

Steps in Lesson Planning

During the Week:

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

Sunday Morning Tasks:

1. Arrive early, locate your teacher's box in your classroom if you are teaching in Hollin Hall or in the MVUC Teacher's Workroom in the Carriage House.
2. Check your teacher's box to confirm that you have the supplies you will need for the class activities.
3. Set up your class area and go to the *For All Ages* portion of the service.
4. If some of your students arrive early, take them with you to the service. Never leave a child alone once they are in your care.
5. Verify your attendance, including adults, after the lesson starts (add to it as latecomers arrive). Ask the parents of new children to complete RE Registration forms and Guest Cards.
6. An adult must be responsible for the accuracy of attendance.
7. When you have finished, ask students to help you clean up the area and put things away.
8. Return teacher's box to where you found it.
9. If you used supplies from the supply closet or teacher's workroom, return them to their original location. Please discard leftover snacks. Keeping food in the rooms is an invitation to roaches and ants.
11. Remind students and parents of next week's class theme and any special activities.
12. Take every opportunity to tell parents about upcoming events and family-friendly activities.

Steps in Lesson Planning (Cont.)

Lesson Planning “Think Sheet”:

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