

*The Program of
Teacher Education
and Certification
for Church School
Teachers of the
Greek Orthodox
Archdiocese of
America*



GREEK ORTHODOX
ARCHDIOCESE OF AMERICA

ORTHODOX CATECHESIS

Purpose of Orthodox Religious Education

The purpose of Orthodox Religious Education (catechesis) is to help build up the Church, the Body of Christ, by nurturing every person in the life of personal communion with the Holy Trinity (theosis), and thus, through this ministry, to bear joyful witness to God's loving and redeeming work in the world.

Being only one part of the total life of the Church, religious education is effective in the context of living faith in the home and the local parish. Living faith is concretely expressed through all believers...bishops, priests, parents, teachers, parish leaders, youth leaders, and all Orthodox Christians seeking to know and to live the new life in Christ by the power of the Holy Spirit.

“Go then, to all peoples everywhere, and make them my disciples: baptize them in the name of the Father, the Son, and the Holy Spirit, and teach them to obey everything I have commanded you. And I will be with you always, to the end of the age.”

Matthew 28:19-20



The “Great Commission” from the Gospel of Matthew has inspired generations of teachers toward leading generations of children and youth to Christ and the traditions of our Holy Orthodox Church. It is to their perseverance, loyalty and Christ-centered commitment that the program of Teacher Education/Certification is dedicated.

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THE CATECHIST

**The catalyst for a dynamic Church School program is you....
the teacher.**

All teachers, both new and seasoned veterans, must have a clear perception of their role as Sunday Church School teachers. Christ was the Great Teacher. He is referred to as "Teacher" (for example, Matthew 8:19) and His work is called "teaching" throughout the Gospels (for example, Matthew 5:2).

You are part of the great heritage of discipleship. Christ gathered disciples around Him and prepared them to go forth and teach others the Word of God as He did. You are part of the heritage of discipleship, called to teach as Jesus did. St. Paul said we are all gifted, and some of us are called to use those gifts as teachers (1 Corinthians 12:28-29). Examine your personal call to discipleship. Know that God has called you and that you are constantly growing and changing in your call to discipleship.

You are a lay minister, helping the priest in his enormous task of leading his parishioners to God. It has been said that the teacher is the Bible in human form.

Teaching is an intentional act. It doesn't just happen. You must be aware of what you can do to enhance your ability to teach and to reach out to your students:

KNOW YOUR STUDENTS

Pass out a prepared form for students to complete. These should ask information about the following: biographical info, school attending, preferences in music, movies, sports, future aspirations pastimes. These can vary according to age groups. You might have some open-ended statements on your form:

- I enjoy Sunday School when.....
- I pray.....times a day.
- One thing I would especially like to learn this year is.....
- I come to Sunday School because.....
- I wish teachers would not.....

You can make up the questions and open-ended sentences that you think will help you get to know your students better. After the first two or three Sundays, make a list of your students (or use index cards) and write what you know about that student and how you can reach him/her.

Be in your classroom early enough to have everything ready. This frees you to chat with students as they come into the classroom. These precious moments can open channels of trust and friendship between you and your students.

RESPECT YOUR STUDENTS

Respect is the inalienable right of every human being. Kids are quick to decide if a teacher likes them or not. Remember that Christ loved the underdog. You, too, must then love the shy ones, the "unlovable" ones. You must see Christ in the face of every child.

Listen to your students. Listening is the language of love. You are a significant person in their lives. How you view them is very important to them.

DO LONG-RANGE PLANNING

As said before, teaching is an intentional act, not an accidental one. Be familiar with the ENTIRE text, not just one lesson at a time. Use the Church calendar to mark particular Holy Days and fast periods you will incorporate with your lessons. Keep files into which you put information about separate chapters and unit themes. Include pertinent materials you gather from other sources. Be sure you check with your priest about any information or resource that is not from an Orthodox source.

PLAN YOUR LESSONS

Make all lessons relevant to the lives of students. Relevance gives meaning to them and helps them put faith into action. Without relevancy, your lessons become meaningless. Christ's teachings are meant to be lived in glory to God. Remember that Sunday Church School classes are aimed at their lives, now and in the future. State objectives for each class. Objectives are measurable. They are observable. This means they are what the teacher can see and/or hear and what students do. (Good example: Students should be able to list three miracles of Christ. Poor example: Learn about the miracles of Christ.)

Sample format for lesson plan:

PREPARATION

1. The objective
2. Text or supplemental materials to be used.
3. New vocabulary (unfamiliar words, places, and terms)
4. Materials needed (maps, art supplies, Bibles, etc.)
5. Opening prayer

THE LESSON

1. FOCUS/REVIEW - How can you get your students' attention focused so they can relate to the lesson? Relating a life experience? Showing a picture? Asking questions that lead to subject matter? Relating a story?
2. THE MESSAGE - This is the lesson itself----chapter from text, Gospel reading, video, etc.
3. THE ACTIVITY - This is the discovery phase in which you help them connect the

message and make it relevant to their lives. This is sometimes in the form of writing, an art project, or discussion.

4. THE RESPONSE - What are they going to do about it? What can they do during the week to put this into action?

5. CLOSING PRAYER

A FINAL NOTE ON LESSON PLANNING:

The best lesson is the one you don't use all the time. Monotony conditions students to be bored.

MAINTAIN DISCIPLINE

Be early to class. Many problems begin in an unsupervised classroom and carry over into the class.

Be prepared. A quick start keeps students on task. Busy students do not get into trouble as much as idle ones.

Set classroom rules. Post them in the room if possible. Have only a few; the more you set, the more you have to enforce. Rules should be enforceable and in concert with overall policies.

Avoid confrontations. Making threats you can't keep signals lack of control. Losing control make the student the winner and you the loser. Praise in public and reprimand in private.

Be consistent. Be a constant in their lives. Inconsistency breeds poor discipline.

Know your students. This has been previously discussed; however, one final comment is essential. Know them by name as quickly as possible. A name is their identity.

Model Christian behavior. Sarcasm, favoritism, and impatience have no place where Christian values are taught. They only cause antagonism and misbehavior. Work out seating arrangements. Who sits by whom can make or break our best efforts at good discipline.

LET ABSENT STUDENTS KNOW YOU MISS THEM

A card or phone is a personal expression that lets a student know you care.

CREATE AN INVITING PHYSICAL ENVIRONMENT

This may not always be possible, since some teachers may be in makeshift classrooms. You can still have a mobile classroom, bringing an icon or posters or other items to the classroom. If you are lucky enough to have a real classroom, one yours alone, fill it with icons, art, posters, students' work. Even teenagers appreciate this. Take a look at their bedrooms and lockers. You will find these filled with pictures and mementos.

Your classroom should be a faith community wherein the faith is lived, not just taught. Your classroom should be welcoming, a place of hospitality, where all

students are warmly welcomed because each one is made in the image and likeness of God.

SUPPORT YOUR SUNDAY SCHOOL DEPARTMENT

Attend meetings and training sessions.

Follow policies and curriculum of the department.

Check with the Director for help or advice as needed.

Work closely with your priest.

HAVE A WORSHIP CENTER AND USE IT

On a small table place a cloth, icon, votive light, and Bible. If possible, add an icon to honor a specific feast day or saint being commemorated at that time. Students should go to the worship center before class, bow their head, and venerate the icon. If possible, have everyone face the worship center for the opening and closing prayers.

COMMUNICATE WITH PARENTS

Hold an open house and invite parents to see what goes on in your classroom

(NOTE: Do this only with the knowledge and consent of the Priest and Director.)

Any notes must also be approved by both.

BE AWARE OF HOW YOU COMMUNICATE

Use language appropriate for your students. For example, preschoolers and primary students will not understand abstract, metaphorical language, (Ex: Christ is the Bread of Life.)

Lecturing is boring. Sometimes the only one listening is the lecturer. Break up your presentation of new material with visuals, activities, student involvement. A student will learn more by seeing and hearing than by hearing alone. A student will learn best by doing.

Avoid repetition unless it is for dramatic effect. Otherwise, repetition is boring.

Expressions, gestures, and posture can have both negative and positive messages.

SUGGESTED ACTIVITIES

This is by no means a complete list but merely a few suggestions to get your own creativity generated:

1. Use objects to make a point.
2. Hands On - Show articles and vestments of the Church, don't just talk about them. If possible bring in the actual article, not just a picture.
3. Take them on a tour of the Church if this is possible during class time (Ask the priest to be the tour guide.)
4. Give them opportunities to make prosforo, kolyva, or prepare palm crosses for Palm Sunday. Orthodox Church life offers many opportunities for enrichment the curriculum.
5. Journal writing helps students to internalize and personalize the message.
6. Collages are a fun way and to think about the message.

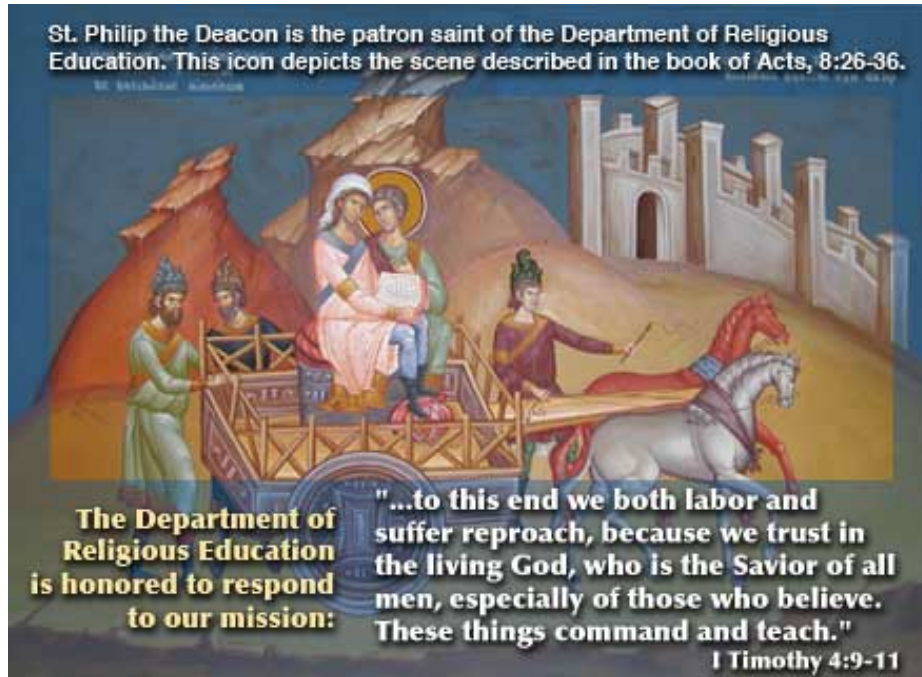
7. Use Videos and DVDs. Encourage your parish to set up a network so you can use the Internet during class, with a computer and a projector.
8. Role playing can bring stories and situations to life.
9. Ask the priest to come into the classroom (This is possible only if there is an assistant or if class time does not overlap his liturgical duties.). Invite other parish experts as well, e.g. doctors, missionaries to share experiences, stories, etc...

A final but most important note:

Develop more fully the Orthodox way of life: a sacramental and liturgical life, study of Scripture and Orthodoxy. Our lessons should reflect our Orthodox Faith and Holy Tradition. Being Orthodox is how we are called to express our faith in God. What a wealth of marvelous information we have to offer our students! Remember the words of St. Paul: ***"If God is with you, who can be against you?"***

*Mrs. Elaine Michaels is the co-author of *Sowing Seeds for Christ*, published by the Department of Religious Education. She has been active in Christian education at the Holy Trinity Cathedral in Charlotte, North Carolina for many years. May God continue to bless her efforts!*

ST. PHILIP THE DEACON



St. Philip the Deacon teaching the Ethiopian nobleman

We read in the Book of Acts (8:26-36) about Philip meeting an Ethiopian nobleman on the road to Gaza after a pilgrimage to Jerusalem. The nobleman was reading a passage from the book of Isaiah, and Philip asked him, "Do you understand what you are reading?" The nobleman replied, "How can I unless I have someone to guide me?" Philip joined him in his chariot and taught him "The Good News." The heart of the Ethiopian was won, and when they came to the oasis he asked, "What is to prevent my being baptized?" and Philip baptized him into the Faith.

Greek Orthodox Archdiocese of America

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*St. Philip the Deacon is the patron saint of the
Department of Religious Education.
He was an inspired evangelist and teacher
whose missionary work brought a multitude of
new believers to Christ in Samaria and other
cities along the coast of Palestine*

September 2009

Dear Reverend Fathers, Supervisors, and Teachers:

In 1992, with the blessing of His Eminence Archbishop Iakovos, the Department of Religious Education launched “The Program of Teacher Education and Certification,” as an effort to bolster the work of parish catechists throughout our Archdiocese. In that first rendition of the program, the Director of the Department, Ernest Villas, of blessed memory, wrote, “Good curriculum and effective teaching are basic ingredients of sound religious education.”

A key component of any Christian education program is the teacher. Good resources are not enough. Teachers with knowledge of the Faith and knowledge of pedagogy are essential. Even more importantly, though, is a teacher who personally strives to live and learn the Orthodox Faith and in the classroom, is willing to share that knowledge and experience with the students.

This program of certification is just a first step in the growth and development of an effective Christian educator. The program’s three components, spiritual growth, methodology, and service, point the way for all teachers, with or without certification.

While certification is highly recommended for every Christian educator, it still remains an optional program. Since its inception, many teachers have participated in it and we are ready to begin an evaluation of the program in order to update it for the future. Those already familiar with the program will notice only small changes in this program, mostly reflecting the changes in our Archdiocesan structure since 1992, but also changes in resources presently available. Over the coming year or so, we hope to update the program more completely. If you have a suggestion, please forward it to the Department of Religious Education. We look forward to receiving your input.

Yours in Christ,



Anton C. Vrame, Ph.D., Director

PROCEDURES FOR ADOPTING THE CERTIFICATION PROGRAM

1. The priest and supervisor should first review the entire program.
2. The priest and supervisor should then meet with the teachers to consider adopting the program.
3. When the program is adopted, **the parish priest appoints a certification coordinator.**
4. The priest, supervisor, and coordinator submit a letter-of-intent to the local hierarchy. (page 12)
5. The priest, certification coordinator, and the Church school supervisor should be fully acquainted with the program. While the coordinator, in cooperation with the priest, coordinates the program, the supervisor is the person most closely associated with the teachers who can encourage them to participate. A supervisor can also assume the role of the certification coordinator. However, this may not be practical and is a local decision.

While there are definite requirements toward achieving certification, there is also flexibility. If there is one word that describes the Education/Certification Program, that word is "growth," growing in faith, knowledge, creativity, and love.

GUIDELINES TOWARDS TEACHER CERTIFICATION

1. A teacher will complete an application of admission. (pages 10-11)
2. Any regular teacher may enter the process provided that:
 - a. The teacher has taught for at least one year.
 - b. The teacher is an Orthodox Christian at least 20 years of age.
 - c. Assistant teachers may enter the process, but cannot be certified until becoming regular teachers and meeting the above requirements.
3. A minimum of 100 points must be earned within five (5) years from the points designated in the three categories listed on page 9.
4. It is the teacher's responsibility to report completion of points and submit any required materials to the coordinator. A cumulative file on each applicant's progress will be maintained by the coordinator.
5. When attending a *non-local* event (district, Metropolis, Archdiocese, etc.) the teacher must have confirmation of participation signed by the chairman of the event. (page 13)
6. When a teacher has satisfactorily completed 100 points, the priest and coordinator will send a request for certification to the local hierarch. A copy must also be sent to the Department of Religious Education. Upon his approval, the local hierarch will forward a copy of his approval to the Department of Religious Education, and an appropriate certificate(s) will be sent to the parish priest.
7. A public presentation of the certificate, signed by the Archbishop, Metropolitan, and parish priest will be made to the teacher following a Divine Liturgy, preferably on or about the Feastday of St. Philip the Deacon (October 11).
8. A teacher certified in one parish is considered certified in any parish of the Archdiocese.
9. A credit of 10 points will initially be given to teachers who have over 10 years of church school teaching experience. These will be given toward the 14-point teaching requirement (II-4) on page 9.

THE PARISH PRIEST

The certification program is the ultimate responsibility of the parish priest. The role of the parish priest is crucial in promoting the success of the program by:

1. Giving priority to his appointment of a certification coordinator.
2. Encouraging teachers to participate in the program.
3. Notifying the local hierarchy when it has been decided to participate in the program. (See “Letter of Intent”, page 12.)
4. Informing the parish about teacher certification as a new part of the parish religious education program.
5. Helping provide opportunities, in cooperation with the coordinator, for teachers to meet certification requirements.
6. Verifying, with the certification coordinator, the names of any teachers that have fulfilled the requirements for certification. These will be sent to the local hierarchy.
7. Presiding over the public presentation of certificates to teachers who have completed the program.

THE CERTIFICATION COORDINATOR

The certification coordinator, who is appointed by the parish priest, is the pivotal person in the certification program.

Qualifications

1. **Well accepted** and respected by the teachers, possibly a past supervisor or teacher, a retired person with proper experience, etc.
2. **Experienced** both in working with people and in the life of the Church.
3. **Able to evaluate reports.** A report augments the learning process by describing in writing what has been learned or experienced. The coordinator can facilitate a discussion that could lead to the teacher's enriching a report with points learned from their discussion.
4. **Innovative,** in that the coordinator has the co-responsibility with the priest of providing opportunities for completing certification.
5. **Organized,** able to keep accurate records.
6. **Caring,** a person who will help teachers meet their goal.

Duties

1. **Be familiar** with the program and provide information and advice.
2. **Encourage** teachers to continue meeting requirements on a regular basis.
3. **Keep accurate records.** A record-form for insertion in file folders will be provided for each participant to include:
 - a. Application
 - b. Certification point record
 - c. Lesson Plans
 - d. Written reports by teachers
 - e. Certified attendance for non-parish events
 - f. Other
4. **Submit** to the local hierarchy, with the parish priest the name(s) of teachers who have completed their requirements, and include the "Record Keeping Form" with a copy also send to the Department of Religious Education.
5. **Plan** a public presentation of certificates in cooperation with the priest and supervisor, before the entire congregation. This should be planned for a Sunday nearest October 11, Feastday of St. Philip the Deacon (Patron Saint of the Department of Religious Education)

The role of the coordinator is a gratifying one in assisting teachers achieve certification for the Parish, Metropolis, and Archdiocese.

THE LESSON PLAN, ARCHDIOCESE FORMAT

1. Objectives
2. Materials needed
3. Vocabulary
4. Opening Prayer
5. Motivation
6. Lesson development
 - a. Teaching the lesson
 - b. Activities
 - c. Review
7. Closing prayer

The foregoing lesson plan is used in the Living Our Orthodox Faith curriculum series. Its seven components are explained with numerous examples in “Sowing Seeds for Christ”, page 19.

CERTIFICATION REQUIREMENTS

I. SPIRITUAL GROWTH

A. READINGS 5 books 2 points per book 10 points

Read a total of five books. Three are required, and two are selected from the general list. Prepare a one-page minimum, double-spaced, typed report, or a two-page written report on each book: *What is the theme of this book? How can you apply its message to your life, to the lives of your students, to your classroom?*
See pages 16-21 for the required and selected reading list.

B. CLASS INSTRUCTION and/or VIDEO or DVD VIEWING 16 points

The 16 point total of Part B may be acquired either through classes (including online courses) of videos or a combination of both.

CLASS INSTRUCTION 8 sessions 2 points per class

Attend eight session or Bible study, Lenten lectures, adult education, etc. Classes not sponsored by the parish must be approved by the parish priest. A one-page report per session will complete this requirement: *What was the subject of the class? How did it help me to come to a closer understanding of my Faith? How can I implement it in my classroom? In my personal life?*

VIDEO VIEWING	30 minute	tape/DVD	1 point
	1 hour	tape/DVD	2 points

Summarize the tape and explain its implications for teaching or spiritual growth. A one-page, double-spaced report is also required for each video.

C. A RETREAT 1 retreat 6 points

Participate in a retreat. It may be for teachers, young adults, Philoptochos, a parish retreat, etc. The same points apply for being the leader of a youth retreat. A two-page report is required, offering your reaction, and describing how you benefited from this experience. A retreat includes a schedule of an overnight and a day, or one full day.

D. WORSHIP SERVICES 10 services 2 points each 20 points

In order to acquire a better understanding of the Services/Sacraments of our Church, participate in ten of the following:

1. Orthros (Matins)
2. Divine Liturgy
3. Pre-Sanctified Liturgy
4. Vespers
5. Paraklesis
6. Saturday of Souls
7. Salutations
8. Holy Week: Palm Sunday evening through Agape Vespers on Easter Sunday
9. Baptism
10. Adult Chrismation
11. Confession
12. Ordination
13. Wedding
14. Church Consecration
15. Blessing of the waters (Agiasmo)
16. Blessing of the five loaves (Artoclasia)
17. Night Vigil
18. Funeral

Prepare a report about each Service/Sacrament you attend. Include: *The purpose of the Service, a description of what took place, what it meant to you, and how it increased your insight into Orthodoxy.*

Spiritual growth category – Total Points: 52

II. METHODOLOGY

A. WORKSHOPS, SEMINARS, CONFERENCES 10 points

Parish or local	5 workshops	2 points each
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Attend parish or local workshops on teaching effectiveness. These workshops are on Orthodox topics, teaching methods, curriculum, classroom management, etc. Non-Orthodox sponsored workshops on general educational topics may be considered for credit as well, with the approval of the parish priest. (Parish or other workshops should be a *minimum* of two hours in length.)

AND/OR

Seminars or conferences sponsored by Orthodox Churches must be of a full day and/or overnight duration.

District or Metropolis level (approved by local hierarch)	4 points
Archdiocese level	6 points

A report on each event is required describing what was learned and experienced. For non-parish events see Verification of Participation Form, page 13.

B. OBSERVATIONS 2 classes 1 point each **2 points**

Observe two classes other than your own. These classes must be in a different grouping than that taught by the teacher. Generally speaking, such groupings are: **pre-school** (3, 4, and 5 year olds), **primary** (grades 1-3), **intermediate** (grades 4-6) and **teens** (grades 7-12). Teachers need to observe two classes in any two groupings other than their own in order to gain a fuller understanding of the overall church school program.

C. LESSON PLANS 6 plans 2 points each **12 points**

Prepare six lesson plans for your class. Use the lesson plan order of the Archdiocese (see page 12). Prepare a report describing one or two of your lesson plans that you felt were most successful, and why.

D. TEACHING 14 sessions 1 point each **14 points**

Teach 14 sessions as a lead teacher. If part of a teaching team, the teacher must take the lead. Being a lead teacher means planning the lesson and leading the class for those sessions.

An evaluation report of the 14 sessions, will include: *What went especially well? What could have gone better? How? Describe what “spiritual and educational seeds” you feel you have sown in the lives of your students.*

Methodology category – Total Points: 38

III. SERVICE

A. SERVICE PROJECTS 5 projects 2 points each 10 points

Plan and direct five projects. These service projects help bring fullness to the religious education curriculum in your parish. Service, or stewardship, involves the building up of the Church, and there are many projects a teacher can pursue to gain this experience. Suggested projects are as follows:

- a. Chair a Communion breakfast committee
- b. Assume a major role in the Christmas program
- c. Facilitate community service programs with your class
- d. Create bulletin boards that promote religious growth
- e. Be a youth group advisor
- f. Chair the Parish Oratorical Festival Committee
- g. Coordinate a parish teacher workshop
- h. Serve on a committee planning retreat

Realizing that parishes have different needs, this list may be expanded with the approval of the priest and coordinator. A written report describing each project is required.

Service category – Total Points: 10

IMPORTANT NOTE:

These points from the foregoing three categories: Spiritual Growth (52), Methodology (38), and Service (10), cannot be interchanged with points in another category.

POINTS FROM ALL THREE CATEGORIES – Total: 100

SUMMARY OF POINT REQUIREMENTS

The requirements for teacher certification are divided into three categories:
Spiritual Growth, Methodology, Service

The 100-point requirement must be earned within a five-year period. If an applicant does not fulfill the point requirements within that time, **any points earned become void.***
The points required in each category are as follows:

I. SPIRITUAL GROWTH

1. Readings	5 books	2 points per book	10 points
2. Classes or videos	(see page 5 for point listing)		16 points
3. A Retreat	1 retreat	6 points	6 points
4. Worship Services	10 Services	2 points per Service	20 points
			52 points

II. METHODOLOGY

1. Workshops	5 workshops	2 points each	10 points
2. Observations	2 classes	1 point each	2 points
3. Lesson Plans	6 plans	2 points each	12 points
4. Teaching	14 sessions	1 point each	14 points
			38 points

III. SERVICE

1. Service Projects	5 projects	2 points each	10 points
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TOTAL: 100 points

**Special consideration for an extension of the five-year period due to extenuating circumstances such as illness, a family situation, etc. can be granted by the parish priest.*

TEACHER APPLICATION

for entry into the certification program

(A copy of this completed form is to be sent to the Archdiocese
Department of Religious Education, 50 Goddard Avenue, Brookline, MA 02445)

Date: _____

1. Name: _____

Address: _____

_____ Email: _____

2. Church Membership

Name of local Parish: _____

City: _____ State/Province: _____

Parish Priest: _____

Metropolis: _____

Supervisor: _____

Age (please circle): 20-30 31-45 46-60 60+

Check one: single _____ married _____ other _____

3. Date of admission to program: _____

4. Attach to this form a brief letter explaining why you seek certification.

Applicant's signature

Coordinator's signature

Parish Priest's signature

The applicant is kindly requested to complete the following questions.

**The information in applications will be used only for statistical purposes.*

Experience: (List any job, teaching assignment, academic or extra-curricular experience that has or could be useful to you as a teacher.) _____

Employment:

Present employer (if applicable): _____

Address: _____

How long employed: _____

Your present position or title and major responsibilities: _____

Teaching: Record of previous teaching experience

Parish _____ Grades _____ Years _____

Parish _____ Grades _____ Years _____

Parish _____ Grades _____ Years _____

Academic:

School: _____

Location: _____

Number of years attended: _____

Degree or certificate earned (if applicable): _____

Extra-curricular: Note any special skills, talents, or hobbies. _____

List any honor, organizations or accomplishments that you have acquired and would like to include. _____

Other Comments: _____

LETTER OF INTENT

The following is a suggested content for the brief letter-of-intent to your local hierarch to establish a teacher certification program in your parish. This will help him evaluate the interest in teacher certification in his Metropolis, and also be helpful to the Department of Religious Education in preparing to administer the program.

Letter to local hierarch

His Eminence Metropolitan: _____
(or, His Eminence Archbishop _____, for the Direct Archdiocesan District)

Metropolis of: _____
(or, Direct Archdiocesan District)

Address

Your Eminence:

We have studied the proposed plan for Teacher Certification and feel that it would contribute to the growth and effectiveness of the teachers in our Parish. Therefore, it is our desire to participate in the program, and we ask your blessing.

When the times comes that some of our teachers have met the requirements for certification, these names will be submitted to you for your approval. Upon your approval, the Department of Religious Education will prepare official certificates signed by the Archbishop, Your Eminence, and our parish priest. The certificates will then be publicly presented to the newly certified teachers following a Divine Liturgy nearest to October 11, the Feastday of St. Philip the Deacon.

We thank you for your consideration of our request.

Respectfully.

Certification Coordinator

Priest

Church School Supervisor

(This form is to be duplicated on parish stationery and given to teachers for non-parish or out-of-town events as needed)

Verification of Participation From
Greek Orthodox Archdiocese
Church School Teacher Certification Program

To whom it may concern:

The holder of this form is a participant in the Greek Orthodox Archdiocese Teacher Certification Program. This signed and completed form will verify participation in your event, and be submitted by the teacher for appropriate credit. We thank you for your assistance.

This will verify that _____
(name)

of _____
(name of Church)

in _____
(city/state)

has attended and been an active participant in the (check one):

workshop_____, conference_____, seminar_____, other_____*

sponsored by_____

on _____
date(s) year

The theme or title of the event was:_____

Chairman of Event

* _____
(Describe)

RECORD-KEEPING FORM

Personal Information

Name_____

Mailing Address_____

Email Address_____

City/State/Zip_____

Home Telephone_____ Work_____

Parish_____

Location_____ Metropolis_____

Priest_____ Email_____

Supervisor_____ Email_____

Certification Coordinator_____

Email_____

What was your church affiliation prior to the Orthodox Church? (please check one)

I have always been an Orthodox Christian_____ I was Roman Catholic____

I was Protestant____ I was an Evangelical Protestant____ I was an agnostic____

Age (please circle): 20-3 31-45 46-60 60 and over

To be completed when 100 point requirement has been reached

Date of admission_____

Date of completion of certification credits_____

Date submitted to Metropolis_____

Date certificate awarded_____

Place where awarded_____

A. Readings—5 books, 2points/book-10 points

Required Readings

Title	Report received	Points
1. Orthodox Study Bible	_____	
2. Introducing the Orthodox Church	_____	
3. Sowing Seeds for Christ	_____	

Selected Readings

4.	_____	
5.	_____	
		Total Points _____

B. Class Instruction (including online) and/or video/DVD—16 points

(each class 2 points, 30 minute video/DVD 1 point, 1 hour video/DVD 2 points;
requires one-page report for each class/video)

Topic	Type of lesson delivery	Date	Points
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	
4.	_____	_____	
5.	_____	_____	
6.	_____	_____	
7.	_____	_____	
8.	_____	_____	
9.	_____	_____	
10.	_____	_____	
11.	_____	_____	
12.	_____	_____	
13.	_____	_____	
14.	_____	_____	
15.	_____	_____	
16.	_____	_____	
17.	_____	_____	
18.	_____	_____	
19.	_____	_____	
20.	_____	_____	
			Total Points _____

C. Retreat—6 points

Sponsor	_____	Date	_____
Theme	_____	Location	_____

D. Worship—10 services/2 points each—20 points

<u>Service/Date</u>	<u>Report received</u>	<u>Points</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
		Total Points _____

II. METHODOLOGY

A. Workshops, Seminars, Conferences

5 workshops required—10 points

Parish or local 2 points; Metropolitan or District 4 points; Archdiocese 6 points

<u>Sponsor</u>	<u>Location</u>	<u>Date</u>	<u>Points</u>
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
			Total points _____

B. Observations

2 classes 1 point each—2 points

<u>Class</u>	<u>Teacher</u>	<u>Date</u>	<u>Points</u>
1. _____			
2. _____			
3. _____			
			Total points _____

C. Lesson Plans

6 plans 2 points each—12 points

<u>Grade</u>	<u>Topic</u>	<u>Date</u>	<u>Points</u>
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
			Total points _____

D. Teaching**14 sessions 1 point each—14 points**

Grade	Topic	Date	Points
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Total points_____

III. SERVICE**SERVICE PROJECTS****5 Projects 2 points—10 points**

Project	Date	Points
1.		
2.		
3.		
4.		
5.		

Total points_____

Summary

Spiritual Growth Category	52 points
Methodology Category	38 points
Service Category	<u>10 points</u>
TOTAL POINTS	100

Comments/notes _____

TEACHER CERTIFICATION READING LIST

(The following resources are available from the Department of Religious Education unless noted otherwise. Prices are subject to change.)

REQUIRED READING (3 books)

Orthodox Study Bible

You may use the first Orthodox edition of the New Testament and Psalms, or the new Orthodox edition containing both the Old and New Testaments, each prepared by outstanding Orthodox clergy and scholars. Both editions are published by Thomas Nelson Publishers. The required reading portions are: two of the four Gospels (Matthew and John are recommended); Acts of the Apostles; and two Letters of St. Paul (Ephesians and Galatians recommended)

DRE item code B07 (New Testament and Psalms, hardbound) - \$30.95

or B07-1 (New Testament and Psalms, softbound) - \$24.95

DRE item code B07-2 (Old and New Testament, hardbound) - \$49.95

Introducing the Orthodox Church: Its Faith and Life; Study Guide for Introducing the Orthodox Church – Coniaris, Anthony

A practical introduction to the Orthodox Faith, using the format, “What We Believe About...”

DRE item code E55 - \$16.95

DRE Study Guide Item Guide E80 - \$10.95

Sowing Seeds for Christ – Michaels, Elaine and Hallick, Mary

A clearly-written and easy-to-understand book of teaching and classroom techniques for teachers of all grade levels by two veteran Church school educators.

DRE item code T06 - \$8.95

SELECTED READING LIST (2 books)

Understanding the Greek Orthodox Church – Constantelos, Demetrios

Covers the major aspects of the faith, history, worship, and ethos of the Greek Orthodox Church. It also includes a large section on the growth of the Greek Orthodox Church in America.

Holy Cross Bookstore - \$19.95

ISBN 0917653505

The Orthodox Church – FitzGerald, Thomas –

An introduction to the history of the Orthodox Churches in North America.

Holy Cross Bookstore - \$28.95

ISBN 978-027596438

Living the Beatitudes – FitzGerald, Thomas and Kyriaki FitzGerald

An introduction to the Orthodox Faith and Life through an examination of each of the Beatitudes.

DRE item code AR305 - \$19.95

Orthodox Christian Beliefs: Real Answers to Real Questions from Real People – Harakas, Stanley

Fr. Harakas answers 75 questions submitted by lay people about the doctrine and beliefs of the Orthodox Church such as the Holy Spirit, the Trinity, Creation, Saints, Icons, Heaven and Hell, Theology and Life, Christ's Second Coming.

DRE item code E47 - \$17.95

The Orthodox Church: 455 Questions and Answers – Harakas, Stanley

Clearly stated responses to questions about all aspects of the Faith. Written in easy-to-read language.

DRE item code E39 - \$17.95

The Orthodox Faith Series – Hopko, Thomas

Vol. 1 – Doctrine; Vol. 2 – Worship; Vol. 3 – Bible and Church History; Vol. 4 – Spirituality. Written in easy-to-read language, these four handbooks are comprehensive treatments of the subjects in their titles. They are valuable reference tools.

DRE item codes E71, E72, E73, E74 - \$7.50 each

Are You Saved? – Pappas, Barbara

Written by a Sunday School teacher for high school students, and adults as well, this booklet is a clear exposition of the Church's understanding of salvation.

DRE item code E01 - \$5.00

Orthodox Saints – Poulos, George

A new expanded edition of this popular series with concise bibliographies of the heroes of the Christian faith, relating the problems that they faced to problems that contemporary Christians face today. The four volumes contain the lives of 491 saints. Each volume covers a three month period.

*DRE item codes E95, E96, E97, E98 - \$19.95 each
or entire set, E99 - \$72.00*

Christ In Our Midst – Stylianopoulos, Theodore

Presents a clear description of Orthodox spiritual growth and renewal. It was described by one outstanding theologian as "right on the mark."

DRE item code E10 - \$3.00

The Orthodox Church, New Edition – Ware, Kallistos

A classic text on the Orthodox Faith, although it can be difficult.

DRE item code E155 - \$16.00

The Orthodox Way – Ware, Kallistos

Using the Bible and the Fathers, Ware describes the way of life which stems from Orthodox theology.

DRE item code E86 - \$14.95

Reflections on the Lord's Prayer – Sahas, Daniel J.

Sahas provides a fresh perspective, verse by verse, on the timeless and life-changing prayer.

DRE item code PR100 - \$13.95

Flames of Wisdom: Patristic Counsels for Contemporary Life – Beck, David
Various Church Fathers speak on such topics as: “On the Acquisition of the Holy Spirit”, “On Knowing God”, “On Communion with God”, “On Controlling the Tongue”, and “On Struggling with Sin.”

DRE item code AR500 - \$10.95

Exploring Scripture: How the Bible Came to Be – Cunningham, Rev Phillip J., C.S.P.
A short introduction to the Bible, its time and culture, its places of origin and its historical development. This volume offers reading selections and study questions which serve to emphasize the unique religious character and human context in which the Bible was written. It has been referred to as “the biography of the Bible.”

Holy Cross Bookstore - \$10.95
ISBN 080913295-8

Reading Scripture with the Church Fathers – Hall, Christopher
In this book, the reader is introduced to the early Church Fathers, their world, and the sights and sounds they perceive in the Bible. The invitation to read “with the Fathers” is possible through this book.

Holy Cross Bookstore - \$11.99
ISBN 0830815007

A Beginner’s Guide to Spirituality: The Orthodox Path to a Deeper Relationship with God – Keiser, Michael

Fr. Keiser walks through the Orthodox Church’s timeless teachings and practices on the ancient understanding of Christianity spirituality, with both humor and insight.

DRE item code AR310 - \$10.95

The Living God: A Catechism – Orthodox Fraternity of Western Europe, translation by Olga Dunlop

This 2-volume set is a new holistic approach to catechism, incorporating scripture, theology, iconography, hymnography, feasts and liturgy. The major feasts of the liturgical year are integrated with an overview of the history of salvation. It has been called a “catechism for the family.”

DRE item code E82 - \$33.00

What the Church Fathers Say About ... -- Grube, George

Contains brief insightful essays from the Church Fathers on fasting, prayer, the sacraments, the Theotokos, angels, divinity of Christ, how to be saved, Eucharistic and ecclesiastical regulations, and the scriptural canons. Includes prayers and meditations from the saints.

DRE item code E108 - \$16.95

Bible

The Message of the Bible – Cronk, George

A basic Orthodox introduction to the Bible.

Orthodox Marketplace - \$17.00
ISBN 0-913836-94-X

Bread for Life – Stylianopolous, Theodore

A basic guide to reading Scripture, describing facts about the Bible, why we study it, and its use in the Divine Liturgy.

DRE item code B40 - \$6.00

A Year of the Lord – Stylianopoulos, Theodore

Vol. 1 – Fall; Vol. 2 – Late Fall and Winter; Vol. 3 – Triodion and Lent; Vol. 4 – Easter to Pentecost; Vol. 5 – Summer. This bible study is designed to help the committed Christian grow in Christ through the combined witness of the Bible and our Orthodox worship. They provide the basic knowledge every teacher needs for teaching the liturgical year. Highly recommended.

*DRE item codes B31, B32, B33, B34, B35 - \$6.95 each
or entire set, B36 - \$32.00*

Sacred Symbols That Speak: A Study of the Major Symbols of the Orthodox Church, Vol. I and Vol. II – Coniaris, Anthony M.

A study of the symbols used in the Orthodox Church, including chapters on incense, candles, the Flowering of the Cross, the Divine Liturgy, Epiphany and the Blessing of the Water, palms, the Epitaphion, Christ Pantocrator, Baptism, Holy Matrimony, vestments and more.

DRE item Codes T36 and T37 - \$14.95 each

Liturgy and Sacraments

Come Before God – Calivas, Alkiviadis

Explains the role and place of worship in the Church, also explains the Liturgical Year, the cycle of feasts and fasts.

*Holy Cross Bookstore - \$5.00
ISBN 091765126X*

These Are the Sacraments – Coniaris, Anthony

An introduction to the seven basic sacraments of the Church, with explanations of their significance, and what takes place in each.

DRE item code E165 - \$14.95

Living the Liturgy – Harakas, Stanley

A sound explanation of how we should participate in the liturgeia, i.e., the “work of the people” during the Divine Liturgy. Makes worship come alive.

DRE item code L20 - \$12.95

The Year of the Grace of the Lord – Monk of the Eastern Orthodox Church

A little gem, this book explains the liturgical year in beautiful language. The scholarly footnotes are “mini-courses” in Church history, doctrine, etc.

DRE item code B38 - \$15.95

For the Life of the World – Schmemman, Alexander

A classic examination on the sacramental and liturgical life of the Orthodox Church.

Orthodox Marketplace - \$14.00 ISBN 978-0913836088

Let Us Attend – Farley, Lawrence

Every Sunday we are literally taken on a journey into the Kingdom of God. Fr. Farley guides believers in a devotional and historical walk through the Orthodox Divine Liturgy. Examining the Liturgy section by section, he provides both historical explanations of how it evolved and devotional insights aimed at helping us pray the Liturgy in the way the Fathers intended.

DRE item code AR900 - \$10.95

The Joyful Feast – Chakos, John

A book about the Divine Liturgy which contains discussion material on the Liturgy for young people, with review questions at the end of each chapter. It also includes illustrations and an informative narration that can be used during each section of the Liturgy

DRE item code L15 - \$2.95

The Eternal Liturgy – Stylianopoulos, Theodore

A commentary on the Divine Liturgy with clear explanations and practical guidance for participation in the Liturgy with suggested applications for daily use. (see “Divine Liturgy” under Videos)

DRE item code L50 - \$8.00

Teaching

Foundations For Christian Education – Boojamra, John

Written to explore the idea that the task of Orthodox Christian education belongs to the whole life of the church and that every member of the church is a learner.

Orthodox Marketplace - \$16.00

ISBN 0-88141-050-0

Making God Real in the Orthodox Christian Home – Coniaris, Anthony

Written for parents, this collection of brief essays is helpful for teachers in explaining concepts of the Church in the classroom and for getting the family involved in the sacred task of teaching and living the faith.

DRE item code E70 - \$15.95

80 Talks for Orthodox Young People – Coniaris, Anthony

An excellent collection of “motivational sets” for use in the classroom, i.e., ideas to get children thinking about the Church and their commitment to Christ.

DRE item code E130 - \$12.95

Our Church and Our Children – Koulomzin, Sophie

A classic text on Orthodox Christian Religious Education. Among the key topics addressed are: the task of Christian education in the family, the challenges and opportunities of the church school, and the author’s vision and goals for the Christian teacher.

Holy Cross Bookstore - \$16.00 ISBN 0881412740 Orthodox Marketplace - \$16.00

ISBN 088141-274-0

Fashion Me a People: Curriculum in the Church, Harris, Maria

Curriculum as described by the author is a process embracing the entire course of the Church's life. Encompassing the total teaching message of the Church, it includes community, service, worship, proclamation, and instruction of all the members from birth to death.

Holy Cross Bookstore - \$24.95

ISBN-13: 9780664240523

32 Ways to Become a Great Sunday School Teacher – Halverson, Delia

Helps teachers design programs that assist them in learning how to teach. New teachers learn the basics while veterans find ways to enrich their prayer lives and incorporate different teaching styles in a lesson.

DRE item code FC900 - \$20.00

Praxis Magazine, Vol. 8, Issue 1: Early Childhood Education, Fall 2008

A publication of the Greek Orthodox Archdiocese of America, *PRAXIS* magazine is published three times a year. The subscription rate is \$15.00 per year. Individual issues, at the cost of \$4.95, may be ordered at:

The Department of Religious Education

50 Goddard Avenue, Brookline, MA 02445

(617) 850-1218

(617) 850-1489 fax

The Educating Icon: Teaching Wisdom and Holiness in the Orthodox Way – Vrame, Anton

A theological study of Christian Religious Education for the Orthodox Church by examining basic educational questions and finding the answers in the art, theology, and life of the icon.

DRE item code - \$19.95

Videos/DVDs

The Divine Liturgy – Two 30-minute sections narrating the meaning and symbolism of the Divine Liturgy with comments and reflections from priests and students at Hellenic College/Holy Cross Greek Orthodox School of Theology. This 60 minute DVD also includes *The Eternal Liturgy*, DRE item code L50 (an excellent guidebook on the Liturgy) and a participant's guidebook for use in study groups.

DRE item code A50 - \$40.00

The Saints – Ellinas Multimedia

A series of five DVDs, each presenting the life and significance of saints of the Orthodox Church. Each DVD includes the lives of three to four saints.

Ellinas Multimedia

\$24.95 each or \$124.75 for entire set

Enter In: Exploring the Feasts of the Church – A set of four DVDs contains sixteen videos presentations, each approximately 15 minutes long. Twelve examine the major

feasts of Christ and Theotokos and the remaining four explore the meaning and purpose of Christian worship in the context of the Church's annual liturgical cycle. It is designed to be used by individual or family, as well as a group setting such as parish Bible study or church school class.

DRE item code Y19 - \$34.95

Resource Contact Information

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Brookline MA 02445
Tel: (617) 850-1218 or (800) 566-1088
Fax: (617) 850-1489
Web: www.religioused.goarch.org

Orthodox Marketplace

Web: <http://store.goarch.org>

Holy Cross Bookstore

50 Goddard Avenue
Brookline MA 02445
Tel: (800) 245-0599
Web: <http://store.holycrossbookstore.com>

Archdiocese GOTelecom Office

8 East 79th Street
New York, NY 10021
Tel: (212) 570-3588 or (800) 888-6835
Fax: (212) 774-0223
Web: www.gotel.goarch.org

Ellinas Multimedia Web: www.ellinasmultimedia.com



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