

CHURCH SCHOOL TEACHER'S NOTEBOOK

Question: *Want to prevent reprinting certain information year after year?*

Answer: Provide each Teacher/Grade with a Notebook containing relative information for teaching that particular grade, as well as general information about the Parish and Church School. Update each Notebook yearly. The Notebook remains with its specific grade and is passed on to whoever replaces the current teacher. The Director's Notebook contains the common elements. The Director maintains originals for all grade levels. The following is a suggested outline of materials.

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A. CURRENT YEAR

1. Staff Roster: Each Grade, Teacher's Name, Address, Phone Number, Cell Phone Number and Email address. [Replaced each year.]
2. Class Roster: Students' Names, Parents' Names, Addresses, Phone Numbers, Birth dates and Email addresses, if they have one. [Replaced each year.]
3. **Church School Planning Calendar** for the Year that lists the Sundays from beginning to the end of the Church School year, Feast Days, Triodion Sundays, Pascha, Special Events, Workshops and Meetings. Calendar is available at www.phyllisonest.com as a Word document. [Replaced each year.]
4. The Roster of all Church School classes may be helpful in planning for the following year. [Optional]. [Replaced each year.]

B. CURRICULUM AND RESOURCES

1. List Texts for each grade – current and previous years.
2. List of Resources available to the Teachers, i.e. those assigned to each classroom and/or those available in the Church School Office.
3. Sample Lesson Plans.
4. List of online Resources – www.phyllisonest.com Fall Newsletter
5. The GOA Department of Religious Education's **Current Recommended Texts for Sunday Church Schools** <http://www.goarch.org/archdiocese/departments/religious/resources/curriculum.pdf>
6. The appropriate grade level / textbook Learning Objectives-**What Your Child Should Know** [DRE] http://www.goarch.org/archdiocese/departments/religious/resources/what_your_child_should_know

C. AGE CHARACTERISTICS

1. Information on the Developmental Stage, Concepts that can be taught and Teaching Methods that work best for that age group. [See *Our Church and Our Children* by Sophie Koulomzin.]
2. Magazine (such as *Children's Ministry*) Articles related to teaching specific age groups. [opt.]
3. The Stages of Faith and Family Skills & Application /OCEC – the last 2 pages of the **2005 YELLOW PAGES**.

D. REFERENCE MATERIALS

1. Information sheets on the Parish's
 - [a] Feast Day
 - [b] Parish Troparion [English and Greek where applicable]
 - [c] Identification of Icons on the icon screen and the walls
 - [d] Stain Glass Window layout and identification, if applicable
 - [e] Other handouts about the Orthodox Church that are informative or educational.
2. Copies of the Metropolitan Director's Newsletters.
3. Workshop Handouts.
4. **A Timeline of the Church History** - <http://www.orthodoxonline.com/timeline.htm>
5. *When Metropolitan Maximos Visits* leaflet - www.phyllisonest.com

H. MEETING MINUTES and HANDOUTS Teachers add to this section during the school year.

1. Meeting Minutes. Agendas with teacher's notes. [Keep two years as reference.]
2. Parish Bulletin Articles related to the Church School [opt.]
3. Flyers / Letters for Church School Events [Keep two years of flyers.]

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