

## **EXPECTATIONS AND REQUIREMENTS FOR LEADING A GROUP FOR CREDIT**

Massachusetts Bible Society

In applying to lead a group where students may obtain credit, I recognize that the success of those in my group in obtaining the credit they seek will depend on my willingness to meet the following expectations and requirements.

### **PHYSICAL CLASS SPACE**

I will ensure that the space secured for our group meetings provides the following:

- Comfortable space and furnishings that take into consideration any special needs of group members
- Adequate ventilation
- Comfortable temperature
- A clear visual field and sightlines so that students can easily see material posted.
- A setting in which the leader and all group members can be easily heard by one another.
- A distraction-free environment
- Access to restroom facilities
- Access to a first aid kit and phone in case of emergency

### **EMOTIONAL ENVIRONMENT**

I will take responsibility for establishing and maintaining an emotional environment for group members that ensures the following:

- Establishment and communication of ground rules for respectful behavior and dialogue in the group
- That there is no discrimination on the basis of age, gender, race, religion, sexual orientation, nationality, ethnicity, disability, or socio-economic status.
- Maintaining an environment that is respectful of the opinions, situations, and personal boundaries of all students.
- Maintaining confidentiality except where all class members have agreed that something should be shared outside the group.
- That group members have the contact information for the Massachusetts Bible Society should they need to issue a complaint.

### **REPORTING AND RECORD-KEEPING**

I understand the process for those seeking credit for *Exploring the Bible: The Dickinson Series* work as described in the Leader's Guide and in the Getting Credit section of the [exploringthebible.org](http://exploringthebible.org) website. I agree to provide the following:

To the students in my groups:

- Certificates of Participation to all informal students in Exploring the Bible groups. *(These certificates can be downloaded from the [exploringthebible.org](http://exploringthebible.org) website.)*
- Student evaluations
- Signed Certificates of Completion to any Extra Mile students in Exploring the Bible groups. *(You must apply for these certificates from the Massachusetts Bible Society. See below.)*

To the Massachusetts Bible Society:

- The facilitator's evaluation for each group I lead
- The collected student evaluations for each group I lead
- The Extra Mile work of any students in my Exploring the Bible group seeking a Certificate of Completion along with my notes about their work
- The application for the Certificate of Completion for those who have completed the work along with the necessary documentation. *(This application can be found on the [exploringthebible.org](http://exploringthebible.org) website.)*