

## NEW SEMINARY TEACHER ORIENTATION GUIDE

### WHO PROVIDES ME WITH MATERIALS AND TRAINING?

A CES coordinator counseled with your priesthood leader before appointing you as a teacher. Your coordinator will provide the basic materials and training, in some cases assisted by a stake supervisor.

### WHAT MATERIALS SHOULD I HAVE?

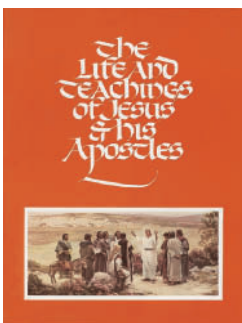


#### Teacher Resource Manual

The *New Testament Teacher Resource Manual* (34590) lists gospel principles to look for and suggests teaching activities for each scripture block, including the scripture mastery passages. Some teaching suggestions are for large scripture blocks, which may be helpful to teachers in home-study programs.

#### Student Study Guide

The *New Testament Student Study Guide* (34188) includes historical and contextual insights, word helps, and learning activities to help students in their individual study.



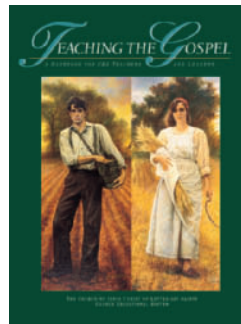
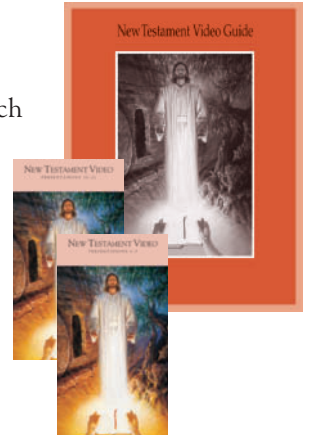
#### Institute Student Manual (Optional)

*The Life and Teachings of Jesus and His Apostles Course Manual* (32474) includes interpretive commentary, points to ponder, maps, charts, and illustrations that may be helpful in teaching this course.

#### Audiovisual Resources

The *New Testament Video Presentations* videocassettes (53141) contain 21 presentations to help teach selected scripture blocks. The *New Testament Video Guide* (34232) includes teaching suggestions for using the video presentations.

The *New Testament DVD Presentations* discs (54014) contain 25 presentations, including the 21 contained on the videocassettes and 4 additional presentations.



#### Teaching Handbook

*Teaching the Gospel: A Handbook for CES Teachers and Leaders* (34829) includes guidelines for teachers and leaders. It emphasizes fundamental teaching principles and basic scripture study and teaching skills.

#### CES Teacher Resource CD (Optional)

Various seminary and institute manuals are available in a searchable electronic form on the *CES Teacher Resource CD 2004* (24018).



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## WHAT SHOULD I BE DOING NOW THAT I'VE BEEN APPOINTED AS A SEMINARY TEACHER?

Your CES coordinator and stake supervisor may have specific steps they wish to have you follow as you prepare to teach seminary. Many new seminary teachers have found the following steps helpful.

### Soon after Being Appointed

- Find out the course of study for the year.
- Obtain and begin to study *Teaching the Gospel: A Handbook for CES Teachers and Leaders*.
- Obtain the curriculum materials for the course of study. These include a teacher resource manual, a student study guide, a video guide, and the appropriate videocassettes or DVDs.
- Study *The Charted Course of the Church in Education* (J. Reuben Clark Jr., rev. ed. [1994]).
- Read the following:
  - The introduction in the teacher resource manual (pp. 1–4).
  - “How to Use This Manual” in the student study guide (p. 1).
  - The introduction in the video guide (p. v).
- Begin a personal study of the text for the course of study.
- Mark the 25 scripture mastery passages for the course of study.

### With Your CES Coordinator and Stake Supervisor

- Arrange for or confirm the time and place of the class.
- Obtain a user name and password for the CES Web site.
- Obtain a schedule for inservice training meetings.
- Obtain a list of names and telephone numbers of those who will be serving with you.
- Review policies and procedures.
- Make a calendar for the school year. (Refer to local school or school district calendars for holidays and special events.)
- Schedule the lessons, using the pacing guide in the teacher resource manual (pp. 5–6).
- Schedule student readings, using the reading chart in the student study guide.
- Find out how to maintain accurate attendance records and student grades.
- Assist parents, priesthood leaders, and Young Men and Young Women leaders in inviting potential students to enroll in seminary.

### Before the First Class

- Identify potential students, using the Potential Seminary Students report from the stake or ward clerk.
- Get to know your students by learning their names and something about each of them.
- Attend inservice training meetings.
- Prepare lessons for the first week of classes.
- Identify potential substitute teachers, in case of emergency or illness.
- Decide how devotionals will be organized and presented. Prepare the first few devotionals to present as examples for the students. (See “Establishing an Appropriate Setting,” *Teaching the Gospel* [2001], pp. 24–25.)
- Decide how you will maintain an appropriate setting for learning in the classroom. Consider seating arrangements, outside distractions, and so forth. (See “Maintaining an Appropriate Setting,” *Teaching the Gospel*, pp. 25–28.)
- Ensure that adequate arrangements are made for supplies, building and classroom keys, seating, audiovisual equipment, and so forth.
- Broaden your understanding of the 25 scripture mastery passages.
- Under the direction of local priesthood leaders, hold a meeting for students and their parents to encourage full participation and establish expectations.
- Receive a priesthood blessing.

### During the First Weeks of Class

- Distribute the student curriculum materials.
- Show students how to use the reading chart in the student study guide.
- Get clearance for and appoint class officers. Have class officers conduct the class.
- After presenting the first few devotionals and teaching the principle behind them (see *Teaching the Gospel*, pp. 24–25), have students present them at the beginning of each class.
- Determine ways to communicate with parents and students.
- Begin to track student attendance and progress. Provide personal reports to or make contact with parents and priesthood leaders for students with inadequate attendance.

### During the First Semester

- Continue to track student attendance and progress.
- Seek to master the 25 scripture mastery passages.
- Attend inservice training meetings.

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**JESUS CHRIST**  
OF LATTER-DAY SAINTS