

Overview of Open House



ABOUT OPEN HOUSE

As each summer ends, a familiar routine occurs across North America. Schools invite parents to their campus for an open house to meet their children's teachers; get familiar with what happens at class; and to be updated about what to expect in terms of class rules, homework, and so on. This year, why not take advantage of this trend and host a similar event at your church?

This kit provides you with the tools and resources you need to host an open house so you can connect more closely to the parents of the children you minister to each week and encourage more buy-in at home. These kit materials will guide you through the process of planning, advertising, and hosting this event where parents walk through the Sunday school classes, meet the teachers, learn about the class routines, and find out how they can partner with the church to nurture their children's spiritual growth at home.

Feel from to adapt this material and use it in whatever way you choose to make this Open House a success in your unique church setting.

SUGGESTED FORMAT FOR OPEN HOUSE

Open House should be scheduled for a time that is convenient for the most number of parents to attend as possible. You will know your church best, so consider what might be the best time and discuss the options with your pastor. Typically a Sunday works well because many parents are already present for service.

Format Option for an Informal Come-and-Go Open House

- At the conclusion of service, pastor announces the Open House will begin in ten minutes in the classroom area.
- During the short break after service concludes, teachers transition from normally scheduled class routines to readiness for Open House guests. (10 minutes)
- A greeter at the entrance of the classroom area hands out any welcome materials, such as a classroom area map, the Home Connection Guides for curriculum, and any general information you would like to leave with parents.
- The greeter directs guests to begin an informal tour of classrooms. Children can lead their parents on a classroom scavenger hunt to show off the features of the room while parents are getting familiar with the room. Teachers stand at the entrances of classrooms to meet those touring the area. (45 – 60 minutes)

Format Option for an Open House with Teacher Remarks

- At the conclusion of service, pastor announces the Open House will begin in ten minutes in the classroom area.
- During the short break after service concludes, teachers transition from normally scheduled class routines to readiness for Open House guests. (10 minutes)
- A greeter at the entrance of the classroom area directs guests to the appropriate classroom for their children and/or provides a map of the classroom area. (5 minutes)

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- Children can lead their parents on a classroom scavenger hunt to show off the features of the room while parents are getting familiar with the room. (5 – 10 minutes)
- Parents are invited to get comfortable in their child's classroom, and then the teacher welcomes them and presents information about the class. (See Open House PowerPoint.) The teacher hands out the Home Connection Guides for curriculum and any general information you would like to leave with parents. Teachers are available to talk with parents and answer questions one-on-one after the presentation concludes. (20 minutes)

SCAVENGER HUNT

A scavenger hunt is a fun way for families to familiarize themselves with the classroom and the teacher. Materials are provided as a starting point for you to make a Scavenger Hunt Checklist to pass out to families to complete during the course of the Open House. (See "Scavenger Hunt Checklist" in this kit and update it with information unique to your church or by searching "indoor scavenger hunt" online for more fun ideas.)

ADDITIONAL CONTENTS OF THIS KIT

Decoration Ideas

Adapt the ideas from this document to set up your classroom area for Open House.

Scavenger Hunt Checklist

Update this checklist with search items unique to your church. Then print enough copies for every family to have a checklist.

Student Information Form

If you have not already collected information about the students in your classes, this event is a great time to collect information so you can better care for students. Print enough copies for each student and invite parents to complete the form during the course of visiting their child's classroom.

Class Schedule

Providing a class schedule can be helpful so parents understand the class routine. A template is provided that you can update to provide as either a printout for parents or as a poster you could mount within the classroom, which can be a helpful way for parents and students alike to understand the flow of a typical class.

Class Guidelines

Every classroom should have a basic set of guidelines so students know the teacher's expectations for interaction and behavior. A template is provided that you can update to provide as either a printout for parents or as a poster you could mount within the classroom, which can be a helpful way for parents and students alike to understand the guidelines for class.

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About the Curriculum – The Discipleship Project

About the Curriculum – Word Aflame

Home Connection

It's important that parents have confidence in the curriculum you teach from and understand how they can reinforce teaching concepts with home follow-up. These documents give an overview of Word Aflame curriculum offered by Pentecostal Publishing House. Print as many copies as you need based on the curriculum you use.

Class Supplies

Occasionally parents are interested in donating supplies for the class. This document provides a list of standard supplies you can update to meet your needs and offer as a donation option for the class.

Spiritual Individualized Education Plan

When individuals with special needs or disabilities come to church, it may be a challenge for Sunday school teachers, staff, and volunteers to know how best to include the student. ABLE Ministry, in partnership with Pentecostal Publishing House, has developed this informational form to help individuals in a Sunday school department better understand some of the challenges faced by children with special needs.

Open House Flyer

To help you invite parents to this special event, the kit offers a flyer that is form-fillable. You can type in the details for the event and then print enough to send one flyer home with each child. You can also blow up the file and use it as a poster you can print and display in the church.

Open House PowerPoint

This PowerPoint template gives teachers a step-by-step presentation they can update to walk parents through an overview of their class.

Additional Resources

These files may or may not be presented to parents during Open House, depending on how you customize the event. However, these resources will be helpful to have on file to prepare for ministering to the diverse needs of your students.