONAL PURCHASES AS WELL AS PURCHASES FOR CHRISTIAN FOMATION WILL *NOT* BE APPRECIATED BY OUR AUDITORS. For staff record keeping purposes, please keep the purchase of Formation supplies separate from your own purchases, and submit receipts that only reflect purchases for the church.

4. ***Provide snacks and beverages to students and teachers.*** Christian Education snack supplies can be found in the white cabinets, by the water fountain in the hall. Although snacks are procured by the Snack Provider (who also submits forms and receipts for reimbursement), the Superintendents “set up” the snack and bring it to the classrooms. Juices are kept in the refrigerator in the parish kitchen; cups and napkins can be found in the Christian Education office.
5. ***Assist with photocopying.*** Sometimes teachers have more children attending class than they anticipated; on these happy occasions, Superintendents should assist the teacher by photocopying additional materials. The photocopier is located in the Christian formation office.
6. ***Keep attendance records.*** The Superintendents need to collect attendance data every week in the special Attendance Folder, located in the Christian Formation office. This data helps the church staff plan for future classes and keep track of the status of our current classes.
7. ***Patrol the halls of the Christian Formation wing.*** Superintendents keep their eyes and ears open for situations that might compromise child or teacher safety. If you encounter a person whom you assume has no business being in the Christian Education wing during the children’s learning time, then please ask that person courteously if they can be helped. If possible, suggest that the person might be better served attending the church service or the Adult Forum. If the person acts inappropriately or refuses to leave, immediately seek help from the other Superintendents, the Ushers, Teachers, or parents, and inform the Rector. Such situations are extremely rare, but it is important to be prepared.
8. ***Make sure that all classrooms are locked after Children’s Christian Formation is finished. Also make sure that exterior doors are shut tightly and locked.*** This maintains the kind of security that will keep our church safe and happy.

The Role of the Teacher

Every Sunday, the Teacher must:

1. ***Be certain of your place in the teaching rotation.*** Please note that it is the responsibility of all teachers to work out their own rotation schedules with their teaching teams. Make sure that your teaching schedule is posted somewhere obvious (i.e. the inside of your classroom cabinet door), and do keep a list of the other teachers’ numbers in case you need them. Teachers are responsible for calling and arranging for their own substitutes. A copy of the rotation schedule must also be on file in the Christian formation office.
2. ***Prepare for the lesson.*** It would be very helpful for you to take the lesson home with you the week before you plan to teach, and make time in your schedule to review and understand the lesson and activities. You will be sharing lesson-planning materials with the other teachers in your class, so make arrangements with the other teachers to rotate the Teacher’s Manual or Teacher’s Book around so that each of you will get a chance to review the lessons you plan to teach.
3. ***Make sure that all the necessary supplies for the lesson are at hand.*** If you’ve

reviewed your lesson early, then you can plan to have all supplies ready to go by Sunday morning. Consult your classroom supply list, take frequent inventory of your supply levels, and let Sunday School Superintendents know when you are running low on supplies. Complete a supply request form (found in the classroom cabinets and in the Christian Formation office) for the supplies you need. Note that the Sunday School Superintendents are good resources for supplies when you are in a pinch, and the Christian Formation supply closet is always open on Sunday mornings, and by appointment during the week, if you need anything. Materials purchased on your own must be pre-approved by the Assistant Rector if you want reimbursement.

4. ***Prepare the classroom.*** Turn on the lights and place the chairs around the table. Lay out student materials and supplies; set up visual or musical aids, if using. Classrooms should look tidy and welcoming. Note that the Superintendents will bring snack to the classrooms; teachers are not responsible for snack.
5. ***Take attendance as students arrive (or record their names).*** Your attendance records will go into the church database, and help the church staff track how many students attend Children's Christian Education classes. This data also tells us how many students we can reasonably expect for next year's classes. It is therefore very important to maintain accurate attendance rosters.
6. ***Teach with enthusiasm and integrity.*** This is the best part! Know that every time you teach, God is moving through you to touch the life of a student. Now THAT is something to celebrate!
7. ***Straighten up the classroom.*** Please return your materials to your classroom cabinet. Return toys and books to their appropriate places (this is especially important for those classes that share space with the weekday Preschool). Wipe off spills from the tables. Close and lock all windows. Place the chairs back on the tables and turn out the lights. Close and lock the door (NOTE: except for the Library, which should never be locked, or the Multi-Purpose Room). You do not need to vacuum the floors.

PLANNING A TEACHING SESSION

Your Assumptions

1. I know most of the students by name. (If you don't: use NAME TAGS and begin the teaching session by ASKING CHILDREN THEIR NAME, perhaps going around the table or the room in a circle).
2. I know some of the students' interests and favorite activities. (If you don't: begin the session by ASKING CHILDREN THEIR FAVORITE food/color/sport/music/animal. Make it a game. Record their answers so you will remember.)
3. I know and care very much about our Christian faith and believe that it is vital for the students to learn about it.
4. If something does not interest me, it is unlikely to be of interest to my classes.

Your Preparation

1. Plan the flow of the class using the outline of movement suggested by the curriculum (i.e., Introduction, Content Teaching/Storytelling, Activity – most curriculums feature this type of flow to the lesson)
2. Select key concepts to be explored with the students. Determine what can be accomplished with the class in the time available. Establish priorities because generally no more than three or four (and at times only one) concept can be explored in a single hour.
3. Next ask: What do I hope the students will be able to do by the end of the session? (It may not be something altogether new, but rather a heightened consciousness – e.g., “I want them to know that God has a plan for them, just as God had a plan for the Israelites”.) Then ask: how will I know that the goal has been achieved? (E.g., “When the students can use their imaginations to articulate the possible plan that God may be making for them.”)
4. Determine ways to get the students involved in exploring the concepts and achieving the objectives. The choices of strategies will depend partly on the students' interests and abilities and partly on your own creativity. Remember the diversity among the students and that it is not always necessary that all students do the same things at the same time.

While Teaching

1. I don't want to do all the talking. I want to involve the students as much as possible. To accomplish this, I must consider:
 - a. How to help each student feel that his/her ideas are important;
 - b. How to ask questions that require the students to think and to respond;
 - c. How to be an active listener; and
 - d. How to encourage group interaction and student-initiated commitment.
2. I want to use as many instructional aids as possible to help to maintain a high level of interest and to reinforce concepts (i.e., puppets, role playing, craft/art project, games).

After Class

1. Evaluate what the students have accomplished during the session.
2. Make notes of what to do during the next session. There is a log sheet (located in each classroom cabinet) for each set of teachers of a class to make very brief notes of what happened in the class today, how classes went overall, and any other notes that would be helpful to the next set of teachers for the particular class. See the Appendix for a copy of the log sheet.
3. Reflect again upon each student's needs, interests and abilities. Seek to identify more precisely the point of contact between curricular goals and the students.

CHECKING YOUR LESSON PLAN

1. Did I plan a room arrangement or arrival activity that introduces my subject and focuses the students on my goals for the session?
2. Did I vary activities? Some activity groupings to consider:
Brief activities vs. Involved activities
Active activities vs. Quiet activities
Large Group vs. Small Group vs. Individual-oriented activities
Verbal vs. Visual activities
3. Did I plan the most effective transition between activities? For younger children, this may be a finger play or a simple game or song. For older children, this may be just a few sentences about what we've already done today, and what we're going to do next.
4. Are my methods varied, both within the lesson plan and from previous classes?
5. Did I provide for individual expression through music, art, creative movements, etc.?
6. Did I plan learning activities that provide each child an opportunity to work with an activity that he/she does well?
7. Did I reinforce the lesson at every stage of the class?
8. Did I plan opportunities for student choices? Did I plan opportunities for students to share their experiences and ideas that are related to the lesson's key concepts?
9. In short, have I found the most effective ways to fully utilize the class time and to fully involve my students in achieving the goals for the session?

THE SUNDAY MORNING SCHEDULE

- 9:45 a.m. Sunday School and Learning Center teachers arrive and prepare for class. The playground is closed.
Nursery staff arrives and prepares the room for the children.
Superintendents arrive and prepare to greet students, teachers and parents.
- 10:00 a.m. Nursery and Learning Center begin.
- 10:00 a.m. Second Sunday Worship Service begins. The playground remains closed.
Arrangements can be made for LC classes to use the Multi-Purpose room.
- 10:10 a.m. Children's Chapel begins. An acolyte will come to escort your class. Please bring your classroom's offering basket.
- 11:15 a.m. Second Sunday School, and Adult Forums begin -- this would be the best time for the Learning Center teachers to use the Playground.
- 12:15 p.m. Formation programs end; children in the Nursery and Toddler Rooms are

dismissed to their parents.

PLEASE NOTE: Children below fourth grade are released to a parent or older sibling *only*. We do not release young children on their own recognizance. .

12:15-12:30 Clean up, put away, and lock up: Superintendents, Teachers, Nursery Workers.

EXCEPTIONS TO THE NORMAL SCHEDULE include certain Sundays when the Sunday School (grades two through senior high) may not meet, but the Learning Center *does* meet during the worship hour. These Sundays are:

10/26/08 *Shrine Mont Weekend.* Sunday School classes and the Learning Center may have to be combined depending upon the attendance.

12/21/08 *Advent 4.* No Sunday School; Learning Center does meet during worship.

1/11/09 *Annual Parish Meeting.* This means that the second hour of nursery and Learning Center could be much longer due to voting; teachers and coordinators may want to arrange extra “back-up -- i.e” videos, games, extra helpers.

4/5/09 *Sunday of the Passion/Palm Sunday.* No Sunday School; Learning Center functions only during the worship hour

4/12/09 *Resurrection of Our Lord/Easter Sunday.* No Sunday School; Learning Center functions during the two later worship services, normally at 9:30 and 11:00 a.m.

These two later worship service times’ are often changed and we will notify all Sunday School volunteers of the specific service times. Please note – the Learning Center will be available for each service.

GENERAL PROCEDURES FOR ALL

- 1. WEAR YOUR NAME TAG.** Your name tag identifies you to parents, newcomers, students, and other Christian Educators. Please wear it whenever you are “on” as a teacher, teaching assistant, or Superintendent.
- 2. STAY CONNECTED.** Please attend all teacher meetings and workshops and read the occasional Superintendents’ Letters or announcements passed out to you or posted on the door of the Christian Formation Office. Also, please support our Outreach and Special Projects Coordinator on projects as much as you can. You are welcome to attend Christian Formation Commission meetings (first Monday of the month, 7:30-9:00 p.m.).
- 3. TEACHER ABSENCE. YOU ARE RESPONSIBLE FOR ARRANGING YOUR OWN SUBSTITUTES.** Please also make your team leader and the Superintendents aware of your substitute arrangement, with as much advance notice as possible. Substitute lists are at the back of this manual.
- 4. NEWCOMERS.** Please ensure that each new member of your class (or a parent) completes a Christian Education Student Registration form. Also, let a Superintendent know of any new students. This is vitally important for the integration of newcomers to St. Andrew’s.

5. **NON-ATTENDERS.** Please let a Superintendent know of any children who are absent for several weeks so that the Superintendent can follow up with the child or parents.
6. **PARENTS/CHILDREN CHECK IN AND OUT:** Please ensure, particularly with our youngest children, (preschool/ kindergarten/ first grade) that the children do not leave the classroom without responsible mature supervision after they have been entrusted to our care. Parents may come and take their children to communion and we have a check-in/check-out form to initial as they take and bring their children to and from communion.
7. **FAMILY CRISIS.** If a member of your class has a family crisis, please contact the clergy (Rector or Assistant Rector) for specific instructions. A “family crisis” may include, but not be limited to, occasions of death, divorce, parental separation, moves, or other major life issues. Do not share the personal details of a student’s family life with anyone unless you receive permission from the Rector to do so.
8. **IN CASE OF FIRE.**
 - Please know the exits from the building that are closest to your classroom. Use these in case of fire.
 - Fire extinguishers are located in each corridor and in the kitchen.
 - If you smell smoke, test the door handle for heat; if smoke obscures the window of the door and the door knob is very hot, proceed to exit through a window. Speak in a calm, firm tone, without panic or anxiety in your voice. Instruct the children to exit the building. If you must exit through a window, help the children out first, *then* follow them. Make sure that they line up in an orderly fashion and walk quickly from the building (if they run, they may injure themselves). **DO NOT FORGET TO BRING ALONG THE ATTENDANCE CHART.** If students in your class are asthmatic, make sure that you bring their inhalers as you exit the building (or, in the case of older children, make sure that they have their inhalers with them before they exit).
 - The Emergency Congregating Point is the back parking lot. Once assembled there, make sure that your class stays in line. Take attendance and be sure to let a Superintendent know that all of your students are accounted for.
 - Do not re-enter the building until the “all clear” is given by an appropriate authority.

Notes:

LITURGICAL CALENDAR

The church year consists of two cycles of feasts and holy days: one is dependent on the movable date of the Sunday of the Resurrection, or Easter Day; the other, upon the fixed date of December 25, the feast of our Lord's Nativity, or Christmas Day.

Easter Sunday is always the first Sunday after the full moon that falls on or after March 21. It cannot occur before March 22 or after April 25.

The sequence of all Sundays of the Church Year depends upon the date of Easter Day. But the Sundays of Advent are always the four Sundays before Christmas Day, whether it occurs on a Sunday or a weekday. The date of Easter also determines the beginning of Lent on Ash Wednesday, and the feast of the Ascension on a Thursday forty days after Easter. The feast of Pentecost occurs fifty days after Easter.

The Calendar of the Church Year Observed at St. Andrew's, 2008-2009

Feasts of Our Lord

Christmas Day	Dec. 25	Trinity Sunday	June 7
The Holy Name	Jan. 1	The Visitation	May 31
The Epiphany	Jan. 6	St. John the Baptist	June 24
The Presentation	Feb. 2	The Transfiguration	Aug. 6
Easter	April 12	Holy Cross Day	Sept 14
Ascension Day	May 21	All Saints Day	Nov. 1

Other Major Feasts

Holy Cross Day	Sept. 15 (<i>trans</i>)	Confession of St Peter	Jan. 19 (<i>trans</i>)
St. Matthew	Sept. 22 (<i>trans</i>)	Conversion of St. Paul	Jan. 26 (<i>trans</i>)
St. Michael & All Angels	Sept. 29	St. Matthias	Feb. 24
St. Francis of Assissi	Oct 4	St. Joseph	Mar. 19
St. Luke the Evangelist	Oct. 18	St. Mark the Evangelist	April 25
St. James, Brother of our Lord	Oct. 23	St. Philip and St. James	May 1
St. Simon & St. Jude	Oct. 28 (<i>trans</i>)	Pentecost	April 31
Thanksgiving Day 2008	Nov. 29	St. Peter & St. Paul	June 29
St. Andrew	Dec 1 (<i>trans</i>)	St. Mary Magdalene	July 22
St. Thomas	Dec. 22 (<i>trans</i>)	St. James the Apostle	July 25
St. Steven, Deacon & Martyr	Dec. 26	St. Mary, Mother of our Lord	Aug 15
St. John	Dec. 27	St. Bartholomew	Aug. 24
The Holy Innocents	Dec. 29 (<i>trans</i>)		

Major Fasts

Ash Wednesday	February 25	Maundy Thursday	April 9
Palm Sunday	April 5	Good Friday	April 10

THE CHURCH SEASONS

ADVENT: (Color: Blue/Violet) From the Latin *advenire*, “to arrive”-- the first season of the Church year, beginning on the fourth Sunday before Christmas. The season of preparation for Christ's "arrival" (“First Coming”) at Christmas, and for his "Second Coming" to judge the world.

CHRISTMAS: (White) The feast of the Nativity, or birth, of Christ. This is an immovable feast and a Holy Day among all Christians.

THE FEAST OF THE EPIPHANY: (White) From the Greek *epiphania*, which denotes the visit of a god to the earth and its manifestation to humans. For Christians, it is the manifestation of Christ by a star to the Gentiles, the coming of the Wise Men or Magi.

EPIPHANYTIDE: (Green) The season from the Epiphany to Ash Wednesday.

LENT: (Purple) From the Saxon *lenten*, "spring." A moveable season of penitence, fasting, and sacrifice consisting of the forty days before Easter, excluding Sundays. Lent begins on Ash Wednesday and extends through Good Friday.

EASTER: (White) A movable feast celebrating the resurrection of Christ.

EASTERTIDE: (White) The five and one-half weeks between Easter and Ascension Day, commemorating the forty days our Lord spent on earth after his resurrection; commonly called "The Great Forty Days."

ASCENSION DAY: (White) The commemoration of the Ascension of our Lord to heaven and the end of the resurrection appearances; always falls on a Thursday.

THE FEAST OF PENTECOST: (Red) From the Greek for "fiftieth," Pentecost occurs 50 days after Easter; also known as Whitsunday. Pentecost originally designated the Feast of Weeks, a Jewish festival that came seven weeks after Passover. Because the Holy Spirit descended upon the Apostles at Pentecost, Whitsunday superseded the Jewish feast of Pentecost.

PENTECOST SEASON: (Green) The Sundays following Pentecost. This season symbolizes the long life of the historic church set between its birth at the first Pentecost and the final Advent at the end of all history.

TRINITY SUNDAY: (White) This Sunday marks the conclusion of the revelation of God in Jesus Christ as it is portrayed in the seasons of the Christian year.

ST. ANDREW'S GENERAL CALENDAR
With dates of special interest to the Sunday School and Learning Center
2008 – 2009

DATE	ACTIVITY
September 2	Teacher Orientations of all classes to be completed <i>Christian Formation Commission Meeting 7:30 p.m. in Conference Room</i>
September 7	<u>Opening Day</u> for Sunday School and Learning Center (a.k.a. Children's Christian Formation "START UP DAY");
October 5	Ministry Fair Members and Visitation
October 6	<i>Christian Formation Commission Meeting, 7:30 p.m.</i>
October 24	Parish Retreat at Shrine Mont; LC and S.Sch. open for those present (may need to combine classes)
November 2	All Saints' Sunday – Baptisms (1 st graders go to the Sanctuary) Ministry Fair – Outreach
November 3	<i>Christian Formation Commission Meeting 7:30 p.m. – Conference Room</i>
November 16	Decoration of Thanksgiving Baskets for Fall Special Project
November 23	Assembly and Delivery of Thanksgiving Baskets to needy families
November 27	Thanksgiving Day
November 30	Advent 1 – Advent Booklets distributed to children & adults Learning Center: <i>Hands-On Bible</i> Winter Quarter begins
December 1	<i>Christian Formation Commission Meeting 7:30 p.m. – Conference Room</i>
December 21	4 th Advent: Lessons & Carols Service 10:00 a.m.
December 24	<u>Christmas Eve.</u> (Wednesday --Nursery provided – Service times to be determined)
December 25	<u>Christmas Day.</u> (Thursday— No Nursery provided -- Service times to be determined)

January 4	Epiphany Party; SS and LC resume second hour resume;
January 5	<i>Christian Formation Commission Meeting, 7:30 p.m. – Conference Room</i>
January 11	Annual Parish Meeting – Possible longer Learning Center Holy Baptism: 1 st graders go to Sanctuary;
January 17	Nourishing the Teachers – Saturday Program by Laura Bachman
January 18	2nd Semester Begins:
February 2	<i>Christian Formation Commission Meeting, 7:30 p.m. Conference Room</i>
February 25	Ash Wednesday
March 1	First Week of Lent; Lenten Booklets & Mite Boxes distributed; Learning Center: <i>Hands-On Bible</i> Spring Quarter begins
March 2	<i>Christian Formation Commission Meeting 7:30 p.m., Conference Room</i>
April 5	<u>Palm Sunday</u> (No S.Sch.; L.C. during the worship hour only)
April 6	<i>Christian Formation Commission Meeting, 7:30 pm, Conference Room</i>
April 12	<u>Easter (No SS ; LC during the scheduled later two services only)</u>
April 26	Christian Formation Ministry Fair
May 4	<i>Christian Formation Commission Meeting 7:30 p.m. – Conference Room</i>
May 24	Memorial Day Weekend
May 31	Pentecost/Last Day of Sunday School/ Teacher Appreciation and Pentecost Party

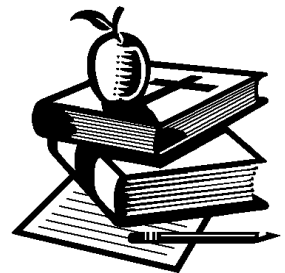
Calendar Notes

Formation COMMISSION MEMBERS

2008-2009 School Year

Co-chair & Vestry Member	Amy Dutton Adutton4@verizon.net	703-644-5259
Co-chair & Vestry Member	Sam Palmer SamPalmer@3-Lcom.Com	
Children's Chapel Coordinator	Amy Dutton adutton4@verizon.net	703-644-5259
Nursery Room Coordinator	Liza Potter liza@wns.org	
Toddler Room Coordinator	Kelly Nyman	
Vacation Bible School Co-Directors	Vanessa Parks vanessaparks2@aol.com	
	To Be Determined	
Sunday School Superintendents	Karen Steele steelejk@erols.com	703-440-3623
	Vanessa Parks vanessaparks2@aol.com	
	Kirk Steffensen kirk@steffensenfamily.com	
	4 th Superintendent TBD	
Assistant Rector	The Rev. Lisa A. Goforth lgoforth@standrews.net	703-455-2500

Contact any one of the members of the Christian Formation Commission if you have a Christian Education related need, concern, idea, frustration, question, or joy that you wish to share!



Classroom Supply List

In each classroom, you will find a plastic box containing the following supplies:

Stapler, staples	Ruler	Chalk
Adult scissors	Hole punch	Tacks
Masking tape	Stickers	Glue stick
Clear tape	Permanent marker	

You will also find:

- A box of crayons (for children ages 2/3 through the sixth grade)
- A box of colored markers (for children ages 2/3 through Junior High)
- Pencils (for children in first grade and above)

Liquid (“Elmer’s”) glue is available in the Sunday School supply closet. Please return liquid glue bottles to the supply closet after each use.

Cleanser and sponges are available in the white cabinet over the water fountain in the Christian Education hallway. Please use these to clean off the tables in your classroom before you leave. The custodial staff will vacuum the floors and empty the trash cans.

The following supplies are available in the Christian Education office from the Superintendents:

Tacky glue	Permanent markers
Stickers	Extra copies of teacher manuals
More glue sticks	

On the Library cart, you will find:

- Children’s Bibles
- Bible games
- Bible storybooks
- Storybooks with tapes

Classroom Supply Request Form

(photocopy, fill out, and submit with attendance data to Superintendent)

Teacher

name: _____

Class/grade: _____ **Room number:** _____ **Today's date:** _____

I am running low

on: _____

I am totally out

of: _____

I need these supplies by (date): _____ *Thanks! We'll get right to it!*

Classroom Supply Request Form

(photocopy, fill out, and submit with attendance data to Superintendent)

Teacher

name: _____

Class/grade: _____ **Room number:** _____ **Today's date:** _____

I am running low

on: _____

I am totally out

of: _____

I need these supplies by (date): _____ *Thanks! We'll get right to it!*

Supplies Available in the Christian Education Closet

On the shelves:

Paint:	Tempera paint Watercolor trays Liquid watercolor paints Acrylic paints Smocks	Pencils:	Regular graphite pencils (# 2) Colored pencils
Paper:	9 x 12" colored and white paper 8 x 13" white paper lined notebook paper index cards	Paper goods:	Plates Bags Aluminum foil Plastic wrap Plastic sandwich baggies ("Ziploc" baggies)
Glue:	Small bottles of liquid glue ("Elmer's") Gallon refills of liquid glue		

In clear plastic boxes:

Beads	Flowers	Sequins
Beans and seeds	Glitter	Straws
Bottle caps	Googly eyes	String and twine
Buttons	Lace	Tissue paper
Clothes pins	Pipe cleaners	Toothpicks
Confetti	Q-tips	Wooden craft sticks
Crepe paper	Ribbons	Yarn
Feathers	Sea shells	

In the brown metal Christian Formation locker in the Multi-Purpose Room:

36" rolls of paper
12 x 18" sheets of colored and white craft paper

Superintendents: Please let either Lisa Wakeley or Rev. Lisa Goforth know when the Christian Formation supplies begin to run low.

TABLE GRACES AND SIMPLE PRAYERS

Come Lord Jesus, be our guest
and let these gifts to us be blessed.
Amen.

For health and strength
and daily food,
we praise your name,
O Lord. Amen.

We fold our hands
and bow our heads
and thank you for
our daily bread. Amen.

Before we eat this food, dear Lord
we bow our heads to pray;
and for your blessings and your care,
our humble thanks we say.
Amen.

Thank you for the world so sweet,
Thank you for the food we eat,
Thank you for the birds that sing,
Thank you, God, for everything. Amen.
(E. R. Leatham)

O Jesus, I offer Thee this day
All my thoughts and work and play.
Let me be good as good can be,
Gentle, loving, kind, like Thee.

All good gifts around us
Are sent from Heaven above,
So thank the Lord, O thank the Lord,
For all His love.
(J. Montgomery Campbell)

Teach me, my God and King,
In all things Thee to see,
And what I do in anything,
To do it as for Thee.
(George Herbert)

What can I give Him,
Poor as I am?
If I were a shepherd,
I would bring a lamb;
If I were a wise man,
I would do my part;
Yet what can I give Him?
Give my heart.
(Christina Georgina Rossetti)

CHURCH FINGER PLAYS

THIS IS THE CHURCH

This is the church (Fingers interlocked, palms together)
This is the steeple (Two pointer fingers up to form steeple)
This is the bell (Fingers interlocked, palms together)
That calls to the people. (Rock hands back and forth like peeling bell)

This is a chair (Right fingertips bent and touching left palm)
And this is a piano (Move fingers as if playing piano)
That plays a sweet air.

READY TO LISTEN

Let your hands go clap, clap, clap; (clap hands three times)
Let your fingers snap, snap, snap; (snap fingers three times)
Let your lips go very round; (make lips round)
But do not make a sound.

Fold your hands and close each eye; (follow actions indicated)
Take a breath.....and softly sigh (follow actions indicated)
Ah - - - - -

READY TO PRAY (to begin, stand up)

Sometimes my hands are at my side, (hold hands at side)
Then behind my back they hide. (put hands behind back)
Sometimes I wiggle my fingers so, (wiggle fingers)
Shake them fast, shake them slow. (shake fingers fast then slow)

Sometimes I make my hands go clap, (clap your hands)
Then I rest them in my lap. (sit down and put hands in lap)
Sometimes they're quiet as can be, (put finger to lips, say Sh-h)
Because it's time to pray, you see. (bow head, fold hands)

GOD'S HOUSE

God's house may have a steeple (touch finger tips over head)
And bells that go, "Ding, Dong!" (sway to each side)
The bells help call the people (cup hands around mouth)
To sing this happy song: (clap your hands)
"This is the house of God." (sing the last line, going up, then down, the first
five notes of the scale - sing the words "is the"
on the same note)

APPENDIX A

WHEN WILL THEY KNOW THE BIBLE?

Nursery Children will begin to know:

- . The Bible is a book about God and Jesus
- . The Bible is a special book
- . There is a Bible in our Nursery room (I can hold it)
- . We have a Bible at home
- . Sometimes grownups tell me stories and talk about verses they have read in the Bible

Kindergarten children will begin to know:

- . The Bible is an important book
- . We have a Bible in our room at Church
- . Our family has a Bible at home
- . The minister reads from the Bible
- . The Bible contains stories about persons who tried to live as God wanted them to live
- . The most important stories in the Bible are about Jesus
- . Sometimes we say words (verses) from the Bible
- . Sometimes we sing these words:
 - Some are happy words
 - Some are thank you words
 - Some are words about things we do everyday

Children in Grades 1 and 2 will begin to know:

- . The New Testament is different from the Old Testament
- . Why the Bible was written
- . Who the helpers of Jesus were
- . What happened to Jesus--why he was killed
- . Will begin to read and learn the Lord's Prayer
- . The Bible is about people who lived a long time ago
- . The Bible is about people who had many experiences like those that we have today
- . Much of the Bible is hard to understand (I can understand some of it; I will understand more of it as I grow older)

Children in Grades 3 and 4 will begin to know:

- . About Bible lands and times
- . Jesus as a teacher
- . The disciples of Jesus
- . The Parables
- . The Ten Commandments
- . The Lord's Prayer
- . Bible contents: Law, History, Prophets, Poetry, Gospels, Letters
- . Will be able to find in the Bible: Book, Chapter and Verse
- . Will know the two creation stories
- . Will learn about persons in the Bible
- . Will know that passages from some of the Psalms are lovely as choral readings
- . Will be able to read some of the Bible for themselves
- . May want a Bible of their own

Children in Grades 5 and 6 will begin to know:

- . How Jesus reveals God to us
- . How we can be followers of Jesus
- . The Disciples
- . The Lord's Supper
- . The Life of Christ
- . About worship: adoration, praise, confession, dedication to God
- . The Ten Commandments
- . Life and work of Paul
- . The Bible is very old
- . The Bible must have some of God's special messages in it or it would not have survived this long
- . Will begin to read various translations
- . Will want to discuss with others the meaning of Bible passages
- . Will need adults to discuss with them without trying to make them think as the adult thinks
- . Will begin to think that God speaks to person's minds when they read the Bible
- . Will want to learn more about the Bible:
 - oral tradition--how written--kinds of literature it contains--how books were chosen to be included--different translations (how they came to be)--how men have suffered and died in order that the Bible could be read by everyone

APPENDIX B

SUMMARY OF STAGES OF FAITH DEVELOPMENT

By John H. Westerhoff III

AGE	FAITH DEVELOPMENT
Infants and Toddlers Birth - Age 2	Undifferentiated faith; total dependence upon adults.
Preschool and Kindergarten Ages 3 - 5	Intuitive faith; God cares; experience awe and wonder; use brief Bible stories and prayers.
Lower Elementary Grades 1 - 3	Jesus is friend; age of believer; find place in liturgy; faith heroes; Bible is community's book.
Upper Elementary Grades 4 - 6	Affiliative faith; test new awareness; God is spiritual; prayer as communion; Jesus is teacher.
Junior High Grades 7 - 9	Searching faith begins; God is helper and friend; find place in story of faith.
High School Grades 10 - 12	Think about vocation; continue searching faith; God is a friend and confidant; church less important.
Young Adult the 20s	Newness and relativism; away from institutional church; meaning of faith symbols change.
Adult 30 and beyond	Life as unique gift of God; find security in God; find faith in new experiences.

Source for chart: *Age Level Development* by Eugene C. Creator
Published by Augsburg Press, 1989.

APPENDIX C

PARISH GUIDELINES FOR CHILD SAFETY

When you attend an annual Teacher Training event, you will be introduced to the policies and procedures that our Diocese has mandated for the protection of children in the Church, and given a copy of the Diocesan policy on sexual misconduct. The following represents a quick review of how we put the Diocesan policy for child safety into practice here at St. Andrew's:

- The “two-deep leadership” policy:** There must be two adults in the classroom when children are present; no adult may teach or supervise children by him- or herself, except in certain situations (i.e., the other adult is taking a group of children to the bathroom).
- The “open door” policy:** If you are the only adult in the classroom with the children, you must open the door to the classroom and leave it open until a second adult joins you.
- The “break in threes” policy:** If a child has to go to the bathroom and needs to be escorted by an adult (as is the case for young children), the adult should take that child *and at least one other child* to the bathroom (2 children + 1 adult = 3 people on break). This prevents the adult from being alone in the bathroom with the child. It is recommended that bathroom breaks be taken at scheduled times (i.e., halfway through the class period), so that the adult may take as large a group as possible (5 or 6 children).
- The “appropriate contact zone” policy:** Try to keep contact to “safe” zones: hands, arms, or shoulders are safe, as is the top of the head (like in “duck, duck, goose”). If a child hugs you, you can hug back, but, in general, don't initiate physical contact with a child. Obviously, if you wish to quickly remove a child from a physical threat (snake on the playground, oncoming car), you're not going to be thinking about “appropriate contact” zones as you save the child – this policy refers to “normal” situations in the classroom environment.

PREVENTING CHILD ABUSE:

Unfortunately, there are often no obvious signs that a child has been sexually abused. However, if you observe bruises or cuts on a child, especially in unusual places; the child strongly avoids explaining how the bruises or cuts were incurred; and/or the child engages in inappropriate touching or play-acting with dolls or with peers, then you must inform a member of the St. Andrew's clergy as soon as possible. Use your best judgment, but do not hesitate to report any suspicious behavior; it is better to err on the side of caution.

What are some symptoms abused children exhibit? Some children may show symptoms of PTSD, including agitated behavior, frightening dreams, and repetitive play in which aspects of the abuse are expressed. As a result of abuse, children, especially boys, tend to "act out" with behavior problems, such as cruelty to others and running away. Other children "act in" by becoming depressed or by withdrawing from friends or family. Sometimes children may try to injure themselves or attempt suicide. If you notice any of these symptoms, or anything at all amiss with the children in your classroom, then please inform a member of the St. Andrew's clergy as soon as possible.

What can parents and caretakers do to help keep children safe? Talk to your children about the difference between good touch and bad touch. Tell the child that if someone tries to touch his or her body and do things that make the child feel uncomfortable, he or she should say NO to the person and tell you about it right away – even if that person is an adult leader in the Church. Alert your children that perpetrators may use the Internet, and monitor your children's access to online websites. Most importantly, provide a safe, caring environment so children feel able to talk freely about sexual abuse.

What should teachers do if they suspect a child in class has been abused?

If you notice something that seems to be a symptom of abuse, or if a child says she or he has been abused, try to remain calm.

Reassure the child that what has happened is not his or her fault.

Do not ask too many questions. Leave that to persons trained in intervention.

Alert the Rector or the Assistant Rector immediately, and then keep the entire issue confidential.

This will protect the privacy of the child and his or her family as the situation is assessed. **DO NOT** share your conversation with the child or the clergy with anyone.

Know that children can recover from sexual abuse, particularly if they have the support of a caring family and church community. Pray for the child, the child's family, and the abuser, if known.

APPENDIX D

GUIDELINES FOR YOUNG CHILDREN'S PROGRAM LEVEL ADVANCEMENT

For Transitioning From Nursery to Toddler Room:

In general, children who are in the nursery are eligible for advancement to the Toddler Room when they are approximately 27 to 30 months (a little bit more than 2 years) of age. However, advancement is contingent on three major factors: one, the child's development (size, aptitude); two, whether the parents of the child feel that advancement is in the child's best interest; and three, the approval of the Toddler Room Child Care Provider (Liza Potter for 2007-2008). Children may be transitioned at one of three times: at the beginning of the summer semester, the beginning of the fall semester, and at the beginning of the winter semester. Parents are encouraged to talk to the Rector or Assistant Rector about transitioning their children, and to inform a Superintendent when the transition has been completed.

For Transitioning From Toddler Room to Pre-Kindergarten Class:

Children may be transitioned from the Toddler Room to the Pre-K (3's and 4's) class either at the beginning of the summer, at the beginning of the fall semester, or at the beginning of the winter semester. In this class, advancement is contingent on several criteria: the child's development (size, aptitude, socialization); the size of the classes and the balance of numbers of similarly-aged children in the classroom; parental approval; and the ability of the child to tolerate rotating leadership teams of volunteer teachers, as opposed to a paid staff person who provides a consistent presence as classroom leader every week. Parents are encouraged to talk to the Rector or Assistant Rector about this transition, as some children may not quite be ready for the jump to this particular stage of learning when they turn three years old.

For Transitioning From Pre-K to Kindergarten:

In general, children transition from the Pre-K class to the Kindergarten class at either the beginning of the summer semester, or at the beginning of the fall semester, in keeping with their readiness for Kindergarten in secular institutions (that is, if they are ready for Kindergarten at school, then they will be ready for the Kindergarten class in the Learning Center). Parents who are unsure about their children's readiness for Kindergarten are encouraged to talk to the St. Andrew's Preschool Director (Heather Maupin for 2005-2006).

From Kindergarten to First Grade:

Over the summer in between their year in Kindergarten and their year in first grade, young students may stay in the Learning Center, in the combined 5- and 6-year-old class. Once the school year begins, and the fall Learning Center program commences, students will naturally advance to the first grade class in the Learning Center. They will continue to attend Children's Chapel, which meets during the first hour of Learning Center.

First Grade And Beyond:

Over the summer in between their first and second grade years, students will be transitioned into the Kids' Liturgy program from Children's Chapel during the first half of the 10 a.m. worship service. Once the school year begins, and the fall Sunday Christian Education semester commences, students will naturally advance to the second grade Sunday School class. They will continue to participate in Kids' Liturgy as well.