

ORTHODOX SYRIAN SUNDAY SCHOOL ASSOCIATION OF THE EAST



**OUTSIDE KERALA REGION
ANNUAL CIRCULAR 2018
No: OKR/01/2018**

January 1, 2018

To The Presidents, 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 the last year was a fruitful one with regard to the OSSAE OKR for which we have to thank God. 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.

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, and 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. As per the decision of the last annual general body meeting, there is no need of Project work preparation and submission for the class 10th and class 12th students and the pass marks for the exams is decided to be 35 out of 100 marks. This exemption regarding the separate project works is only for the 10th and 12th class students. (Other classes please refer Appendix III)

We have certain special criteria 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 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 three lesson plans and teach three 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, 2018**. (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 2018**.

B. The Inter-Diocesan competition 2017

As per the decision of the Annual General Body of the year 2017, the inter-diocesan competition for 2017 will be held on **July 15th Sunday, 2018 at STOTS, Nagpur**. The eligible students must send their entries for the competition endorsed by the Diocesan Director before **15th February 2018**

The persons who accompany the candidates have to register the name and pay the fees of Rs.250 / per person per day.

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 2017.

C. The Annual General Body Meeting 2018

The Annual General Body Meeting of 2018 will be held on **15th & 16th September 2018** at STOTS, Nagpur.

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. We 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 Devalokam, 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 2018

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]. The half yearly examinations have to be conducted at unit level on **July 22nd Sunday** in India and in the Gulf region on **July 20th Friday**. The annual examination for all the classes up to IX and for XI should be held on December **16th Sunday** in India and on December **14th 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 respective 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 of this circular.

There will be separate half yearly exams and annual exam for all classes except class 10th and 12th. Top half of all the units of each text book will be covered for the half yearly exam and the questions for the annual exam will be from the bottom half of all the units. For example there will be questions from chapters one to five, chapter 11, chapter 14, chapter 16, chapter 18, chapter 20, and chapters 22 and 23, for the half yearly exam of class 7 and all other chapters for the annual exam. But for the half yearly exam of the class 8 will be based on chapters one to five, chapter 11, chapters 16 and 17, chapter 20, chapter 22, and chapter 25. This is taking into consideration a few chapters of class 8 which are not mandatory. (See the appendix I)

CLASS X and Class XII examinations will be held on **December 2nd, 2018 Sunday** in India and on **November 30th, 2018 Friday** in the Gulf. The unit should send the application for this to the OKR office on before **15th October 2018**. Everyone is requested to meet this deadline strictly. **After the**

deadline no application will be entertained. In normal case applications will not be accepted after this date. An additional amount of **Rs. 150** (One 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.

Valuation of examination will be centralized.

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 2018. 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 2017

The CLASS X and Class XII examinations of last year were held on **3rd December 2017** (1st December in Gulf Region and the results will be published on **February 8th 2018** in our website, **www.ossaeokr.org**. It is expected that the certificates will be ready by **6th April 2018**. 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 must submit the copy of their pass certificates of Class X.

Those who want to apply for revaluation should do it on or before **18th February, 2018** with a fee of **Rs.250/-**, the Revaluation Results will be declared on **22nd February 2018**. 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, **4th March, 2018 (Gulf S.S - Friday, 2nd March 2018)**. Those who want to appear for SAY exam should apply in normal application form with a fee of **Rs.250/-** on or before **25th February, 2018**. The SAY exam is only for those who have appeared for examination and failed. The Say Results will be declared by **9th March 2018**.

L. Arts Competition 2018

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 involve 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. 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.**
4. The time allotted for Group song will be three to five minutes. A team of group song comprises of three to five students only (As per the Decision taken in AGM 2017). They have to prove their musical talent only; any other type of presentation or choregraphical elements will not be entertained (e.g. presenting a couple while singing a marriage song). Those who disobey the regulations will be disqualified.
5. Each Diocese has got the freedom to introduce other competitions like Drawing and it can be for a 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 2018

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. Rev. Fr. Baiju Thomas is serving as the Director (Mob- 08605381984)

N. SUNDAY SCHOOL CHARITY DAY-2018

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 4th** for India. For the entire Gulf region, the Sunday School Charity day will be Friday **February 2nd, 2018**. 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 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 2018

This year the Sunday school day will be on **09th December 2018** in India, the day when we commemorate the birth of St. John the Baptist, the forerunner of our Lord. The Gulf region will observe the day on **Friday, 7th 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.

P. MEDIAL AND EDUCATIONAL AID.

Medical and Educational funds are available to the students. The Educational aid will be distributed to the regular attendees and students completed 10th in Sunday school. Medical aid will be distributed to every student irrespective of any norms. The Diocesan Directors will be responsible to do the necessary scrutiny before forwarding the application to the OSSAE-OKR office for disbursement. Medical/ Education fund allocated as per the Budget is available anytime during the financial year, till 31st March, 2018 for disbursement. However, it is recommended to identify the right eligible candidate(s) as and when we come across and not later than January 2018.

Q. TEACHERS TRAINING CAMP.

There will be a teachers training camp to be held in STOTS Nagpur, the first training camp will be held on **15th and 16th December 2018**, an expected **5 to 7 teachers** will be attending the camp from each Dioceses. After completion of this camp they will be awarded certificates

R. APPOINTMENT OF NEW OFFICE MANAGER

We do remember with gratitude the dedicated service of Rev. Fr. John Mathew as the office manager for the last two years. Rev. Fr Nithin V Rajan who is on deputation from Bangalore Diocese, has been appointed as the Office manager of OSSAE OKR at STOTS, Nagpur. Kindly contact Achen for any assistance from the Nagpur office. The contact numbers are 9823740567(official) which is linked with WhatsApp and 9538097235.

CONCLUSION

We would like to express our profound gratitude to the Metropolitans, 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. Now Courier Posts can be sent to the Seminary address given below. Opt speed post or Courier service by DTDC only. We will 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 **09823740567**. 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 Treasurer of OSSAE OKR, Rev. Fr. Nithin V. Rajan, the new Office Manager and the office team let me wish you all a Blessed new Sunday School Year. May the light and life of our 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
SYLLABUS FOR -2018

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

Class	Lesson
Jesus Kids	All Chapters
Class 1	All Chapters
Class 2	All Chapters
Class 3	All Chapters
Class 4	All Chapters
Class 5	All Chapters
Class 6	All Chapters
Class 7	All Chapters
Class 8	Chapters 12,14,21,29, and 30 are not mandatory. There will not be questions from these for the exams.
Class 9	Chapters 5,12,17,18, and 30 are not mandatory. There will not be questions from these for the exams.
X	Chapters 1, 2, 3, 16, 25, and 30 and the supplementary reader on St. Geevarghese Mar Dionysius Vattasseril are not mandatory. There will not be questions from these. Rest of the chapters will be asked for the final examination.
XI	Chapter 1 and chapter 4 of Unit 6 and all four chapters of Unit 7 are not mandatory. (non-detailed text is mandatory)
XII	Chapter 12 of Unit 3, Chapter 16 of Unit 4, Chapter 19 and Chapter 20 of Unit 5 , and all four chapters of Unit 7 are not mandatory. Rest of the chapters including the non-detailed will be asked for the final examination.

Prayer and hymns will be asked only from the Sunday school textbook of the respective classes.

Appendix II

Syllabus for the Arts Competition 2018

1. Elocution (one of the topics should be selected just five minutes before the competition).

(Total allotted time for the elocution will be five minutes and the warning bell at the fourth minute)

Sub-Juniors: A story from Old Testament

Juniors: a) Prayerful life b) Love each other

Intermediate:

- 1) Holy Qurbana – Queen of Sacraments
- 2) “Be still, and know that I am God” (Psalms 46:10).

Seniors:

1. Insights from the lives of the saints.
2. “He who abides in Me , and I in him, bears much fruit.” (St. John 15.5)

Secondary:

- 1) Importance of Suffering in Christian Life.
- 2) ‘Look unto Jesus the author and finisher of our faith’ (Hebrews 12: 2)

2. Quiz Competition (Max Three persons in each group)

Seniors:

- Joshua
- Gospel according to St. Luke
- Malankara Orthodox Church History (AD 1912 till Date)
- Service of Holy Eucharist

Secondary:

- Esther
- Gospel according to St. John.
- Malankara Orthodox Church History (AD 1653 -1912)
- Service of Christmas

3. Essay Writing

Seniors:

- i. Basic Understanding of Baptism and its uniqueness in Orthodox Faith
- ii. A critical analysis of the challenges of social media towards its responsible use.

Secondary

- i. Ethical Significance of the Sermon on mount in the Globalized world today.
- ii. Importance of Cyber development and its effect on Christianity.

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) – Funeral Service of Women.

Teens (age 14 – 19 years) – Service of Good Friday.

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).

Appendix III
Project work of the Students during 2018

General Guidelines

- The Project work is not a classroom assignment. The students can do it in their leisure time or in the break time when they are tired of learning secular subjects.
- One of the projects given below can be selected for this year. Project of the children of classes IV to VII are to be conducted on an oral level only. Students of Classes VIII to XI should submit it in a well hand-written form.
- The length of the written project should be from five to ten pages. Photos and other data can be added, if available.
- Teachers and parents should help the child in developing his/her ideas. Teachers can select books and websites and give the name of these to the students. However, each project should be an independent work of the student.
- The Class teacher should maintain a register for the internal assessment of the student and the marks for the project should be entered in it. It shall be examined by the HM and verified by the parish priest. All those who are in this process should remind themselves that we are serving the Lord and that Christian values should not be compromised at any cost.
- The mark of the project work can be as follows: Punctuality (2 marks), Text (3marks), Comprehension of the idea (3 marks), and Presentation/Neatness (2 marks). October 15 is the cut- off date for the submission of the project at unit level.
- Selected Projects can be presented in front of the people during the anniversary of the Sunday School or on Sunday School day.

Themes for Projects:

Class IV 1) Recite the gifts of the spirit with Bible reference

2) Recite the names of 12 apostles

Class V 1) Recite the I am" sayings of Jesus with references.

2) Make note of maximum number of liturgical books used in the Church and the occasion of use

Class VI 1) Name all the books of the Old Testament

2) Write briefly about the life and contribution of Late Lamented Alvares Mar Yulios

Class VII 1) Write briefly about St. George

2) Narrate the main events in the sacrament of Holy Matrimony and its significance.

Class VIII 1) Prepare a note on the 8 Sundays of Great Lent

2) Write briefly about the life of Pampady Thirumeni

Class IX 1) Write briefly about the life of St. John Chrysostom

2) Prepare a report on Synod of Diamper and its effects on the Malankara Orthodox Church

Class XI 1) Write briefly about the contributions of Late Lamented Geevarghese Mar Osthathios.

2) Write briefly about the establishment of the Catholicate in Malankara.

2018 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	07.01.2018	05.01.2018
February	Charity Day (Jeeva Karunya Dinam) OSSAE- OKR Executive meeting at Delhi 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	04.02.2018 06&07 12.02.2018 15.02.2018 25.02.2018	02.02.2018 12.02.2018 25.02.2018
March	Annual Reports of Diocesan Directors to the OKR Director		
May	Beginning of Summer Vacation	06.05.2018	
June	Reopening after vacation	03.06.2018	
July	Inter Diocesan Competition, STOTS, Nagpur Half yearly Examination	15.07.2018 22.07.2018	20.07.2018
August	School level Competition Charity Day collection to be sent to OKR office	20.08.2018	
September	OKR Annual General Body Meeting.	15&16	
October	Zonal Level Competition Last Date for submission of Application Form for X/ XII Exam	14.10.2018 15.10.2018	
November	Diocesan Level Competition and Teachers Conference Distribution of "Sunday School Day" Kalpana and Envelopes		
December	Annual Examination for X and XII "Sunday School Day" Celebration TEACHERS TRAINING CAMP at Nagpur Annual Examination for Nursery to Class IX and Class XI	02.12.2018 09.12.2018 15& 16 th 16.12.2018	30.11.2018 07.12.2018 14.12.2018