










Community Unitarian Universalist Congregation at White Plains, NY Religious Education Ministry

Guidelines for RE Assistants

Thank you for serving as a class assistant! The teachers welcome your assistance during class as needed, and the children are grateful for your interest and participation in their spiritual development.

No preparation is required to serve in this role. Just bring your *UUness* to class and participate with our [Unitarian Universalist Principles](#) in mind. The following points offer additional suggestions:

-  If possible, arrive by 9:45am and check in with the teacher to see if they need assistance setting up anything. We all begin in the sanctuary at 10:00am then leave for class during the second hymn.
-  At the start of class, the teacher will invite everyone to check-in. This is an important part of our time together, affirming that we bring our whole selves to this community and we are supported in our joys and sorrows. You can ask follow-up questions and express empathy. If you have something to share, please do. We are all part of this community together!
-  Record attendance on the list provided in the class binder.
-  The teacher you are assisting is responsible for knowing the curriculum, guiding the children through the lesson plan and supervising the classroom. Please be mindful of the teacher's authority in the classroom and the time they spent preparing the lesson.
-  You might interject a short question or comment during the discussion or activity to enrich the children and youth's learning by extending their thinking or providing an additional perspective.
-  Encourage the children to participate actively and thoughtfully. If someone is having trouble maintaining focus, you might sit next to them to help monitor their restlessness or offer them paper and crayons or markers to doodle. If necessary, the teacher will invite the class to take a few minutes to check in with the covenant and discuss how they are doing as a group. The whole group is responsible for the intentional community we are building together. Inviting each other back into covenant when there are challenges is a gift we can share in intentional community.
-  Help the teacher clean up after class. Make sure windows and doors are closed, the a/c or fan is turned off, and materials and snacks are put away.

It is important that your presence enables us to uphold Safe Congregations recommendations of the Unitarian Universalist Association, which suggests having two or more adults present in our classrooms. Even if there are only a few children attending class, it is important you are there.

Thank you so much for taking this opportunity to build multigenerational community at CUUC! You now have a connection with these children and youth, and I hope you will make a point of saying hello each time you see them and letting them know how glad you are to be in community with them.

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