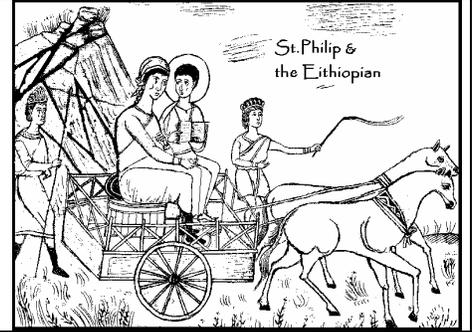


NEWS & NOTES FOR THE ORTHODOX CHRISTIAN EDUCATOR

Vol. XVI No. 1, Fall 2009

Phyllis Meshel Onest, M.Div., Editor

Director of the Office of Religious Education,
Greek Orthodox Metropolis of Pittsburgh



2009-2010 Church School Planning Calendar

CHURCH SCHOOL SUPERVISORS & CLERGY: BEFORE making photocopies, remember to add events that affect the class schedule & the teachers' preparation. Will there be class on Palm Sunday? Will class be shortened on Orthodoxy Sunday? The teachers need to know - the parish is hosting a Basketball Tourney, when there will be Processions in church,

2009-2010 Church School Planning Calendar		
Sept	Dec	Mar
Oct	Jan	Apr
Nov	Feb	May

Christmas play practice, Metropolitan's visit. (The online Word format of this calendar allows you to add and change information.)

PDF format Included in this packet.

Fall 2009 Newsletter & Packet

CHURCH SCHOOL SUPERVISORS & CLERGY: Please copy and distribute this **Newsletter** to your Teaching Staff ASAP. Do not wait until you have read the Newsletter in order to copy the first part of the packet. The teachers and I depend on you - church school supervisors and clergy - to distribute the copies quickly.

Included in this packet.

PARISH VISITATIONS

WHY DO I COME?

His Eminence, Metropolitan Maximos and the Executive Committee of the Metropolis Council expect me to [1]visit 26 parishes this year [2] meet with the teachers as a group and [3] one-to-one, and [4] visit as many classes possible if I am there for a weekend.

Finally, His Eminence and the Executive Committee asked that [5] I meet with the priest and the church school directors(s) to discuss the [a] curriculum and supplementary resources and [b] the number of students, potential and actual.

Included a list of approved Orthodox texts

I am here to work with each parish and teacher. We want to say and show that a full-time Director of the Office of Religious Education is valuable for a Metropolis

It will take time to visit 26 parishes. To help teachers in the meantime, I compiled a short self-evaluation. I usually talk about these matters in my gatherings with the teachers. In addition, when I visit classrooms, this is what I will be looking for. There is a tool for the Directors, too,

Included in this Packet

- 1. Teacher's Self Evaluation*
- 2. Church School Director Job Description - Leader of a Team*

ABOUT SCHEDULING:

I am asking you for convenient dates to visit so your entire staff can meet with me. barring last minute emergencies.

- All of our teachers are volunteers.
- Most work outside the home, including professionals with stressful jobs.
- Please do not use these as excuses to keep from inviting me or to have a brief visit.
- Let us get the most from our time together.

BTW: I make visits during the week as long as there is a group meeting and I meet with individual or groups of teachers. [376-0629]

2009 ORTHODOX INSTITUTE

November 5-8

Antiochian Village, Ligonier, PA

Sponsor: Antiochian Archdiocese
Department of Christian Education

Theme: “*BEYOND THE CLASSROOM*”

Keynote Speakers

HIS GRACE, BISHOP THOMAS of
Charlotte, Oakland & the Mid-Atlantic
Diocese of the Antiochian Archdiocese
&

PAUL FINLEY, Executive Director
Antiochian Village

The Institute offers Courses for Teachers,
Church School Directors, and those wanting to
learn more about Orthodoxy.

Brochure and Registration form available at
<http://www.antiochian.org/christianeducation>

*Brochures included in this packet for
Metropolis of Pittsburgh parishes.*

Has your Church School Director changed?



If yes, [1] please let me know his/her name and email address today & [2] if you are the former Director, please give the new Director your Notebook of past issues of the Newsletter. Over

the years, I have suggested storing the Newsletters in several ways to make best use of the information. The NEWSLETTER NOTEBOOK is the master set. If anyone needs back issues, they are online. I suggest disregarding the out-of-date material.

Thank you, Phyllis



ORATORICAL FESTIVAL DATES

**District & Metropolis
Festival** dates have not been
selected. Dates and
information for the Parish

Notebooks will be emailed as an attachment. Let
me know the Parish Chair's email.

ARCHDIOCESE FESTIVAL: JUNE 4-6, 2010 at
the Holy Trinity Cathedral in Manhattan, hosted by
the Archdiocese District.

“What Your Children Should Know” MASTERY OF INFORMATION / CONCEPTS

This Guide was included in the 2008 Fall
Newsletter/Packet. One parish gave each
Church School Family a set of guidelines.
Parents and children reviewed the
information the children were to know by the
end of the previous school year. Deficiencies
were to be worked on during the summer. If
students in the same class have the same
deficiency, it is time to check out the class
and the teacher.

When Teachers and Parents have the
same information, Parents know what needs
to be learned, they can help with hymns,
prayers, and reading Bible Stories just as
they would in their children's secular
education. In addition, teachers need to be
accountable, too. They need to cover the
main topics of that textbook.

The spiritual formation of a child is
stronger when the three components work
together - Home (Parents), Church School
(Teacher + Parents), and Worship (Priest +
Church + Parents).

Let us work together for a common goal.

Original format of “*What Your Child...*”

<http://www.goarch.org/en/archdiocese/departments/religious/resources/>

With added vocabulary from each text

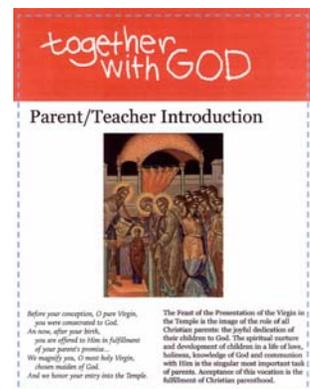
www.phyllisonest.com

NEW RESOURCES

*From the Orthodox Christian Education
Commission Curriculum*

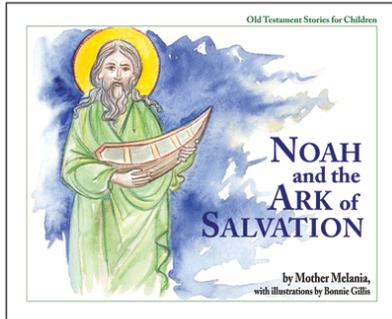
Together With God

The OCEC, a
SCOBA Agency (to
which the Greek
Archdiocese is a
member) reprinted
the Kindergarten
Student Manual in
color & with updated
pictures. \$10.00.
Revised Teacher's
Manual \$12.00.

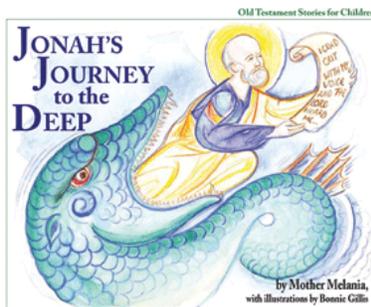


From Conciliar Press

Using simple verse and colorful, semi-
iconographic illustrations that are both sweet
and reverent, these books aims to introduce
children and their parents to the profound
truths revealed in the well-known stories of
Noah and Jonah. Great for preschoolers to
peruse in church, or for early readers **\$8.95**
each. **Noah and the Ark of Salvation**



Jonah's Journey to the Deep



FROM THE DEPARTMENT OF RELIGIOUS EDUCATION

Vacation Church School

**Traveling on the Ark of Salvation: Feasts
of the Theotokos** is a Vacation Church
School program with daily lessons covering
the Feasts of the Virgin Mary, a daily puppet
show, activities, crafts, hymns and songs.
The entire kit is available for \$79.95.

Available at separate prices are t-shirts,
posters, banners, the mascot teddy bear and
other products.

SUMMER INSTITUTE: Two of the three
authors spoke about how to develop one's
own VCS program. They also shared photos
about the VCS program in St. Louis.

2009 Summer Institute

The Metropolis of Pittsburgh sent participants from
three parishes. Annunciation Cathedral, Columbus,

Helen Rankin [Director] & Joy Koutsenis; Holy
Dormition, Oakmont, Allison Sadlowski [Director]; SS
Constantine & Helen, Cleveland Hts. Caryn [Director] &
Ted Cherpas. We met at dinner Thursday evening.

From Thursday (7/30) noon through Saturday
(8/1) noon, we participated in the bi-annual Summer
Institute sponsored by the DRE. Teachers and
Directors from various parts of the country shared ideas
and talked 'shop.' We listened to good speakers and
made some GREAT crafts thanks to Presvytera
Georget Photos. [She has two craft books coming out
soon from the DRE.] I sensed everyone felt better
equipped for the new school year and the Pittsburgh
Directors knew they could contact one another for help
and ideas.

Orthodox Christian Religious Educators

Group on Facebook *NEW!*

Here is the place where teachers and other interested
youth workers can share ideas, and discuss programs.
The Facebook group is the latest attempt of the
Department to bring Orthodox Christian Religious
Educators together. The group is open to anyone who
works with young people in Orthodox Christian
parishes, whether as a clergyman, a Sunday Church
school teacher, supervisor, a youth group advisor,
interested parent, or others. For those already using
Facebook, search for the group and join. For those not
using Facebook, you will have to join the social
networking site (it's free). Already the group has
hundreds of members with topics being discussed
ranging from Vacation Church School to teaching
Environmental Stewardship.

LITURGICAL COLOR GUIDE

White/Silver/Gold: Most Sundays, Pascha and all of
Paschal time, Great Feasts of the Lord (For the Lord's
Nativity a lot of red is used too, but bright red/crimson
with lots of inwoven gold patterns and embroidery.)

Purple: Lent (very dark purple on weekdays, lighter
shading to burgundy red on weekends). Lenten
Sundays are Resurrectional and thus in Gold, but for
pastoral reasons a "bright" purple is used.

Green: Pentecost and the days afterward; Palm
Sunday

Blue: The feasts of the Virgin.

Red: Holy Cross and most Martyrs. (I have seen red on
Pentecost-tongues of fire. pmo)

For festive occasions, the nicest vestments one has
are worn without much regard to specific color.

Hieromonk Nicholas Hughes, Brotherhood of St
Theodore the Studite, Galion, OH

From the Greek Orthodox Archdiocese

If you did not download these pamphlets when I forwarded the email during the Great Fast, make time now before the rush!

"FAITH AND LIFE" BROCHURE SERIES

The Archdiocese offers quality literature on Orthodox Christianity for adult education. These free publications are designed to assist the parishes' ministries - outreach and spiritual life and growth of Orthodox Christians - by introducing a wide range of spiritual, social, and theological issues.

The first three brochures published during the Great Fast were "Fasting," "Dating of Easter in the Orthodox Church" and "Holy Week."

These are available online as web pages, PDF files and in Bulletin Builder at the Faith and Life website. <http://faith.goarch.org>.

NOTE TO DIRECTORS & TEACHERS

One way to expand the Sunday Church School's resources is to download a set of all the different pamphlets available from the Archdiocese. For example, in the Spring Newsletter I compiled a list of resources for the Great Fast, Holy Week & Pascha. No one else has that updated list, which I began in 2008. If you have all those resources filed in notebooks by category, teachers can plan for the Lenten season months ahead. [Pascha is April 4, 2010.]

Department of Internet Ministries

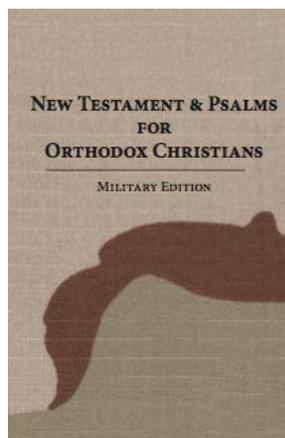
DAILY BIBLE READINGS FOR FACEBOOK AND iGoogle The Department of Internet Ministries launched an enhancement to its Online Chapel service that will provide Facebook and iGoogle users access to the daily Bible readings and lives of the saints directly from their customized home pages.

Visit the Online Chapel <http://www.goarch.org/chapel> for more information on how to add the new Online Chapel for Facebook and Online Chapel for iGoogle to your home pages.

Do you think your teens would be interested to know this?



Orthodox Military Bible **New!**



The Orthodox Military New Testament and Psalms features a camouflage cover and conforms to military specifications so that it can easily be carried in a uniform/pocket or backpack. Unique to this edition are the Orthodox Christian morning and evening prayers; mealtime prayers; an article on living an Orthodox Christian life while serving in the military; eight full color icons of military-specific saints; a daily Bible reading guide; a prayer list to remember the names of those living and deceased; maps and many other useful aids.

Chaplains Personal Comments

The Orthodox Military Edition was formally presented to the American Bible Society's Board of Trustees on Friday May 15th by Fr. Mark Arey, General Secretary of SCOBA; Fr. William Bartz, a **Captain in the United States Navy and the senior-ranking Orthodox Christian Chaplain in the Armed Forces**; Fr. Jerome Cwiklinski, a Captain and the senior ranking OCA Chaplain in the United States Navy and a Marine veteran of Desert Storm; and Mr. Theo Nicolakis, who serves as the Greek Orthodox Archdiocese of America's representative to the American Bible Society.

"This 10oz Bible is worth over ten tons of protection" remarked Fr. Bartz. Likewise, Fr. Cwiklinski stated, "The publication of this Military New Testament is perhaps the most significant event for Orthodox Christians in the military since they were permitted to carry the "Orthodox" designation on their dog-tags."

For more information and ordering a copy of the *New Testament & Psalms for Orthodox Christians: Military Edition*, visit http://www.orthodoxmarketplace.com/index.php?dispatch=products.view&product_id=19242

Teachers: Consider asking your students, "Do you think it is important for Orthodox men and women of our military forces to have a Bible with Orthodox prayers and information? Why?"
Where did the discussion take you?

Pascha: The Resurrection of Christ
DVD aired on ABC around Pascha 2009

If you missed the showing in your area or want a copy to use in the Church School or Adult Education, now is the time to go to the Orthodox Marketplace - the Official Online Store of the Greek Orthodox Archdiocese – for this CD and many others resources.

<http://www.orthodoxmarketplace.com>

“O Who Loves Nicholas the Saintly”

These are the beginning words of a favorite folk song among the Russian and Ukrainian people. Want to learn about the many ways St. Nicholas is remembered around the world? Then you need to visit www.stnicholascenter.org

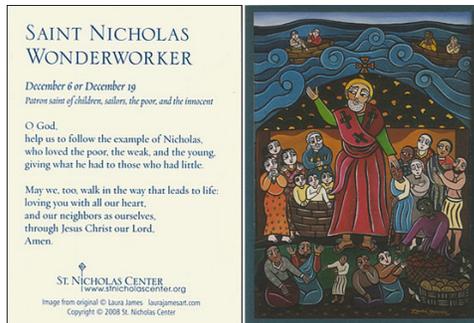
St. Nicholas Center is an ecumenical non-profit that provides resources for churches, families, and schools. [St. Nicholas Center, 109 West 12th, Holland, MI 49423]

When you visit *St. Nicholas Center*, there are all kinds of things to read, print and buy. Since “the Center is ecumenical,” we Orthodox Christians understand this to mean there are select items we can use in class and church.

Even though bishops of the 4th century had no formal attire in either the East or the West, each Christian Church iconographically depicts her bishops in the attire that became official. St Nicholas never wore a rounded miter of an Orthodox bishop or a pointed miter of a Roman Catholic bishop. Regardless, we stay in our tradition because there is more to icons than the type of head covering of the saint.

We Orthodox know how St Nicholas is depicted in icons and red flags should go up when we see some merchandise that we do not believe is acceptable. I hope. I hope because I am sending you to a site where you will find some good crafts, word searches, most of the Orthodox St. Nicholas stories and some from other countries, bookmarks, and prayer cards.

If you are new to the Orthodox Church, PLEASE ask your parish priest before ordering, or contact me. I do not want all the clergy accusing me to misdirecting their flocks!



This Ethiopian icon style St. Nicholas PRAYER CARD shows five of St. Nicholas miracles. If you cannot identify all five miracles go to the *Center*. Some of the stories on this website are within the Orthodox tradition; others come from other faith traditions.

Unfortunately, the prayer on the back is not from the Orthodox tradition. Metropolitan Maximos agreed to allow us to use it IF [1] it is mounted on card stock so that none of the prayer is visible, or [2] a label with an Orthodox prayer or the hymn to St. Nicholas is placed over the prayer. Cost: 25 for \$2.50

I now have a third option. Type the Orthodox prayer ending “*In the Name of the Father and the Son and the Holy Spirit. Amen.*” On small labels, probably 2/label. Cut and cover “*through Jesus Christ Our Lord. Amen.*”

There is also free stuff at this site - up to 100 – 8” bookmarks with a St Nicholas icon at the top and a western St Nicholas at the bottom 2”. This is an opportunity to explain how much St Nicholas is loved all over the world and therefore depicted in different clothes. Everyone knew St. Nicholas showed his love for Jesus by doing good works and performing miracles.

YOUTH WEBSITES/PODCASTS

Last year’s list with suggestions.

Youth can access podcasts by computer. **If the Church School has Internet access**, show your students how to access these sites. Place the links on your parish website and in the bulletin.



Orthodox Teen Talk Online - OTTO – Podcasts for teens

<http://www.myocn.net/index.php/Orthodox-Teen-Talk-Online/>



Get Wisdom Bible Study podcast

<http://www.myocn.net/index.php/Get-Wisdom/>

RE-Call - A Podcast for Orthodox Teens
<http://www.orthodoxyouth.org/recall>

JR & SR HIGH TEACHERS: Consider using one of the podcasts as the basis of a lesson. RE-Call has archives and deals with topics of the day.



SAINTS ALIVE Interactive games and puzzles for kids ages 5 & up
<http://games.goarch.org/>

One of the first questions I ask the Parish Church School Director or Teachers is if the parish orders #1 & #2, subscribes to 3 & 4 and downloads & #5 the Antiochian Gospel Program (Go to the URL and scroll down)

<http://www.antiochian.org/christianeducation> (See below)

Since 1, 2 & 5 are free, and I have heard "the curriculum needs more," I want to respond with, "Why not, it will only cost you shipping and handling for #1 and photocopying for 2 & 5? When used as directed and with the correct age group, we can enrich the classroom experience."

If I hear 'no one' knows about them, then I want to know why 'no one' reads the Newsletter or goes to the website. When I hear... you guessed it. This has happened. [I just keep thinking, "Fr. Theofile in the middle of the Congo knows I have a website & he has phoned to tell me."]

SUBSCRIPTIONS

Reminder it is almost time to order...

1. CHILDREN'S ORTHODOX PAROCHIAL SCHOOL BULLETIN

- St. Nicholas Greek Orthodox Parochial School in Tarpon Springs, FL publishes the [free] **CHILDREN'S BULLETIN**.
- Register at <http://www.StNicholasOrthodoxChristianSchoolorg/html/childrensbulletin.asp>
- On Tuesdays, Registered Subscribers receive an email for the upcoming Sunday's Bulletin.
- **Download & Distribute the *Bulletin*** to the Church School students weekly & mail it to absent students.
- **Although it is a free publication, I suggest each parish offer a donation to the school in appreciation** of the effort it takes to produce this publication and their generosity in sharing it at no cost. (Trust me, all private schools can use donations.)

2. IOCC Prayer Journal

If you want to help students learn [a] about Orthodox youth in countries IOCC assists, [b] to pray for others, & [c] to thank God for their many blessings, then take the time to order the free IOCC PRAYER BOOK. For Orthodox children ages 7-12. For info on what children & youth can do to help people, go to <http://www.iocc.org/kidspage.aspx>. Some day they will thank us for the opportunities we offered them via IOCC.



3. LITTLE FALCONS Magazine

A new ORDER FORM with the new topics is due from Editor, Fr. Thomas Kazich soon. Check my website for the update.

Remember, each issue focuses on one topic and can be the basis for a lesson or supplementary information.



Subscription – Four issues for \$15.00.

4. PRAXIS MAGAZINE for Orthodox Teachers, Parents and Clergy. Published by the DRE of the GOA.

EXCELLENT! A MUST FOR ALL. pmo

- **Single subscription**, 3 issues [Fall, Winter, Spring] \$15.00.
- **Group Subscription Rates**, i.e. a number of issues sent to one address:
 1. 10-19 subscribers, \$12.00 per subscription.
 2. 20 or more subscribers, \$10 per subscription.

<http://www.goarch.org/archdiocese/departments/religious/praxis.asp>

Have a Blessed Church School Year!

Phyllis

Included In This Packet

- ✓ 2009-2010 Church School Planning Calendar
- ✓ Approved curriculum for the parishes of the Metropolis of Pittsburgh.
- ✓ Job Description for the Church School Director
- ✓ Teacher's Self-Evaluation

2009-2010 CHURCH SCHOOL PLANNING CALENDAR

Number in []'s identifies the Sunday as 1st, 10th, 20th, etc.

SEPTEMBER

Tu 1 Beginning of the Ecclesiastical Year

Tu 8 *Nativity of the Theotokos (Feast Day 1)*

Sun 13 [1] _____

Mon 14 *Elevation of the Cross (Feast Day 2)*

Sun 20 [2] _____

Sun 27 [3] _____

OCTOBER

Sun 4 [4] _____

Sun 11 [5] _____

Sun 18 [6] _____

Sun 25 [7] _____

Mon 26 Feast Day - St. Demetrios

NOVEMBER

Sun 1 [8] _____

Sun 8 [9] _____

Sun 15 [10] Nativity Fast Begins _____

Sat 21 *Entrance of the Theotokos to the Temple (Feast Day 3)*

Sun 22 [11] _____

Th 26 Thanksgiving

Sun 29 [12] _____

Fri 30 Feast Day - St. Andrew the Apostle & founder of our Patriarchate

DECEMBER

Sun 6 [13] St. Nicholas Day _____

Sun 13 [14] _____

Sun 20 [15] _____

Fri 25 *Nativity of Our Lord (Feast Day 4)*

Sun 27 [16] Feast Day - St Stephen the First Martyr _____

JANUARY

Fri 1 New Year's Day / Feast Day – Saint Basil the Great

Sun 3 [17] _____

Wed 6 *Theophany or Epiphany of our Lord (Feast Day 5)*

Th 7 Feast Day – St. John the Baptist

Sun 10 [18] _____

Sun 17 [19] _____

Sun 24 [20] Publican & Pharisee _____

Sun 31 [21] Prodigal Son _____

FEBRUARY

Tu 2 *Presentation of Our Lord to the Temple (Feast Day 6)*

Sun 7 [22] Judgment Sunday/Meatfare _____

Sun 14 [23] Forgiveness Sunday/Cheesefare _____

Mon 15 Great Lent Begins / Pure Monday

Sun 21 [24] Sunday of Orthodoxy _____

Sun 28 [25] St. Gregory Palamas _____

MARCH

Sun 7 [26] Veneration of the Cross _____

Sun 14 [27] St. John Climacus _____

Sun 21 [28] St. Mary of Egypt _____

Th 25 *Annunciation (Feast Day 7)*

Sat 27 Lazarus Saturday

Sun 28 [29] *Palm Sunday (Feast Day 8)* _____

	<u>March</u>	HOLY WEEK		<u>April</u>	
Mon	29	Holy Monday	Th	1	Holy Thursday
Tu	30	Holy Tuesday	Fri	2	Holy Friday
Wed	31	Holy Wednesday	Sat	3	Holy Saturday

APRIL

Sun 4 *No classes*

PASCHA - Western Easter

Sun 11 [30] St. Thomas Sunday _____

Sun 18 [31] Myrrhbearing Women _____

Tu 23 Feast Day - St George the Great Martyr

Sun 25 [32] _____

M A Y

Sun 2 [33] _____

Sun 9 [34] Mother's Day _____

Th 13

Ascension (Feast Day 9)

Sun 16 [35] Fathers of the First Council _____

Fri 21 Saints Constantine and Helen

Sat 22 Saturday of the Souls

Sun 23 [36] ***Pentecost (Feast Day 10)*** _____

Sun 30 [37] Feast Day - All Saints _____

Mon 31 SS Peter & Paul Fast Begins

J U N E

Sun 6 [38] _____

Fri 11-Sun 13 Archdiocese Oratorical Festival hosted by the Archdiocese District (tentative)

Sun 13 [39] _____

Sun 20 Fathers' Day

Sun 27

Tu 29 Feast Day Saints Peter & Paul

Wed 30 Feast Day – The Holy Apostles

AUGUST

Sun 1 Dormition Fast Begins

Fri 6

Transfiguration (Feast Day 11)

Sun 15

Dormition of the Theotokos (Feast Day 12)

SPECIAL THANKS go to Preoteasa Anita Lazar originator of this Calendar two decades ago for Commission on Religious Education (C.O.R.E.) of the Romanian Episcopate of the Orthodox Church in America.

Greek Archdiocese Curriculum & Other Approved Orthodox Teaching Materials

1. The following titles are published by the Greek Archdiocese or by one of our sister jurisdictions, and thus Orthodox.
2. There are many Orthodox resources online. Refer to the Fall 2008 Newsletter.
3. If you still need Orthodox reference and resource material, please contact me.

Phyllis Meshel Onest

Pre-School 2-year-olds

“Beginning to Know Jesus, His Church and Special People from the Old Testament” by Heather Dukakis Nicolozakes. Phyllis Meshel Onest served as Technical Editor. Original 2-year-old Curriculum. Pilot Program available Fall 2009 from Pittsburgh Metropolis

Pre-School 3-year-olds

“God Loves Us” Preschool Teacher’s Kit (\$27.00) Notebook for the teacher.
“Reaching for Jesus”

For a Preschool class with a combined instead of a single age of 3-year-olds, alternate between ***“God Loves Us”*** Preschool Teacher’s Kit can be alternated with ***“What We See and Do in Church.”***

For a Preschool class of 4-year-olds or if the parish offers a Preschool for 4-year-olds and 5-year-olds not ready for public school, use ***“What We See and Do in Church”*** or ***“Happy with God.”***

Kindergarten

- ✘ ***“Happy with God”*** Students in this class are also in Kindergarten in public school. This will be important for reading levels in upper grades.
- ✘ Depending on how a parish has grouped students to form classes, ***“Happy with God”*** may have been already been used.
- ✘ ***“Together with God”*** from the *Orthodox Christian Education Commission* (a SCOBA agency) recently reprinted the Kindergarten Student Manual in color and with updated pictures. This is a viable substitute.

Grade 1 ***“Me and My World”*** Alternate texts if classes are combined.

Grade 2 ***“Loving God”***

Grade 3 ***“Sharing God’s World”*** Alternate texts if classes are combined.

Grade 4 ***“Growing with God”***

Grade 5 ***“God Calls Us”*** Alternate texts if classes are combined

Grade 6 or **Four-book series – “Serving in God’s World”**

Middle
School

- 1. Honesty***
- 2. Stewardship***
- 3. Facing Up to Peer Pressure***
- 4. Stewardship: Serving in God’s World***

Middle
School

“The Scribe: Searching for Jesus Christ in the Old Testament”
Pupil’s Text & Teacher’s Manual available online. Download at no charge.

Grades 7-8

Alternate between

1. Lessons on the **Divine Liturgy and Church Architecture** are online at *Orthodox Christian Sunday School Lessons*
<http://www.synaxis.org/catechist/index.htm>
2. “Parables of the Lord” can be used when the Gospel matches one of the parables in the book
3. **8 Middle School Curriculum Units developed by the OCEC – Orthodox Christian Education Commission**
 1. *The Earth is the Lord’s: Caring for God’s Creation*
 2. *The First 800 Years*
 3. *God is Calling You!*
 4. *My Body, My Spirit*
 5. *To Teach All Nations*
 6. *What’s Love Got to Do with It? Everything!*
 7. *What Would You Do? Ethics Unit*
 8. *The Work of Salvation*

Grades 9-12

Greek Archdiocese

1. *Rejoicing in One Lord, Jesus Christ*
2. “Zine” - *For To Us a Child is Born* – Student and Teacher guide
3. “Zine” - *Journey Through Holy Week* - Student and Teacher guide
4. “Zine” on the Liturgy **Due out in the Fall!**
5. “Zine” on Holy Communion **Due out in the Fall!**

OCEC – Orthodox Christian Education Commission

6. *The Way The Truth The Life* (Everything one should know after the 8th grade.) published by the OCEC
7. **6 High School Curriculum Units developed by the**
 1. *The Earth is the Lord’s*
 2. *Getting along with Parents*
 3. *God is Calling You!*
 4. *International Orthodoxy*
 5. *Reaching Out: Our Call to Minister*
 6. *What’s Love Got to Do with It? Everything!*

Multiple-Age-Level Teaching Units

1. Learning Opportunities for Middle School & High School Summary and Guide Sheet
Antiochian Archdiocese
<http://www.antiochian.org/christianeducation> scroll down to curriculum (Revised 5/1/08)
2. *The Focus Units*
Department of Christian Education, Orthodox Church in America
<http://dce.oca.org/Index.asp>

JOB DESCRIPTION FOR A CHURCH SCHOOL DIRECTOR

Church School Directors are directly responsible to their parish priest and responsible for a vital ministry in the Church that includes parents, teachers, students. It is important to remember that the Director does not need to do all the work. He/She is responsible to that all everything is assigned and completed. The Director is the "Leader of a Team." The better the Team works together, the better the overall program and the greater the opportunity of adding new and or special projects /programs that will the enrich the lives of our students.

In some parishes, co-Directors oversee the Catechetical Program so that the workload is shared among many.

Below is a composite list of activities, tasks that Church School Directors are known to do (or make sure is done) in various parishes.

- ✘ *Do they reflect what your Church School offers the students of your parish?*
- ✘ *Are there tasks you would like to do, but have to try?*
- ✘ *Please check those that apply to you and list the name of individuals next to the ones they do. If I left out a task, let me know and I will add to an updated version in 2010.*

Phyllis Meshel Onest

	STAFF
<input type="checkbox"/>	Recruit Staff after discussing it with the parish priest.
<input type="checkbox"/>	Plan staff meetings, including the agenda, after discussing it with the parish priest.
<input type="checkbox"/>	Plan workshops for the Staff – teacher training.
<input type="checkbox"/>	
<input type="checkbox"/>	FINANCIAL
<input type="checkbox"/>	Plan the budget. Include Textbooks, additional resources, classroom supplies, materials for decorating the bulletin boards, money for teacher training, end-of-the-year gifts for the students, appreciation gifts for teachers, seed money for projects, Registration and Transportation to the Bi-Annual Summer Institute sponsored by the GOA's DRE, Oratorical Festival (gifts to finalists, judges, food, certificates), etc.
<input type="checkbox"/>	Ask teachers to submit receipts – even if not for reimbursement. Need a better idea of what is spent during the Church School year.
<input type="checkbox"/>	
	YEARLY PROGRAM
<input type="checkbox"/>	Use the annual Church School Planning Calendar as set up the church school's Yearly Calendar.
<input type="checkbox"/>	Plan the Yearly Calendar of events. Include basketball or other sports tournaments, retreats, Oratorical Festival, Christmas program rehearsals, etc.
<input type="checkbox"/>	<i>Missions Chair-</i> Coordinate seasonal mission programs during Nativity and

	Paschal Lenten periods. [Missions Center, International Orthodox Christian Charities, SouperBowl Sunday.
<input type="checkbox"/>	<i>Coordinator for the Oratorical Festival</i> selection
<input type="checkbox"/>	<i>Stewardship Program Chair</i> / weekly offering.
<input type="checkbox"/>	<i>Christmas Program</i>
<input type="checkbox"/>	<i>Feast Day Program</i> , if applicable
<input type="checkbox"/>	<i>Attendance Overseer</i>
<input type="checkbox"/>	
	CURRICULUM & RESOURCES
<input type="checkbox"/>	Review curriculum and media materials. The Fall & Spring Newsletters offer reviews of new materials and the “Yellow Pages” lists most of them under title
<input type="checkbox"/>	Order curriculum and media materials in a timely fashion
<input type="checkbox"/>	NEW RESOURCES – read reviews, purchase what is needed; observe the teacher’s in class using them.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
	SPECIAL PROJECTS
<input type="checkbox"/>	Publish a Church School Newsletter or write articles for the Parish Bulletin.
<input type="checkbox"/>	Special Social Events: extracurricular if no Other parish group oversees them.
<input type="checkbox"/>	Chart attendance in each classroom
<input type="checkbox"/>	End-of-the-year Recognition Program: Possible gifts, awards, or certificates for categories your Church School has pre-determined.
<input type="checkbox"/>	Teacher Appreciation and/or Recognition can include mid-year and/or end-of-the-year gifts, or even small monthly gifts. [Refer to “50 Affirmation Ideas from the Grocery Store” on my website.]
<input type="checkbox"/>	Church School RESOURCE AREA-Room or cabinet to store extra textbooks, samples of other curricula, school supplies, reference material for all teachers, books on bulletin board design, anything that will help teachers so their job better or easier.
<input type="checkbox"/>	Metropolis Newsletter – Copy & distribute to staff; keep original in a notebook. Keeps connection open between Metropolis Director and parish staff.
<input type="checkbox"/>	
	EVALUATIONS
<input type="checkbox"/>	Annually review the Church School Program: Staff, materials, curriculum, etc.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

TEACHER SELF-EVALUATION

Y	N	Note	
			CLASSROOM
			Is the classroom an appropriate size for this class?
			Is there enough lighting for reading?
			Are the room temperature and air circulation comfortable?
			Is the furniture the correct size for the students?
			Is the room cluttered with non-class items?
			Are their window treatments?
			Is the bulletin board display relative to the unit?
			Are the walls used for posters, etc.?
			Are the furnishings arranged to encourage participation?
			Does the classroom provides a stimulating environment conducive to learning?
			Is there an area for Prayer? On the wall? Table? Shelf?
Y	N	Note	TEACHING STYLE & METHODS
			Uses the Archdiocese curriculum appropriate for this grade.
			Uses a Lesson Plan.
			Lesson has measurable objectives and they are met.
			Demonstrates knowledge & understanding of the lesson.
			Teaches to the age of the students. Knows what to expect.
			Teaching Orthodox concepts and beliefs.
			Teaching method the teacher using – lecture, large or small group discussion, cooperative learning exercise, student reports, etc.
			Considers the different ways students learn when presenting the lesson.
			Aware of the vocabulary level of the students.
			Teacher is at eye level with his/her students.
			Makes good use of classroom time.
			Offers an activity for the first student to arrive. (In situations where the students' arrival is affected by where they sit in church & the time they receive communion.)
			Makes use of icons, pictures, music, storytelling, games.
			Students color tear-out sheets from textbooks
			Helps students understand the content of the lesson.
Y	N	Note	TEACHER-STUDENT RELATIONSHIP
			Teacher-Pupil relationship, discipline, rapport with students is good.
			Students feel safe and loved in this classroom.
			Creates atmosphere of mutual respect with students.
			Maintains control by using appropriate methods of discipline.
			Avoids “put-downs” when opinions or ideas are different from others.
			Listens to the students.
			Affirms students for sharing and cooperating in class.
			Plans ways to involve students.
Y	N	Note	TRAINING
			Professional Teacher
			Teacher has attended workshops. When?
			Parish provides teacher training.