**Contents**

**0 Read Me First**

**1 This Contents List**

**Folders:**

**A - Introduction to the Course**

1. Introduction to the Revised Edition of the Sacraments Course
2. Tutors’ Guide to the first (Mike Hensman) Edition of the Course
3. List of Appendices to Tutors’ Guide to the first (Mike Hensman) Edition

**B – Administrative Matters**

1. Specimen Emails advertising Sacraments Course
	1. Two Session Version
	2. Three Session Version
2. Specimen Email Joining Letter to Students (Remember the attachments!)
	1. Two Session Version
	2. Three Session Version
3. Satisfactory Completion (Criteria to be applied in assessing students)
4. Specimen Certificate for Successful Students

**C – Tutors’ Notes**

1. Session One (Communion Part 1):
	1. Notes for Session 1 (Communion Part 1)
	2. PowerPoint Slides - Passover – Last Supper – Lord’s Supper: their relationship
	3. PowerPoint Slides - Communion Essentials (May be worth giving as a handout: replicates part of E2)
2. Session Two (Communion Part 2)
3. Session Three (Baptism)
4. Baptism – Mike Hensman Appendices

**D – Homework Rubrics**

1. Homework before Session One
2. Alternative -
	1. Homework before Sessions Two and Three (assuming Study Day version of course)
	2. Homework before Session Two (assuming three tutorial version of course)
3. Homework before Session Three (assuming three tutorial version of course)
4. Instructions re Final Communion Order

**E – ‘Welcome to the Sacraments Course’** (Student Pack – to be given out at first tutorial)

1. List of Contents of Welcome Pack
2. Welcome (Front page – PDF and Publisher alternatives)
3. Sacrament of Holy Communion
4. Notes on the Theological Bases of the (Communion) Liturgy
5. Home Communion (two alternative approaches)
6. The Faith of the URC (Baptism Statement) – PDF and Publisher alternatives)
7. Baptism and the Basis of Union – PDF and Publisher alternatives
8. Baptism for your baby (leaflet) - PDF and Publisher alternatives

**F – Handouts for Tutors and Students**

1. Handout RG01 – Health Warnings (to be given at Session 1 in readiness for Session 2 – could be emailed for reference)
2. Handout RG02 – Communion Terminology (may be needed if students confused about what certain items are)
3. Handout RG03 – Sursum Corda (for possible reference at Session 2)
4. Handout RG04 – Role of President (for possible reference at Session 2)
5. Sacraments – Selected Reading List (mainly for tutors)
6. Seder Meal – leaflet. (For distribution with emailing re Session 1 assignments)

**G - Liturgy Games**

1. Communion Liturgy Game (Session 2) – needs printing and cutting into separate cards
2. Baptism Liturgy Game (Session 3) - needs printing and cutting into separate cards

**H – URC Liturgical Material**

1. **Communion**
	1. *Worship from: the United Reformed Church (WORD documents)*
		1. Introduction
		2. First Order
		3. Second Order
		4. Third Order
		5. Fourth Order – main items
		6. Fourth Order – full
	2. *Rejoice and Sing pp.1-3*
2. **Baptism**
	1. Baptism – service from *Worship from: the United Reformed Church*
	2. Baptism – service from *Service Book* 1989
	3. Baptism (infant) – showing different promises as between 1989 and 2003
	4. Thanksgiving for the Birth of a Child 2003

**I – Policy Documents**

1. Synod Lay Presidency Guidelines

**J – Useful Resources**

1. Shawn Stapleton “The Varieties of Worship” – useful brief article by US Congregationalist outlining typical features of Reformed Worship
2. Bosco Peters – article by a NZ Anglican on the desirability or otherwise of particular liturgical gestures during communion presidency (Relevant to Session 2)
3. Prayer of Thanksgiving from Order One *(Worship from: the United Reformed Church) –* useful to illustrate how it fits with responses in *Rejoice & Sing* 12 (Possibly use at Session 2)
4. *Baptism, Eucharist and Ministry* (‘the Lima Document’) – influential ecumenical paper
5. Addressing the (Infant) Baptismal Candidate – Variations. Influenced by the French Reformed Church, some Reformed denominations include an address to an infant baptismal candidate: this paper produced by the Presbyterian Church of the USA gives various alternatives.
6. Lay Presidency at Sacraments – Paper used in West Midlands and North-Western Synods

**K – Tutor Training**

1. Specimen Checklist of Matters for Discussion with Trainee Tutors

Richard Goldring, Development Officer for Education and Learning, 13 April 2016