

ORTHODOX SYRIAN SUNDAY SCHOOL ASSOCIATION OF THE EAST
OUTSIDE KERALA REGION
ANNUAL CIRCULAR 2017

No: OKR/01/2017

January 1, 2017

To The Vice-Presidents, Directors, Vicars, Headmasters/Headmistresses and Teachers

Greetings to you all in the name of our Lord!

Wish you all a blessed New Year!

By the Grace of God Almighty we carried out the Sunday school activities of the last year. We hope and pray that God will continue to shower His blessings in the New Year as well. The cooperation and able leadership of all the office bearers at all levels of Sunday school is earnestly solicited to carry on with our mission in our region. All are kindly requested to follow this circular for the smooth functioning of Sunday school activities. As OSSAE celebrates its golden jubilee, OKR extends its best wishes for the continued ministry.

A. Text Books

We follow the text books prepared by OSSAE since 2015. The text books according to the revised curriculum are available at OKR Office and at Central Office, Devalokam, Kottayam. According to the revised curriculum the learning process is divided into five stages:

Category	Class	Age
1. Bethlehem	Preschool class	up to age 5
2. Nazareth	Class I-III	5-7
3. Galilee	Class IV-VII	8-11
4. Jerusalem	Class VIII-X	12-14
5. Tabore	Class XI-XII	15-16

Those who complete the Tabore category will be given the title '**Orthodox Vedapraveen Diploma**'.

Grade system is being implemented from the academic year 2016 instead of the earlier mark based system with Ranks. Project marks would not be hereby considered to be part of the final Annual Examination marks. Project, Half yearly marks and the Attendance would be a qualifying factor for the Class X and Class XII final Examination and would not be added to the final examination marks.

We have certain special criterion for Class XII: In order to register for Class XII examination, the regular students should have successfully completed Class XI examination and the project work assigned. Successful completion of Class XII examination confers the title and certificate of "**Orthodox Vedapraveen Diploma**" to the student. In order to be eligible for "Orthodox Vedapraveen Diploma",

the private students are also requested to complete the above-mentioned criterion except the attendance. For Class XII, two activities are mandatory as practical work.

1. Attend the orientation programme conducted by the initiative of District/ Zonal Inspectors in your Diocese.
 - a) The orientation program should be regarding the Teaching Methods.
 - b) Any one chapter from Class XII textbook should be taught to the students by a teaching expert.
2. Prepare five lesson plans and teach five classes in your Sunday school under the supervision of the headmaster / class teacher. Detailed suggestions for the preparation of the lesson plan are given in Class XII textbook. Learn it properly, prepare lesson plan and teach with proper preparation.

The above-mentioned activities should be completed under the leadership of District / Zonal Inspector before **September 30, 2017**. (In case of units with more than five students, the activities may be done in the respective units under the guidance of the District/ Zonal Inspector). The Diocesan Directors should send the final list of eligible Class XII candidates (Private/ Regular) to the OSSAE OKR office based on the report of the District/ Zonal Inspectors on or before **15th October 2017**.

B. The Inter-Diocesan competition 2016

As per the decision of the Annual General Body of the year 2016, the inter-diocesan competition for 2016 will be held on **July 8th Sunday, 2017 at STOTS, Nagpur**. The eligible students must send their entries for the competition endorsed by the Diocesan Director before **15th February 2017** (rf. Circular No.02/2016).

The persons those who are accompanying the candidates have to Register the name and the fees with Rs.250 / person

The competition is for the following titles in four items under two categories: Senior and Secondary.

Elocution	Sunday School Prathibha
Solo Song	Sunday School GanaSugandhi
Quiz	Sunday School Praveen
Essay	-Sunday School Vijnani

The syllabus for the competition will be that of 2016.

C. The Annual General Body Meeting 2017

The Annual General Body Meeting of 2017 will be held on **16th and 17th September 2017** and the venue will be informed to you soon.

D. Website of OKR

All necessary forms can be downloaded from our website www.ossaeokr.org

E. *Sathyajyothi* online Course

The *Sathyajyothi* online theological study programme under the auspices of St. Thomas Orthodox Theological Seminary, Nagpur, will definitely enrich our teachers by providing necessary information about the Bible, worship, faith and history of the Church. This course fully makes use of the advancement in technology, being a fully online course. This is the first of its kind in our Church. More details are available from the course website www.stotsonlinestudy.org. I earnestly recommend all teachers to register for this course taking into account the challenges we face nowadays in terms of the faith and practices of the Church.

G. Appointment of New Teachers

As per the decision of the Annual General Body meeting held on 13th September 2014, a diploma in *Divyabodhanam* or the *Sathyajyothi* course is a pre-requisite for a person, coming from any Christian denominations other than ours, to be appointed as a Sunday school teacher in our Sunday school. For more details about *Sathyajyothi* course visit the course website www.stotsonlinestudy.org

H. Satellite Examination Centre

In recent years, there are many students, especially coming from the Gulf countries, who pursue their higher secular education in different parts of the country, want to write their Sunday school Class X and XII examination somewhere in Kerala. OSSAE office Devalokom, Kottayam will be an examination centre in Kerala for such students. Those students who pursue their secular education in Kerala from Outside Kerala Region can also appear for their examination there. They too have to apply for their examination through their respective Sunday schools. This should be clearly informed to the OKR Director at the time of the registration of board exams.

I. Annual Examination 2017

All seven Dioceses and the Gulf Region are to follow our year plan strictly and to conduct classes as per the schedule [See appendix I (a) and I (b)]. The half yearly examinations have to be conducted at unit level on **July 23rd** Sunday in India and in the Gulf region on **July 21st** Friday. The annual examination for all the classes up to IX and for XI should be held on December **10th Sunday** in India and on December **08th Friday** in the Gulf. The question papers for examinations for all classes except the class X and Class XII examinations will be given by the diocese. However, any change of date for the examination at the diocesan level should be informed to the OKR Director in advance. The syllabus for annual examination is given in the Appendix I (a) and Appendix I (b) of this circular. The rest of the portions are to be taught for half yearly examinations.

CLASS X and Class XII examinations will be held on **December 3rd, 2017 Sunday** in India and on **December 1st, 2017 Friday** in the Gulf. The unit should send the application for this to the OKR office on before **15th October 2017**. Everyone is requested to meet this deadline strictly. In normal case applications, will not be accepted after this date. An additional amount of **Rs. 150** (hundred and fifty only per person) will be charged for late application.

The application must carry the full postal address of the Vicar and HM as the hall tickets and examination materials needs to be sent to the units/districts. Those who send the application via email need to inform us about the payment. There will not be any separate reminder for the application. **The HMs are advised to inform the students about their application for board exam in advance.**

The fee structure of examination is as follows:

Regular student	Rs.200/- (in India), Rs. 500/- for outside India
Private student	Rs.250/- (in India), Rs. 500/- for outside India

The Examination Centre fee will be as shown below:

1-10 students	Rs.200/- (in India, Rs-400/ for outside India
11-25 students	Rs.300/- (in India), Rs-500/ for outside India
26 and above	Rs.500/- (in India), Rs-750/ for outside India

The above fee is as per the decision of the Annual General Body which met on September 12-13th, 2015 at STOTS. As we did last year, question papers of CLASS X and Class XII will be prepared by the Examination board and will be distributed in the due course.

J. Examination Materials

Examination material such as Hall Tickets, Facing Sheets, Attendance Sheet, and Circular of Rules and Regulations regarding examination will be sent to units/Districts in the first week of November 2017. The HM / District Inspector / Vicar or any other duly authorized person can open the packet to see that everything is in order. If there is any discrepancy, they have to intimate the same to OKR office immediately. The question papers would be in a separate sealed packet. The question papers are to be kept under safe custody till the date of examination. Because of this arrangement, application will not be accepted after the deadline mentioned above. The Supervisors of the examination must follow the rules and regulations strictly. **The students must write their register number on the facing sheet only.**

K. CLASS X and Class XII Examination Results 2016

The CLASS X examination of last year were held on **4th December 2016** (2nd December in Gulf Region), in which there were 1743 registrants. 432 students appeared for the class XII examination. The results will be published on **February 12th 2017** in our website, www.ossaeokr.org. The dioceses, districts and units are requested to consider the toppers of the result published by OKR on February 13th for all awards in their respective levels. It is expected that the certificates will be ready by 2nd March 2017. The highest-Grade holders are asked to send their passport size photographs to OKR office soon after the publication of result and the Class XII Highest Grade holders must submit the copy of their pass certificates of Class X.

Those who want to apply for revaluation should do it on or before **17th February, 2017** with a fee of Rs.250/- The failed students should realize their limitation and learn more. They can attempt for another time in this year itself. The SAY (save a year) Examination will be held on Sunday, **26th February, 2017 (Gulf S.S - Friday, 24th February)**. Those who want to appear for SAY exam should apply in normal application form with a fee of Rs.250/- on or before 20th February, 2017. The SAY exam is only for those who have appeared for examination and failed.

L. Arts Competition 2017

All the seven Dioceses and the Gulf region are requested to follow the OKR rules in conducting the Arts Competitions. The headmasters are to be extra cautious to give the correct information about the age of the students and their attendance; this would avoid unnecessary disputes. Details about this can be read in section VII (page 18) of our Constitution. HMs have to admit students as per their age and the secular

classes. There should not be a big gap (more than 1 year) between the two. However, to avoid confusion, the participants of the diocesan level competitions should carry a certificate (of the HM) stating that they are regular Sunday School students and that they have at least 50% attendance in the current year.

The organizers of competitions have to take note of the following changes:

1. For all competitions, which involves the use of Bible, any one of the following versions must be used: NRSV and the Orthodox Study Bible.
2. The sub-juniors will have a competition at the unit level only
3. What we mean by “Secondary students” are those who study for XI and XII in the Sunday school.
4. For Group Song competitions, the children will be divided in to three groups only: all the students up to age 8 will be called **Buds**, those who are in the age group of 9-13 will be the **Premiers** and those above 14 up to 19 will be named as **Teens**. **The Buds will not have any competition above the district level.**
5. The time allotted for Group song will be **three to five minutes** instead of just three. A team of group song comprises of three students only. They have to prove their musical talent only; any other type of presentation or choreographical elements will not be entertained (e.g. presenting a couple while singing a marriage song). Those who disobey the regulations will be disqualified.
6. Each Diocese has got the freedom to introduce other competitions like Drawing and it can be for duration of half an hour.

This year’s syllabus for the Arts competitions is given in Appendix II. All the competitions should be held in the months of August, September, October and November at Unit, District, Zonal and Diocesan levels respectively.

M. OVBS 2017

All the units should conduct the Orthodox Vacation Bible School. The guidelines for conducting OVBS-OKR have already been published. The date and time for conducting it shall be decided at unit level considering the local holidays during Dussera-Diwali, Christmas and summer vacation. For any information regarding OVBS, the units may contact on Mob. +91 8888722164. As per the request of Rev. Fr. Dr. P.C. Thomas who was serving as the Director of OVBS, OKR, with much dedication for the last six years is relieved from this responsibility and Rev. Fr. Baiju Thomas, another faculty member of the seminary has been appointed as the new Director (M- 08605381984)

N. SUNDAY SCHOOL CHARITY DAY-2017

As per the decision of the Annual General Body meeting of 2010, first Sunday of the February will be observed as Sunday School Charity day in India. This year it falls on **Sunday February 5th** for India. For the entire Gulf region, the Sunday School Charity day will be Friday **February 3rd, 2017**. In order to inculcate the culture of mission, we need to do two things. First, give the students an opportunity to visit any charitable institution near to the parish. The visit will certainly create a sense of service to the needy in the minds of students. The HM and teachers can organize this in consultation with the Vicar. Second, collect an amount of pocket money from Sunday school children and other people who are interested to help the poor, there by contributing to the charity project of OKR. This is important as the gap between rich and poor is widening day by day.

O. SUNDAY SCHOOL DAY CELEBRATION 2017

This year the Sunday school day will be on **10th December 2017** in India, the day of the birth of John the Baptist, the forerunner of our Lord. The Gulf region will observe the day on **Friday, 8th December**. Programs, like flag hoisting, special prayer, and programs by Sunday school students, shall be held on that day. The children shall be given an opportunity for participation in the Holy Qurbana (like Bible reading, sermons, choir, etc.) All efforts are to be made for the success of the cover collection. Envelopes for the same will be sent in the month of September. Those who have not sent last year's contribution should kindly send it at the earliest.

CONCLUSION

I would like to express my profound gratitude to the Metropolitan, Vice-Presidents, Directors, Zonal Secretaries, District Inspectors, Headmasters, Teachers and Parents for all your support and cooperation for the smooth functioning of Sunday school activities. **If the District Inspectors, Zonal Secretaries and Diocesan Directors can send their news and reports to the OKR office on time, we can publish those in our website.**

All the correspondence should be sent to the Director in the address below. Please note the change in the mobile number and in the e-mail address. Now Courier Posts can be sent to the Seminary address given below. Courier should be sent by DTDC only. I would like to remind you that we would not be responsible for telephonic conversations made to anyone in the Seminary regarding the official matters. There will not be any guarantee for commitment made by such conversations. For official purposes, you can call at **+91 9823740567**. All the payments to OKR should be made by cheque or Demand Draft only. It should be drawn in favour of **“Orthodox Sunday School”** payable at Nagpur (Federal A/c No. 13390100053545, IFS code FDRL0001339). Those who avail the NEFT facility should intimate the office about the payment for proper accounting.

I earnestly solicit your prayers and cooperation for the success of our ministry to lead our children in the right path, as we were led by our parents and teachers. Joining Rev. Fr. John Mathew, the Office Manager and Treasurer of OSSAE, OKR and the office team let me wish you all a blessed new Sunday School Year. May the light and life of Lord Jesus Christ guide us and strengthen us in this glorious ministry.

With warm regards
In His Mission

Fr. Dr. Bijesh Philip
OSSAE-OKR Director

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Appendix I (a)
SYLLABUS FOR THE ANNUAL EXAMINATION-2017

(Answers can be written in any of the Language of choice: English/Malayalam/Hindi)

Class	Lesson	Psalm
Balapadam Jesus Kids	Units 1- Ch. 8, 9, Unit 2- Ch. 10, Unit 3 – Ch. 13, Unit 4 – Ch. 14	
Class 1	Chapters 5, 7, 10, 12, 15, 16, 18, 19, 20, 21	23:1-3
Class 2	Chapters 6, 8, 9, 12, 13, 15, 16, 19, 20, 21	1:1-4
Class 3	Chapters 4, 7, 8, 10, 11, 13, 14, 16, 18, 19, 20	6:1-5
Class 4	Chapters 6, 9, 10, 12, 15, 16, 17, 18, 20, 22, 23, 24	116:1-5
Class 5	Chapters 5, 7, 9, 10, 12, 14, 15, 17, 19, 20, 21, 22, 23, 24	4
Class 6	Chapters 12, 13, 14, 15, 16, 17, 18, 20, 22, 23, 25	140: 1-5
Class 7	Chapters 11, 13, 15, 17, 18, 19, 20, 21, 22, 23, 24	118: 1-5
Class 8	Chapters 12, 13, 14, 16, 17, 20, 22, 23, 24, 25, 26	119:1-8
Class 9	Chapters 15, 16, 17, 19, 20, 21, 22, 25, 26, 27, 29	150
X	Section 1. – 1, 3, 5, 6, 8, 9, 10, 11, 13, 14, 15, St. Gregorios of Parumala Section 2. – 16, 18, 19, 20, 22, 23, 24, 26, 27, 29, 30 St. Geevarghese Mar Dionysius Vattasseril	51:1-15
XI	Units 4, 6, 7 (complete Chapters within the units) Holy Qurbana - A Study Chapters 3, 7, 8	121
XII	Units 1, 2, 4, 6, 7, and Chapters from Unit 3 – 10, 11, Unit 5 – 17, 19 Rituals are Meaningful: Chapters 2, 3, 4, 5, 6, 8, 9	91

Appendix I (b)
SYLLABUS FOR THE ANNUAL EXAMINATION 2017
(Answer can be written in any of the language of the following choice: English/Malayalam/Hindi)

Class	Prayer	Songs
Balapadam Jesus Kids	Making of Sign of Cross	
I	a) Prayer while entering in the Church b) Peace be unto you Mary...	a) Mannamakalkai slomo.... b) Moraneesho kurishum nin....
II	a) Psalm 1 b) Shudhamulla pithave	a) Mariyamin Smaranam... till Barekmore b) Parishudhanmare ningal
III	a) Our Father Who.... b) Psalm 23	a) Nirmala madbahayil b) Anyonyam slomo nalkin....
IV	a) Prayer before meals b) Prayer after meals	c) Rashakane nin gathratehe..... Barekmor d) Oyurekunnon raja.....Barekmor
V	a) Anugrahangaal niranjirikuinnavane b) Prayer before bible reading	c) Nibiyanmarum jathikalodevan d) Nadha nin mrithiyorthengal.....
VI	a) Prayer before communion. b) Prayer after communion.	c) Dhaivasudhanmar ayiduvan... d) Dhaivam srishtichadathe.... Barekmor
VII	a) Karunayulla dhaivame... b) Ps. 133	c) Yachikunnu njangalodoppum.. d) Karthavarulicheydu njan jeevante.....
VIII	a) Nam Dhaivathinte puthranmar ayitheeruvan b) Ps. 4	c) Bhoovilashesham.. d) Srapikale kandeshaya.. (3 Stanza)
IX	a) Swabhavaprakaram maranamillathavanum.. b) Ps. 63	c) Krupa cheyaname nadha krupa.. (2 Stanza) d) Moshachamachora (1 stanza)
X	a) Athunnathangalil swargeeya malakamar.. b) Mariyam paranjathenthal.. (Lk 1:46-55) c) Ps. 51: 1-15, Ps.: 127, Ps. 150	d) Mashiva jeevichezhunettu kavalkar... (3 Stanza) e) Nadhan mrithridayil urapichadathe.. (2stanzas)
XI	a) Urakamillatha Unarvullavanaya.. b) Rathrikalangalil...	c) Dhaivathe pettoru mathavam.. d) Dhanya nin prarathanamevatte...
XII	a) Karthave nine sthothram Cheyyunnathum b) Nicene Creed c) Ps. 41: 1-10, Ps. 103: 1-10, Ps.91: 1-10,	c) Dhaivathin puthrane mariyam udhanathin.. (2 stanza) d) Thathan slomo Gabriel..

Note: The remaining portions are to be covered in the first half of the year and they should be examined in the half-yearly examinations. There will not be a separate syllabus for half yearly examinations concerning songs, psalms, and prayers. Our students should know all the common songs

and psalms of the Sunday service and all the prayers of the family worship before completing the 12th class of Sunday school.

Appendix II

Syllabus for the Arts Competition 2017

1. Elocution (one of the topics should be selected just five minutes before the competition). (Five minutes, warning bell at four minutes)

Sub-Juniors: A story of Obedience from Bible

Juniors: a) Truth b) Compassion

Intermediate:

- 1) Do good to one another
(1 Thess. 5: 15)

- 2) Blessed are the merciful, for they will receive mercy
(Matthew 5: 7)

Seniors:

1. Purity of Heart
2. Rejoice in the Lord

Secondary:

- 1) Self-Control and Success
- 2) Holy Spirit, the Perfector

2. Quiz Competition (Three persons in each group)

Seniors:

- Book of Daniel – 15%
- Psalm 51 to Psalm 70 - 20%
- Gospel according to St. John – 15%
- Letter to Romans - 15%
- Church History – 15%
- Sacraments – 20%

Secondary:

- Pentateuch – 20%
- Maccabees I & II– 15%
- Acts of the Apostles – 20 %
- Revelation – 15%
- Church History – 15%
- Anointing the Sick and Holy Marriage – 15%

3. Essay Writing

Seniors:

- i. Who is Jesus Christ according to the second Paragraph of the Nicene Creed and who is Jesus Christ to me?
- ii. A Christian Approach to Environmental Issues

Secondary

- i. Significance of the Church according to the Orthodox Christian Understanding.
- ii. What are challenges of information technology today and how to overcome them?

4. Solo Song: Any Christian song (3 minutes, No warning Bell)

5. Group Song:

Buds (up to 8 years) – Songs from Holy Qurbana and Special songs

Premiers (age 9 – 13 years) – Service of Christmas

Teens (age 14 – 19 years) – Service of Marriage

Notes:

1. All the levels of the Arts competition should be over by the month of December as per our Year plan. These have to be held in the months of August, September, October, and November at Unit, District, Zonal and Diocesan levels, respectively.
2. The competitions for the Sub-Juniors and Buds will be at Unit and District levels only.
3. The age limit for the three groups will be the following: Buds (up to 8 yrs); Premiers (9-13); Teens (14-19).

2017 YEAR PLAN AT A GLANCE

Month	Event	Dates in India	Dates in the Gulf
January	Sunday School Day New Year begins Annual Statements and Annual Reports of Head Masters to District Inspector	01.01.2017	06.01.2017
February	Charity Day (Jeeva Karunya Dinam) Announcement of Result X/ XII Last date for application for Inter Diocesan competition at OKR Directorate Last date for application for SAY Exam along with fee Annual Statements, Annual Reports of DI to the Zonal Secretary Annual Statements and Annual Reports of Zonal Secretaries to Director Diocesan General Body	05.02.2017 12.02.2017 15.02.2017 26.02.2017	03.02.2017 12.02.2017 24.02.2017
March	Annual Reports of Diocesan Directors to the OKR Director		
May	Beginning of Summer Vacation	07.05.2017	
June	Reopening after vacation	04.06.2017	
July	Half yearly Examination	09.07.2017	07.07.2017
August	School level Competition Inter Diocesan Competition, STOTS, Nagpur Charity Day collection to be sent to OKR office	08.07.2017 20.08.2017	
September	OKR Annual General Body Meeting.	16-17, Sept	
October	Zonal Level Competition Last Date for submission of Application Form for X/ XII Exam	15.10.2017	
November	Diocesan Level Competition and Teachers Conference Distribution of "Sunday School Day" Kalpana and Envelopes		
December	"Sunday School Day" Celebration Annual Examination for X and XII Annual Examination for Nursery to Class IX and Class XI	10.12.2017 03.12.2017 10.12.2017	08.12.2017 01.12.2017 08.12.2017