

BASIC CHECKLIST: *Cross Check with the Assembly Template*

School

- Consult re date, venue and participating students
- Clarify who is attending
- Inform about content

Participating churches

- Consult and plan event
- Form a committee if necessary
- Cross– authorise presenters
- Any costs involved

Briefing for presenters

- Audience involved
 - Age and number of students
 - Cultural and social background
 - Special needs
- Venue
- Times– SET UP, START AND FINISH TIMES
- Equipment available or required

Administrative Detail

- Access to the venue
- Equipment available/ required and who will assist
- Handouts/ advertising/ promotion permissions
- Who will MC
- Payment

Follow Up

CHRISTIAN SRE

QUESTION. EXPLORE. DISCOVER.



SRE Assembly Guidelines

Easter, Christmas and Education Week offer opportunities for the Churches to work together in preparing a celebration. The success of an assembly depends on good preparation and communication.



INTER CHURCH COMMISSION ON RELIGIOUS EDUCATION IN SCHOOLS

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Working Together

It is advisable to nominate a small committee, communicate via groups email or hold a meeting with representatives of all those religious persuasions teaching SRE in the school to ensure that the activity is inclusive. All participating churches should be invited to be involved in the planning regardless of whether Special Religious Education is taught denominationally or joint- denominationally.

The assembly content must respect the views of the participating churches and parents and participating churches must agree to the suitability of the content and anyone presenting the assembly, particularly if they are a visiting presenter.

An assembly or joint activity follows the same Religious Education Implementation guidelines as a normal SRE class. The school will need to be advised of the general content and organisation of the assembly. The Assembly Outline should be publically available, as with all SRE Curriculum.

Making it Appropriate

The combined assembly must be a genuine educational activity and is not to be used as an opportunity for an evangelistic appeal. It may be advisable to have separate assemblies for students of different ages, or those with special needs.

Planning guide for the committee

1. Determine the purpose of the assembly

The aim of the assembly must be clear and agreed to by all participating churches.

2. Content of the Assembly (script, songs, audio, visuals, props)

All participating churches must be informed of, and agree to the content of the assembly.

The content must be educationally sound using appropriate teaching techniques.

Consideration must be given to developmental stages, understanding and learning styles of the students .

The assembly must be considered in context eg do the students have the background to enable them to make sense of the content?

- ◆ Any video material must carry the “G” rating for primary schools. High school assemblies may have a PG rating, if participating churches and school agree.
- ◆ A copy of the content should be given to the school for reference.

3. Assemblies involving visiting groups/speakers

Any visiting presenter should be approved by the committee, including any cost to have them come, and how payment will be made.

Presenters must be authorised by an Approved Provider and have a WWCC clearance number or sign the Department’s Volunteer/ Contractor declaration.

The committee should brief the presenter on:

The aim of the assembly.

The denominational representative nature of SRE and any sensitivities to other beliefs and understandings of both students and other leaders.

The cultural and social backgrounds of the students and any special needs.

The age range of the audience.

The use of age appropriate language and positive religious concepts.

Duty of Care around sensitive issues.

Visiting presenters must provide the content of their presentation to the organising committee in good time prior to the assembly, so it can be agreed upon by all participating churches and the school is aware of the presentation content.

4. Promotional flyers and leaflets

Where there is agreement that local events like Easter/Christmas services will be advertised, promotional material must be agreed to by the committee members and the school principal of every school the material may be given to students.

5. Evaluation of assembly

An evaluation can be in the form of a questionnaire or discussion (via email or at a meeting).

Local churches, SRE teachers, school staff and/or students could be involved in the evaluation of the assembly.

You may seek feedback from the school.