

## **Acting Director of Religious Education Check List**

**Thanks for volunteering to help oversee the Religious Education program at Emerson UUC this Sunday. We appreciate you very much! *Beth Kline***

In case of emergencies you can call: Misty Holm 678-494-5964, RE Committee Chairperson or Beth Kline, DRE H 770-565-8474 C 404-394-1561

### **TO DO Before RE on Sundays**

- ❑ Confirm plan for “Story for All Ages” in worship service.
- ❑ Review Sunday RE curriculum plan for each class
- ❑ Call to check in with each teacher and assistant if Beth has not contacted.
- ❑ Make copies of stories or cut-out sheets if class curricula requires.
- ❑ Check curricula for odd material needs for each class. Basic school supplies are at Quest House.

### **TO DO EARLY AT QUEST HOUSE**

- ❑ Open Quest House front door by 9:30 AM for teachers to prep for classes
- ❑ Check temp at Quest House. Thermostat is on the dining room wall. Always leave fan on auto.
- ❑ Check RE snacks in kitchen corner cabinet at Quest House.
- ❑ RE Students drink water as first choice.
- ❑ Check for drink cups- we go through 50 each Sunday. More available in kitchen at church.
- ❑ Lay out basic materials, books needed for each lesson- supplies in bath closet and room closets
- ❑ If class need books on special topic- look in shelves for books needed or appropriate substitutes
- ❑ Check bathroom for toilet paper and paper towels. Extras in vanity and closet.
- ❑ Check-in with service leader so they know you are there

### **TO DO AT CHURCH early**

- ❑ Arrive at Sanctuary front door to greet by 9:45AM - visitors come early.
- ❑ Check to make sure nursery staff is present 15 min. before services start.
- ❑ Inclement weather? Make SIGNS for Q House, write note for leader to read: “due to weather, RE students will meet here & Rainbow House today”. Advise leader/ greeters about plan.
- ❑ Greet members & visitors. Ask member to help visitors w/babies-3.5 yr. olds to Nursery.
- ❑ Give info on RE program to visitors
- ❑ Check with visiting families about children’s food allergies and special needs.
- ❑ Tell visitors that 6-12<sup>th</sup> grade children go to Quest House for RE classes, 12:30 they return to the Fellowship Hall to meet families. PreK-K-1 kids go to Rainbow House (Trailer) and 2-5<sup>th</sup> Students meet in the Main floor church building classroom.
- ❑ Look for teachers and assistants assigned to assure that every class has coverage
- ❑ Secure snack in fellowship hall for Kid’s 1<sup>st</sup> Hour Experience program (10:15 – 11AM). Water to drink.

### **DURING SERVICE**

- ❑ Be alert for late arriving visitors
- ❑ Assist with “Story for All Ages” time as needed. In case of problems, a generic back-up story is in the drop file in the board room behind “DRE” file labeled “Story for All Ages” Back-up
- ❑ After story, assemble kids in parking lot to proceed to Fellowship Hall for Kid’s 1<sup>st</sup> Hour Experience program for PreK – 5<sup>th</sup> graders. Middle and Sr. High students remain in worship service.

### **QUEST HOUSE CLASS TIME**

- ❑ Monitor classes – take attendance by class
- ❑ Take attendance paper to office door pocket, pick-up messes, adjust heat/ AC, take in yard signs, lock both buildings at 1PM in case someone forgot something and needs to go back in.

Thanks for your help !!!! *Beth Kline*