

Frist Unitarian Church
Steps in Lesson Planning
July 2015

Most of the curriculum we use come from the Unitarian Universalist Association. You will rarely have time to do all of the listed activities, and we don't expect you to try to fit them all in. The people who wrote the curriculum wanted teachers to have several activities from which to choose. Not all of them will work here; not all of them will work for you. Pick things that convey the goal of the lesson and that you will enjoy doing. Understand that lesson planning will get easier the more you do it.

During the week:

1. Read through and understand the lesson and activities.
2. Decide what parts of the curriculum you'll use, and mark how long they'll take. You will always start with the leadership, covenant, and chalice time, which altogether take about 10-15 minutes. Most days you'll want to plan for 30-40 minutes of activities.
3. Read through the lesson you've created, making a list of the supplies you'll need. Email that list to the RE Admin Assistant by the Wednesday evening before the class.
4. Write down some additional activities, such as: something for the children who come early to do, like drawing a picture that goes with the day's lesson. Something for the kids to do after the lesson is over if it's not possible to go to the playground. Something more active, or more passive, than the main activity you've chosen, if it turns out your chosen activity isn't a good fit for the class.

Sunday Morning:

1. **Arrive 15 minutes before the start of class.**
2. Check that all the supplies you requested are there.
3. You and your Assistant should greet children and parents as they arrive. If a family is new, ask them to fill out a Guest form at the RE Welcome Table, if they haven't already.
4. Make sure that parents are signing their children in.
5. Ask children to wear their nametags. If they don't have them, let them make name tag stickers.
6. Once class is over, ask children to help you clean up trash. Don't worry about putting supplies away.
7. If you go to the playground, take the attendance book with you, and
8. Make sure that parents sign their children out.

Things to consider:

1. Think about the capabilities of the age group you're teaching.
2. Consider that the more planning and preparation you do, the easier it will be to run the class.
3. Communicate with your team members.

4. Feel free to contact the Director of Religious Education or RE Assistant if you have suggestions, questions, or would like some ideas. We want you to feel successful about teaching, and to have a good time!