

RELIGIOUS EDUCATION PROGRAM OBSERVATION CHECK LIST

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Congregations seeking to expand or assess their religious education program may find it very helpful for a team to visit another congregation or two and observe their religious education program activities and functions on a Sunday morning. In addition, visiting representatives may benefit from conversations with the Director or Minister of Religious Education at the hosting congregations. Such visits should be arranged with the Director or Minister of Religious Education at least 8 weeks in advance on a mutually convenient date.

Identifying A Congregation to Visit

- 1) Check your district directory or website for the congregations in a similar size range as yours (the number of adult members and RE program enrollment) and a reasonable driving distance away.
- 2) Your district staff, RE committee, or LREDA chapter may also have recommendations of congregations with well functioning religious education programs whom you may contact to schedule a visit.
- 3) Choose a congregation with a religious education program that is well functioning and developed, with established leadership or staffing levels that meet or exceeds that of your congregation's program.
- 4) Contact the RE Professional or Committee Chair to request the opportunity for a team to visit and observe.

Observation Check List (check all aspects observed and write comments in spaces between)

- Finding the RE Program Space (easy or difficult to locate, well marked with signage)

- Entering the RE Program Space (greeting of newcomers and program participants, etc)

- Classroom and Meeting Spaces (how many, approximate size, location, furnishings)

- Accessibility of Entrances, Bathrooms, Classroom and Common Spaces

- RE Program Materials & Visual Displays (readily available, visible, quality, content)

- Request Copies of RE Publicity, Policies and Procedures.

- Session Time Frame & Pacing of the Sunday Program(s)**

- Paid Staff on Duty (positions, roles, responsibilities, availability)**

- Volunteer Staff on Duty (roles, responsibilities, number of adults in classrooms)**

- Interpersonal Relationships (among children, between adults and children/youth)**

- Children and/or Youth at Worship (where and with whom, how long, involvement)**

- Youth Classes and Youth Groups (what ages, group structure, leadership, activities)**

- Curriculum Materials, Supplies & Equipment Used (leader's guide, books, activities)**

- Use of Music and the Arts**

- Overall Impression of the Congregation and RE Community**

- Other Aspects or Qualities Observed:**

Name of Person Completing this Form _____ Date _____ ~1/2003, LBA

**RELIGIOUS EDUCATION PROGRAM OBSERVATION VISIT
MEETING WITH THE RELIGIOUS EDUCATION PROGRAM LEADERSHIP**

Date of Visit _____ **Time of Meeting** _____ **Place**

Name of the Congregation Visited: _____

Names of those Visiting _____

RE Program Leaders at the Hosting Congregation Involved in this Meeting:

<u>Name</u>	<u>Role</u>	<u>Age Groups</u>
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Questions Asked and/or Topics Covered: **Comments:**

- 1)

- 2)

- 3)

- 4)

- 5)

- 6)

- 7)

- 8)

Program Registration # _____ **Program Budget:** _____

Congregation Staffing Structure & Reporting Relationships:

Other: