

A GENERAL STUDY OF THE CHURCH SCHOOL

The Commission on Education wishes to undertake this study for two purposes: (1) to provide information for the report of the Commission to the Quarterly Conference, (2) to give insight into current needs and to set objectives for next year's work. Members of the Commission have been assigned to guide the study with the teachers in the departments. They will arrange conversations and planning with the teachers and prepare the report with them. Information and evaluation in the following areas of the program will be needed.

1. What has been accomplished this year. List a few of the positive evidences of growth in your group. List improvements made in all phases of the program.
2. Review the program in the department or grade in terms of the following:
 - a. The room, equipment, and supplies: Is the room adequate in size, well lighted, attractively and warmly inviting? Is there sufficient working and supply space? Are the tables, chairs, bookcases, and display space adequate? List needed equipment and supplies. List suggestions for improving the facilities of the room.
 - b. Leadership: Is there need for additional teachers, helping teachers, music leaders, secretaries and other resource persons in the grade or department? Is the team-teaching plan being used? If so, is there a designated lead teacher who acts as planning chairman for the team? How do the teachers manage their planning for units of study? Do they have regular meeting periods? Do the teachers feel any need for additional training and enrichment for their work?
 - c. Curriculum materials: Are the materials recommended by the Methodist Church being used? Is there need for supplementary materials and books? Make a list of these needs, especially resource books that may be secured for the church library and used for units of study in the classes.
 - d. Attendance and time schedule: How does attendance compare with the total number enrolled? What is the time schedule; do pupils arrive and leave on time? How much actual teaching time is used?
 - e. Church and home cooperation: Is there need for additional home visitation? Is there a need for parents' meetings and interpretation of program to parents? Do the students respond to home assignments? How can the Commission on Education help with home cooperation?
 - f. Administration: Are the teachers getting adequate support from officers of the church school? Are the records properly kept and reports made: Are there satisfactory ways of getting literature, equipment, and supplies ordered promptly?
3. What problems are currently facing this department or grade? List a few of the most important needs of this group.
4. List several objectives that should be set for this department or grade for the coming year. Make these realistic and attainable. If possible, outline some suggested ways of accomplishing them.

The Commission is grateful for your cooperation in this important task of planning for our continued growth. Copies of the compiled report will be mimeographed and distributed to the Quarterly Conference and all our workers.

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