

**THE CONGREGATIONAL FINE ARTS ACADEMY**

**+ A Handbook +**

**A Faith Building and Outreach Tool**

**September 2022**

**Cornerstone Lutheran Church  
Carmel IN**

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# INTRODUCTION

## FAA---What It Is

The Fine Arts Academy is a week-long summer arts camp providing an opportunity for children to connect faith, creativity, and community with the intent and purpose of building their faith to glorify and serve God.

The Fine Arts Academy is for children who have completed Kindergarten through Grade 8, organized into three age-appropriate divisions: Primary (K-1), Intermediate (Grades 2-4) and Junior High (Grades 5-8). The FAA uses primarily *trained* teachers, both from the congregation and from the area public and private schools. The daily program includes core activities (music—choir and Orff, for example), a variety of electives (for the older children), an end-of-the-day chapel, and a closing Friday evening program. There is often a service project to help the children connect not only their gifts and faith but also the broader habits of the Christian life.

## FAA----Benefits

There are many!

- For the child – the mounting evidence of the power of music and the arts in cognitive growth and faith development is overwhelming. What a gift families and the Church have at their disposal!
- For the family – one more effective tool for helping children develop into mature adults.
- For the congregation – no cost (student registration fees cover costs including teacher stipends), A FAA complements other faith formation activities (like Sunday school, VBS). Students learn to assist in worship and the life of the parish. Good outreach tool.
- For the teachers and staff – for public school teachers a chance to connect vocation and interests with their faith; for all staff a greatly rewarding experience.
- For the community – what makes a community a great place to raise a family? Surely it includes opportunities to make friends, develop talents, celebrate!

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**“The Arts can build a faith vocabulary...we all enter the world as natural artists.”**

“Digging Deeper: The Arts and Faith Formation” buildfaith.org. July 20, 2012

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# STAFFING

## **FAA Director (or co-directors)**

The FAA program is developed and administrated by a director in conjunction with a working board that meets monthly. The director's passion for Christ, the arts, and children is foundational for the program, as well as their abilities to be creative, systematic, and detailed in planning.

### Director responsibilities

- Prays for the program and the academy community
- Develops and implements the yearly theme
- Coordinates and communicates with the host church, its staff and pastor
- Recruits the FAA board & administrative assistant
- Plans and leads the monthly board meetings
- Recruits, hires, and sets stipends for staff
- Recruits leader of the volunteer teen program
- Oversees the development of promotional materials
- Develops registration forms – online and printed
- Schedules classes for each camper
- Orders the camp t-shirts with administrative assistant
- Plans and leads staff orientation
- Arranges for facility set-up and tear-down
- Organizes the closing program with the staff
- Develops feedback tools and reviews results
- His/her stipend (if any) is determined by the board

## **FAA Board**

The Board is made up of several FAA staffers – the administrative assistant, theme teachers from each division, a visual art teacher, a music teacher, including someone from the church staff. It may also be helpful to have a member who is not a part of the FAA staff on the board, bringing expertise in other areas that might be beneficial to the program.

### Board responsibilities

- Encourages and prays for the FAA community
- Monthly meetings with the director(s)
- Sets registration fees, deadlines, and registration process
- Sets criteria for scholarships
- Approves the budget
- Selects and develops theme, t-shirt design, promotional materials
- Develops a 5-day curriculum based on theme, including Bible references and a theme verse for the week
- Plans the 4-day chapel content
- Reviews current staff and contributes future staff recommendations
- Contributes to logo design and t-shirt choice
- Reviews FAA operating procedures
- Sets stipend for the director(s)

## **Administrative Assistant**

*(If your program is small, these tasks can be covered by some of the board members and the director. But as the program grows, this position will become essential and add efficiency. )*

### Administrative assistant responsibilities

- Takes notes at board meetings
- Develops the brochure, the registration forms (print & online)
- Handles mailings
- Helps with the scheduling process
- Prints nametags, door signs, & the student schedules which are affixed to their folders
- Purchases snacks
- Purchases folders for students
- Purchases basic materials (markers, crayons, paints, colored pencils, glue, glue sticks, etc.)
- Purchases pushpins, command strips, tape, staples, fish line, mat boards, etc. for Friday art display
- Purchases and assembles folders for staff orientation
- Prints schedules, guidelines, and other folder content
- Coordinates Day 1 Check-in
- Provides the Daily Check-in / Check-out lists
- Sends out daily newsletter with announcements during FAA week
- Serves as the office contact and camp nurse

## **Theme Teachers**

FAA stands out from other fine arts camps, we believe, because of the quality of the teaching staff. The teachers' passion for Christ, passion for their art, and passion for teaching children are integral for providing the necessary ingredients of a creative, vibrant faith community during the FAA week.

Professional teachers from area schools (public and private) are a good resource for staffing. Because our emphasis is on process and not product, we are looking for teachers who already know how to structure their teaching time to provide the maximum value and know how to develop a week's curriculum. Most public-school teachers are unable to boldly proclaim their faith within the classroom, and so it is a joy for them to openly share Christ with the FAA children whom they might encounter again in the fall. Parents and former staff are the best resources when looking for new staff.

Of course, Lutheran pastors, teachers, DCEs are great possibilities for teachers as well, given their training in theology and education. They may be especially adept at unwrapping the theme Scripturally and connecting important Christian teachings.

And, many folks in the congregation may have the natural skills of connecting with children.

You may want to do background checks on all adults working directly with children.

75-80% percent of our budget covers teacher stipends. They are professionally trained and should be paid as professionals. The stipend is based on the number of classes that are taught daily. (For example: If the rate is \$150 per class and 4 of the 5 class periods are taught a day, the stipend at the end of the week would be \$600.)

### Theme Teacher Responsibilities

- Prepare age-appropriate lessons & activities, centered around the main theme and the daily themes, using the Bible passages & Christian teachings provided
- Responsible for developing four 50-minute classes and one 40-minute class for the week
- Work together with the other theme teachers, sharing ideas and teaching strategies
- Higher level thinking and varying styles of learning are encouraged

### **Music Teachers**

Music is a mainstay in the life and mission of any Lutheran church and, so, is a core component of a FAA program. In our program, all children participate in daily Choir/Orff classes. No matter where one worships, all of God's people sing. Through this class we hope to encourage all to become more confident in using their own voices to praise God. It also helps to promote community spirit and reinforces the theme as we sing together each day. This also provides each child with an active role in the closing program.

Our use of Orff instruments and methods provides an outlet for those who might find 50 minutes of choral singing to be a trial. Using body percussion, chant, and movement based on the theme, can then be transferred to tuned and non-tuned percussion instruments. This provides one more opportunity to reinforce thematic ideas while praising God. Plus, it's another way to just have fun while working together. If you do not have qualified Orff teachers in your area, other music options are possible and just as valuable.

### Music Teacher Responsibilities

- Select and teach, and sometimes create, music centered on the theme
- Provide age-appropriate instruction
- Provide 25 minutes of choral singing and 25 minutes of Orff-Schulwerk each day.
- Help locate and borrow Orff instruments which are graciously lent to us by public schools and other congregations
- Make sure accompanist is available
- Lead the children in singing at closing chapels
- Provide musical leadership for closing program

### **Elective Teachers**

Each child in the Intermediate and Junior High Divisions takes the same five classes each day. Theme and Choir/Orff are taken by all students. Each student then selects three electives from those listed in the brochure. Electives can change from year to year depending on the theme, interest, and the teacher resources available. Below is a list of the many electives that we have offered over the course of 20+ years:

Handbells, Hand chimes, Harp, Ukulele, World Drumming  
Drama, Mime, Readers' Theater, Radio Theater, Videography, Puppets  
Lyric Dance, Hip Hop, Movement (primary only)  
Drawing, Painting, Watercolor, Mixed Media, Textile art, Collage, Mobiles, Mosaics, Woodburning, Pottery,  
Weaving, Woodworking, Paper making, Gourd art, Scrapbooking, Sculpture, Calligraphy, Paper Quilling,  
Basketry, Batik, Photography  
Sneaker Design, Jewelry/Beading, Needlework, Chrismons, Knitting, Sewing  
Culinary art, Creative Writing, Bookbinding

Some electives are designed for Junior High students only.

For about 120 students in the Intermediate and Junior High groups, we offer 15-18 electives, with the classes containing 5-12 students each. This provides for great one-on-one instruction.

### Elective Teachers Responsibilities

- Create age-appropriate curriculum for the week
- Procure their supplies and/or provide a supply list for purchase
- Provide a list and receipts for reimbursements – due on Wednesday of that week.
- Set up and clean up classroom area
- Return classroom to original state on Friday afternoon
- Prepare artwork for exhibition and display in art gallery on Friday, if applicable
- Provide props, music, etc for closing program, if applicable
- Do not teach the theme, but are encouraged to incorporate it in some fashion within the elective

### **Teen Program Director**

As the academy grew in size, a Teen Program was implemented, providing service and leadership opportunities for high school youth. The number of volunteers that you require will depend on the size of your program. For 150-160 campers, 12-15 volunteers are sufficient.

### Teen Program Director Responsibilities

- Helps recruit teen volunteers
- Helps keep volunteers motivated and focused – food and snacks always welcome 😊
- Acts as a conduit for teachers and director needs
- Plans and assigns daily tasks
- Provides a daily teen Bible study on the FAA theme

### **Teen Volunteers**

- Provide invaluable help in the set up and tear down process, by hauling tables and chairs, assembling folders, dispersing supplies, and aiding the various teachers as they set up their rooms.
- Provide indispensable leadership during the hour lunch break
  - Plan, lead, and participate in recreation activities
  - Supervise lunch area
  - Clean up lunch area
- Provide meaningful and often hilarious skits/videos for some of the daily chapels
- Provide smiles, energy and a spark between classes
- Supervise and clean the snack room
- Serve as role models; many of our campers return to be teen volunteers
- Help with the technical needs of closing program and chapels
- Help with special projects
- Often instrumental in promoting and administrating the service project for the week.
- Available to help elective teachers if needed.
- Provide the before and after care for children whose parents need the longer day to accommodate work schedules. The extra fees charged for before and after care are passed on to the teens who come early and/or stay late. Two teens are needed for each care period. Funds are distributed at the end of the week.

# PROGRAM

## Theme

All children participate in a daily theme class appropriate for their age level. Theme classes present the faith content and theme for the week in a variety of teaching methods, encompassing different learning styles (visual, auditory, reading/writing, kinesthetic). Within the five-day format, our goal is to dig a little deeper, broaden their understanding, and encourage them in their faith journeys. Included is a list of the many themes that we have used:

Great People of Faith; Great Expressions of Faith  
In Your Light, We See Light (Hope)  
The Greatest of These Is Love  
The Hand of God  
Let the Peoples Praise You (multicultural emphasis)  
Parable: Earthly Story, Heavenly Meaning  
Feet that Follow Jesus  
Kaleidoscope of Prayer  
Gallery of Faith (Biblical examples of God's leaders)  
Cosmic Power of God (Creation)  
Cross Connections (Redemption)  
Gospel Gear (Armor of God, Fruits of Spirit)  
The Wonders of His Love (Advent, Christmas, Epiphany)  
Wondrous Love (Lent, Easter, Ascension)  
Beyond Imagination (Pentecost, Trinity)  
Come to the Waters (Baptism)  
Shine On (Fruits of faith)  
(You Are) God's Masterpiece  
The Journey: God by My Side, the Word as My Guide

## Music

*(See description above)*

## Electives

*(See description above)*

## Snacks

Prepackaged snacks and water are provided in a snack room during each of the passing periods. This room is supervised by our teens.

Each camper is allowed one snack a day whenever it is convenient for them to stop by the room. However, we have been known to bend the rules especially for growing teens and preteens.

Most of our campers bring backpacks and water bottles. We do not allow snacks to be eaten in the classrooms.

## Lunch/Recreation

All students bring a sack lunch which is collected during the morning check-in according to their division, and then transported and provided at the appropriate lunch time and venue. (By the teens, of course). Lunch and Recreation happen at the same time so that one division is eating while the other division is at recreation.



We have discovered that the students who attend FAA are more enthusiastic about participating in group games that build community. Our students have enjoyed “Minute to Win it” as well as relays, water games, or human foosball. “Wacky Wednesday” (fun, theme-based activities) can also build community.

Teachers also bring their lunches and meet together in the staff lunchroom (which at times may also contain yummy snacks). This has become the staff gathering place. The lunch hour for the teachers has proven to be a great time to exchange FAA information, start the planning for the closing program, and create great friendships among the artists. A short devotion and prayer time can also be included.

### Service Project

The students may take part in a service project during the week. This can be an outgrowth of the theme. Examples include new or gently used books for homeless shelters, canned foods, etc.

## AGE GROUPINGS

### Primary Division

The primary division at Cornerstone’s FAA is comprised of children who have completed Kindergarten and Grade 1. They do not choose electives like the Intermediate and Junior High Divisions, but participate in a wide variety of classes throughout the day. The enrollment in the Primary Division has always been limited to two classes of 15 students each. This helps to maintain a learning atmosphere that enables the building of relationships. Two teachers for each group provide, teach, and reinforce the theme material throughout the day and accompany the students to their various classes. (See below for sample schedules)

### Intermediate and Junior High Divisions

The intermediate division is comprised of students who have finished Grade 2 through Grade 4. The Junior High Division is made up of students who have completed Grade 5 through Grade 8.

Their day consists of five classes: Theme, Choir/Orff and 3 electives of their choice. They keep the same 3 electives all week.

All classes are 50 minutes in length, with 25 minutes for lunch and 25 minutes for recreation. We provide 10 minutes of travel time in between classes, giving our youth time for a bathroom break and a snack in between classes. Because our facilities are rather large, teens are in the halls making sure everyone arrives where they need to be on time. (See sample schedule below)

## CHAPEL

Chapel provides a time to reinforce the theme. It's an opportunity to review the songs learned in Choir by the whole Academy (teachers included), hear a short message on the day's theme by a pastor, have fun, and hear announcements. It can be a bit crazy at times and also very profound. Often some small take-home item is provided at the final chapel on Thursday that reinforces the theme. In the past we have sent home a sending cloth, a small compass, mirror, glow stick, solar glow-in-the-dark beaded bracelet, etc.

At the end of Chapel, the children retrieve their lunch boxes and their parents sign them out using the Check-out lists before taking them home. Those who are in the after-care program meet the two teens who provide a snack, play games, watch videos, etc. until their parents arrive. No after-care is provided on Friday.

## SCHEDULING

We have not been able to find scheduling software that fits our needs. There are just too many variables and considerations---

- What is the age range within the elective class? It is difficult to teach and difficult for the students if there is one 7<sup>th</sup> grader in a class with five 3<sup>rd</sup> graders.
- What is the ratio of boys to girls?
- Often 2 or 3 friends want to be in the same classes
- Choirs are grouped by Division.
- Some classes (like an advanced photography class) might only be offered once during the day.

So...we use the "sticky note" method. Each Intermediate and Junior High student is assigned five small sticky notes. Each one has their name and one of their classes on it. We use colors to denote their division and sometimes denote whether they are the youngest (finished 2<sup>nd</sup> grade) or the oldest (finished 7<sup>th</sup> and 8<sup>th</sup> grade). As a result, we often use four colors.

Five large tables are marked with the time of the class (9, 10, 11, 1, 2). Large sheets of paper are labeled with the name of the classes and eventually are placed on the tables denoting the time of day. (After many years, we determined that Intermediate Choir is at 9 and 1, Primary Choir is at 10, and Junior High Choir is at 11 and 2).

From the registration data on the computer, find the classes with small enrollment that will only be offered once. Schedule those children first and then proceed to the classes that will be offered only twice. Place the sticky note with the child's name and class on the sheet marked with that class name, and then place the large sheet of paper on the table at the determined hour. Keep adding sticky notes and large papers to the tables.

As you schedule, have someone on the computer enter into a spreadsheet each child's schedule. Having someone who understands how to work with spreadsheets is a HUGE blessing, especially when printing nametags and printing out schedules which we attach to the front of each child's folder.

Plan on taking most of a day to complete the scheduling and utilize 2—3 people to accomplish the task.

Contact us if this is too confusing, and we will talk you through it. (Contact information below)

Let us know if you come up with a better process!!!!

## Sample Primary Schedules

[Primary A Class]

9 Entrance activity; theme  
10 Primary choir/Orff  
11 Movement (20 min)  
11:30 Lunch  
12:00 Recreation (15 min)  
Bathroom break  
Free time in room  
1:00 Chimes (20-30 min)/ project time  
2:00 Art (45 min)  
2:30 Finish projects; free play; load backpacks  
2:50 Leave for chapel  
3:00 Chapel  
3:30 Dismissal

[Primary B Class]

Entrance activity; theme  
Primary Choir/Orff  
Chimes (20-30 min)  
Lunch  
Recreation (15 min)  
Bathroom break  
Free time in room  
Art (45 min)  
Movement (20 min)/project time  
Finish projects; free play; load backpacks  
Leave for chapel  
Chapel  
Dismissal

## Sample Intermediate and Junior High Schedule

9:00 Theme  
10:00 Elective  
11:00 Elective  
12:00 Recreation  
12:25 Lunch  
1:00 Elective  
2:00 Choir/Orff  
3:00 Chapel  
3:30 Dismissal

## FRIDAY SCHEDULE AND THE CLOSING PROGRAM

On Friday evening, FAA hosts a closing program showcasing what the students have learned over the past week. An art gallery is set up to display the visual arts, and the children share what they have learned in Choir and Orff, along with the other performing arts classes (e.g. dance, drama, handbells, ukulele etc.) Display cards for the art gallery are prepared in advance by the admin assistant.

To help the closing program run a bit more smoothly, we shorten each of the class periods to 40 minutes on Friday, with an hour for lunch, allowing us to have time at the end of the day to coordinate the logistics for the closing program. All children participate in the closing program.

During that time, the theme teachers and other elective teachers are on hand to help with supervision and also to take notes that will help get the right groups to the stage area at the proper time. The program is informal. The children and the parents are reminded that perfection is not expected in a week, but rather the focus is on learning and enjoying the process. It is a time of sharing – not performing. The key words are: “process over product.”

Meanwhile, the visual arts teachers set up the artwork display in the “gallery” (vestibule, narthex, hallways – whatever is available). Make sure to include whatever hanging products are needed – pushpins, command strips, fishline – within the supplies for the week. Also think about matting board or other background needs.

It is very hard to keep our students (and parents) out of the gallery area when the students are released to go home at 3:30 on Friday but allowing the teachers to complete the gallery set up without interruption is important. Not all art is displayed in the gallery. Make sure the extra art goes home Friday at 3:30.

Remind the parents to not remove gallery art until after the program is finished. Also make sure that all teachers have time to enjoy the fruit of their labors. Between 3:30 and 5 PM, the teachers clean up their individual rooms and help with over-all clean up, including resetting the rooms for Sunday morning.

A light catered supper (think Chick-fil-a or Chipotle) is provided for teachers, teens, and staff families at 5 PM on Friday. FAA pays for the staff's suppers. The staff member pays for any extra family attending. It provides a time of fellowship, a time for thanks, celebration, and congratulations, a time to hand out the stipend checks, and a time to cover any last-minute instructions for the closing program.

**\*\*Make sure to ask your staff to stay after the program to help with the program clean up so that it doesn't fall to a few people after a very, very long day.**

## TUITION, BUDGET, SCHOLARSHIPS

### TUITION FAQs

1. Why should I pay this much money for my children to attend when they can go to VBS for a minimal fee or for free?

Compare FAA to other community camps and sports camps. What are their fees?

Compare the FAA staff who are professional teachers, not high school or college students, with little or no experience in working with children. Publicize the qualifications of your staff!

2. Do you offer scholarships?

Discounts are offered for families sending more than one child to the academy.

Discounts are offered to the children of staff members.

Partial and full scholarships are offered to those demonstrating need.

About 5-10% of our income goes to scholarships.

3. How do you determine the amount of tuition?

- A. Will you use an all-volunteer staff and keep the price low or pay professional teachers?
- B. Research the fees associated with other camps in the area. Are they full-day camps or half-day camps? What do they provide for their tuition?
- C. Estimate how many children might attend and how much tuition you might charge.
- D. Multiply the projected number of student times the tuition cost.
- E. The bulk of tuition goes toward salaries/stipends as in any organization – about 75%.
- F. How many theme teachers and elective teachers will you need? Will they teach a full day or a partial day? Will 75-80% of your income cover the stipends? Don't forget to include stipends for the director, the admin assistant, and the teen program director.
- G. The rest is for student/staff supplies and publicity costs. Think about adding a materials fee for those electives that are expensive like jewelry, scrapbooking, woodworking, culinary. Because this is a fine arts camp, do not scrimp on the quality of your supplies and monitor the quality of your products.
- H. Look for donors who would be willing to sponsor scholarship students (MOPS, Bible class, small groups, voters' meeting, etc.)

*(See sample budget below)*

## GETTING STARTED

*(Remember that this handbook reflects a mature program, developed over 20+ years. You will probably want to begin smaller and gradually expand over time.)*

1. Prayer is essential! Often the Enemy will try to stop ministry in its early infant stages---think of Moses' obstacles or Mary and Joseph's flight to Egypt. As in any ministry, God provides the strength, insight, creativity, and provision needed. Pray with others who are like-minded. Ask others for prayer.
2. Begin talking to people about the program. Begin to think about who your teachers/artists/leaders could be. Gather as many ideas and supportive people as you can. This is not a one person-led program.
3. Form a working board of teachers, parents, artists, and church staff to begin working together.
4. Discuss who your audience will be. Whom are you are looking to attract? Describe them culturally, spiritually, and educationally. How will this affect your goals, your electives, and the content of your teaching?
5. Don't be afraid to begin small. The first FAA at Cornerstone consisted of 30 students and 10 teachers. We now *limit* our registration to 150-160 with 30 on the staff, mainly due to the constraints of the closing program space.
6. Begin planning a **year** in advance if at all possible. Cornerstone's FAA month-to-month planning list is provided below. It can give you a starting point for your own planning ideas.
7. If you are interested in a half-day program, you might consider shortening the class periods to 45 minutes and offering only two electives instead of three. A sample schedule is listed below:

|               |         |
|---------------|---------|
| 9:00 – 9:45   | Class 1 |
| 9:50 – 10:35  | Class 2 |
| 10:35 – 10:45 | Snack   |
| 10:50 – 11:35 | Class 3 |
| 11:40 – 12:25 | Class 4 |
| 12:30 – 1:00  | Chapel  |

8. Decide where and when you plan to hold the program. Reserve the space and the dates early to avoid conflict with other summer programs at your church, such as VBS.
9. Speak with the leadership of your church early and often as you proceed with your plans. If you plan to use the pastor(s), make sure the dates of FAA are on their calendars early.

# APPENDICES

## MONTHLY DIRECTOR, ADMIN ASSISTANT, & BOARD TASKS

### JULY

- Reserve dates/rooms for next year in coordination with the church's VBS schedule
- Finish up gathering of receipts, make budget entries, and prepare financial summary for board
- Post video of closing program online
- Distribute lonely, unclaimed art
- Clean, re-sort FAA cabinet
- Send "thank you" notes to staff
- Schedule board meetings, invite new board members
- Post on website the coming year's dates for FAA
- Encourage church staff to reach out to unchurched FAA families

### AUGUST

- Review evaluations from parents and staff
- Evaluate past year
- Make recommendations for the coming year
- Discuss possible themes for next year
- Review the financial summary
- Make recommendations for next year's staff
- Review scholarship policy
- Set meeting dates for the coming year
- Report to the church's Ministry Team/ Pastor
- Will there be an Artist-in-Residence?

### SEPTEMBER

- Make theme decision and develop description of theme for logo designer
- Contact artist for logo design
- Begin to develop the five day themes/Scripture references/Christian teachings
- Contact the Artist-in-Residence, if there is to be one. (This person can develop a larger piece which all the children contribute to in some way.)
- Brainstorm possible electives that support theme

### OCTOBER

- Continue development of the five day themes with Bible references
- Discuss elective classes and possibilities for new electives connecting with the theme
- Begin brochure design
- Establish date for final logo decision
- Establish dates for brochure production
- Establish dates for registration

### NOVEMBER

- Design and print Christmas "save the date" cards (see sample below)
- Write church newsletter article about save-the-date and giving a week at FAA as a Christmas gift
- Change website to reflect new theme
- Set a meeting date with returning artists to brainstorm art electives, probably in early January.

## DECEMBER

Mail "save-the-date" Christmas postcards  
(No December board meeting)

## JANUARY

Complete publicity containing theme and dates in church publications  
Contact staff and secure commitments  
Verify staff information  
Update staff bios on website  
Create staff document, contact lists  
Finish elective descriptions by January 15th  
Develop rough draft of brochure, leaving room for tweaking elective descriptions  
Put registration information on the church's website  
Put registration information in the church's newsletter  
Continue to refine theme; collect resources for theme teachers  
Perform background checks

## FEBRUARY

Complete and print brochure (sample below)  
Begin connecting with possible teen helpers  
Mail brochures by Feb.15 (This sometimes does not happen until March 1 if the teachers are slow to respond or we need to find some new ones.)  
Complete registration information and form, ready to publish  
Post website links  
Complete daily theme descriptions, written with Biblical references, resources  
Do a HUGE write-up about FAA for the church's March newsletter with links to online registration.  
Host a theme teacher workshop  
Start to work on the chapel plans  
Prepare rough draft of staff letter with the themes  
Start to think about the shape of the closing program  
Finish up a FAA Bulletin Board or display with pictures from previous year

## MARCH

Process registrations; send out confirmation cards  
Possibly host a FAA Sunday; involve past students; do a skit? Video from previous year  
Email video to other churches with the brochure and cover letter (optional)  
Work on daily chapels, keeping them interactive, but structured  
Develop "Wacky Wednesday" ideas  
Decide on a service project  
Finalize the T-shirt design  
Begin editing forms – Parent letter, health forms, media forms, guideline sheets (expected behavior at FAA and operational details)  
Set the staff orientation date (2-3 weeks before FAA opening date)  
Send staff letter with themes  
Include FAA info in church's newsletter for April



## APRIL

- Inventory supply cabinet; include list with staff letter
- Prepare spreadsheet of faculty & include with staff letter
- Process registrations/confirmation cards
- Schedule Primary meeting
- Schedule Music meeting
- In church's May newsletter provide update on registration, interesting FAA facts; highlight staff quality
- Order staff t-shirt

## MAY

- Email reminders for Staff meeting
- Plan staff orientation with interactive arts; in-depth discussion of theme
- Finalize chapels
- In church's newsletter list any openings available or closed electives
- Finalize room assignments
- Music meeting; order music
- Theme teachers' meeting
- Assemble staff folders

## JUNE

- Host teen meeting
- Order t-shirts---student, teen and staff (or when enrollment is finalized)
- Buy snacks
- Buy supplies
- Prepare Sunday set-up and Friday tear-down lists
- Prepare room signs
- Assemble folders
- Prepare registration spreadsheet for check-in and check-out
- Organize t-shirts for distribution at check-in
- \*Finalize scheduling before your staff meeting, so that you can provide staff lists
- Host staff orientation mtg

# SAMPLES

## Financial Summary

Cornerstone Lutheran Church

Carmel IN

Fine Arts Academy 2022

### Income

|   |             |
|---|-------------|
| Registrations (160 children)  | \$30,043.50 |
| Tuition 1 child: \$225  |             |
| 2 children: \$400   |             |
| 3 or more children: \$525   |             |
| Students taking the culinary, jewelry, & woodworking electives<br>had an additional \$10 materials fee. |             |
| Scholarships (reduced or free tuition) \$225 (1 student)  |             |

### Expenses

|   |             |
|---|-------------|
| Tent rental                                     | \$956.17    |
| General supplies                                | \$95.00     |
| T-shirts  | \$2489.25   |
| <br>  |             |
| Teacher reimbursements (supplies) [17 teachers] | \$3,986.58  |
| <br>  |             |
| Teacher stipends [33 teachers]                  | \$20,290.00 |
| 2 x \$45 (Helpers who provided aftercare)       |             |
| 1 x \$250                                       |             |
| 3 x \$300 (Taught 2 classes each day)           |             |
| 4 x \$450 (Taught 3 classes each day)           |             |
| 2 x \$600 (Taught 4 classes each day)           |             |
| 20 x \$750 (Taught 5 classes each day)          |             |
| 1 x \$1050 (Admin assist)                       |             |
| <br>  |             |
| Director stipends (2 x \$1500)                  | \$3,000.00  |

Save-the-Date  
postcard



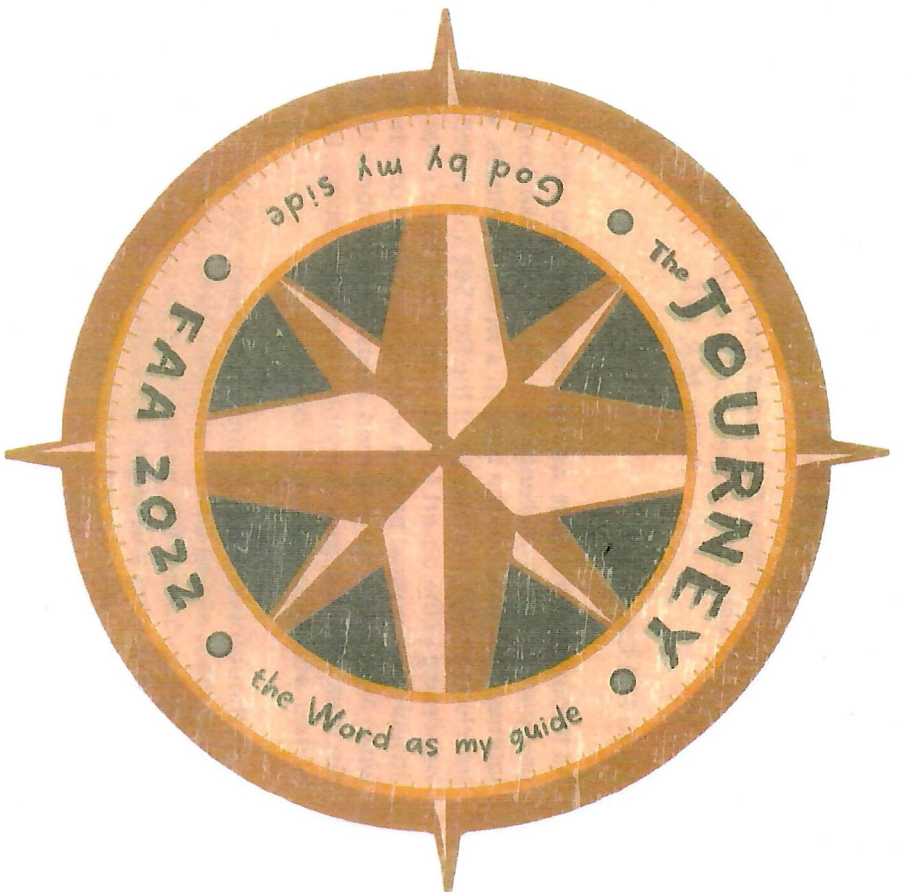
Cornerstone Lutheran  
Church 4850 E Main Street,  
Carmel, IN 46033

God's blessings to your  
family this Christmas!

Mark your calendars —  
this year's Fine Arts Academy at  
Cornerstone Lutheran Church  
will be the week of  
**June 15-19, 2020.**  
Registration begins in March!



Cornerstone Lutheran Church  
4850 E. Main Street  
Carmel, IN 46033



## Fine Arts Academy

June 20-24, 2022

9 am - 3:30 pm

An in-person, week-long fine arts program for students who have completed Kindergarten through 8th Grade.



Cornerstone Lutheran Church Carmel  
4850 E Main Street, Carmel, IN



# THE JOURNEY

*I know the Lord is always with me.  
I will not be shaken, for he is right beside me.*

*-Psalm 16:8, NLT*

Hello FAA Campers!

All throughout the Bible we meet many people who—just like us—journey down challenging roads. People like Jonah, whose journey took him into the belly of a whale. Or Moses, who traveled through the middle of the Red Sea and ended up wandering in the desert for 40 years. Then there's Mary and Joseph, two normal people whose lives turned upside down when Mary had a baby named Jesus! Or how about the 12 disciples who dropped everything they were doing, left their homes, and followed Jesus? Wow!

Even though everyone's journey is different, we all go down similar roads at one time or another. Some roads we go down in life are joyful and fun, while others are sad and gloomy. Some roads are thrilling and bright, while others can be dark and scary. Sometimes it feels like we're hiking up an impossible mountain, and sometimes it's smoooooth sailing.

No matter what comes our way, we can rest easy knowing that God is right there by our side. He even gives us the PERFECT GUIDE for navigating anything that comes our way—the Bible! On top of all that, as Christians, we never have to journey alone. We have our church body and fellow believers to lean on and help get us where we need to go.

Regardless of where your journey has taken you so far, we're so glad it has taken you to Fine Arts Academy! Our teachers and staff are planning incredible experiences for you to explore your creativity and passion for music and fine art. Best of all, we'll be together learning about and worshipping God who gives us these beautiful gifts.

We can't wait to see you this summer at FAA!

*- Mrs. & Mrs. Moody*  
Fine Arts Academy Directors

# ENROLLMENT and FEES



Enrollment is limited, so register early! The registration fee of \$50 per student is applied to your tuition fee. (This fee is non-refundable after May 15, 2021.) Financial assistance is available through **partial and full scholarships**. Please contact Anna Moody ([FineArtsAcademyCLC@gmail.com](mailto:FineArtsAcademyCLC@gmail.com), 419.348.3962) for more information.

## REGISTRATION OPENS MARCH 15

Registration and payments are all done online at [CornerstoneLutheran.church/faa](http://CornerstoneLutheran.church/faa). If you do not have access to the internet, call Anna Moody to register at 419-348-3962. If you experience any difficulties or questions with online registration, please contact us at [FineArtsAcademyCLC@gmail.com](mailto:FineArtsAcademyCLC@gmail.com).



## COVID-19 CONSIDERATIONS

If FAA 2022 is canceled due to COVID-19 your registration fees and tuition payments will be refunded in full. If your student is quarantined due to contact or infection and must miss the entirety of the week, your registration fees and tuition payments will be refunded in full. If your student misses a portion of the week due to quarantine or infection, but attends at least one day of Fine Arts Academy, a refund will not be issued. Please see "General Information" on page 3 for full details regarding COVID-19.

## REMEMBER MAY 15!

This day is both the registration deadline and the last day to cancel/request a refund.

## TUITION

Tuition for the week includes a \$50 registration fee.

- 1 child: \$225
- 2 children: \$400
- 3 or more children: \$525

*Reminder: Anyone participating in a class marked with a (\*) will be charged a \$10 materials fee for each starred elective, due with final payment.*

## BEFORE AND AFTER CARE (sign up when registering your child)

- Before OR After Care: \$10 per day
- Before AND After Care: \$20 per day



# STAFF and VOLUNTEERS

## FACULTY

Our faculty is comprised of many talented and experienced teachers who have a passion to serve God with their art. Most are actively involved in teaching, either privately, in their churches, or in the school systems. They represent many different churches and all are deeply committed to sharing their expertise and their faith. Meet our outstanding faculty by visiting [CornerstoneLutheran.church/faa](http://CornerstoneLutheran.church/faa).



## WHO WE ARE

The Fine Arts Academy is a week-long summer arts camp at Cornerstone Lutheran Church. It is an opportunity for youth to connect faith, creativity, and community, with the intent and purpose of glorifying God. We hope that our week together will strengthen our faith in the Lord for the journey ahead!

## HOW TO REGISTER BEGINNING MARCH 15

To register for the 2022 Fine Arts Academy, please read this brochure carefully. Note that some classes have limited sizes, so registering early is recommended. Registration opens on Tuesday, March 15, and payments are all done online at [CornerstoneLutheran.church/faa](http://CornerstoneLutheran.church/faa). If you do experience any difficulties or questions with online registration please contact us at the email or phone number listed below.

## COVID-19 CONSIDERATIONS

Due to the ongoing COVID-19 pandemic, we will follow the CDC's "School Operation" guidelines during the week of Fine Arts Academy. **As the date approaches we will make a decision and communicate the mask policy.** We ask that students showing symptoms or feeling ill stay at home.

If FAA 2022 is canceled due to COVID-19 your registration fees and tuition payments will be refunded in full. If your student is quarantined due to contact or infection and must miss the entirety of the week, your registration fees and tuition payments will be refunded in full. If your student misses a portion of the week due to quarantine or infection, but attends at least one day of Fine Arts Academy, a refund will not be issued.

We currently plan on having an in-person closing program on Friday evening, June 24, and encourage every camper to participate. But this may change if necessary.

## FOR MORE INFORMATION

Please contact Anna & Sam Moody, Fine Arts Academy Directors, at [FineArtsAcademyCLC@gmail.com](mailto:FineArtsAcademyCLC@gmail.com) or 419.348.3962.

# GENERAL INFO



## TEEN PROGRAM

Our amazing teen program of student volunteers have completed 9th-12th grade and serve as examples of servant leadership before and during the week of FAA. Interested in being a teen volunteer? Please text Co-Director Sam Moody at 614-403-0062 or register at [CornerstoneLutheran.church/faa](http://CornerstoneLutheran.church/faa).



# DAILY SCHEDULE



# ELECTIVES

The Academy day runs from 9 am to 3:30 pm. Before and After Care is available beginning at 7:30 am and ending at 5 pm. All children should bring a sack lunch each day.

The Fine Arts Academy offers age-appropriate instruction levels:

## PRIMARY DIVISION

- For children who have completed kindergarten or 1st grade.
- Two classes of 15 students, two teachers in each class.



Activities include exploring faith through theme class, art, movement, and handchimes. These students do not choose electives, but participate in a set program of scheduled activities throughout the day.

## Sample Primary Schedule

|       |                  |      |                    |
|-------|------------------|------|--------------------|
| 9 am  | Theme Activities | 1 pm | Chimes             |
| 10    | Music            | 2    | Art                |
| 11    | Movement         | 2:30 | Closing Activities |
| 11:30 | Lunch            | 3    | Chapel             |
| 12 pm | Recreation       | 3:30 | Dismissal          |

## INTERMEDIATE & JR. HIGH DIVISIONS

- Intermediate: For students who have completed 2nd, 3rd, or 4th grade.
- Jr. High: For students who have completed 5th, 6th, 7th, or 8th grade.
- Students explore their faith through theme class, choir, and three electives that are chosen by the student during the registration process. *(Please note that some electives are open only to Jr. High students.)*

## Sample Intermediate & Junior High Schedule

|       |            |      |            |
|-------|------------|------|------------|
| 9 am  | Elective 1 | 1 pm | Choir      |
| 10    | Theme      | 2    | Elective 3 |
| 11    | Elective 2 | 3    | Chapel     |
| 12 pm | Recreation | 3:30 | Dismissal  |
| 12:30 | Lunch      |      |            |

## PHOTOGRAPHY

The week will be spent learning to capture beautiful photos using our mobile devices. Students will learn the key concepts of photography, and practice skills through fun activities each day. Using free apps we will learn how to edit photos in both creative and practical ways. Students must bring their own mobile device such as an iPhone, iPad, iPod, etc. Please do not bring a point and shoot camera.



## QUILLING

Journey into the wonderful world of quilling, otherwise known as paper filigree. By curling, pinching and bending small strips of paper and gluing them together, we will create delightful and delicate designs.

## SEWING

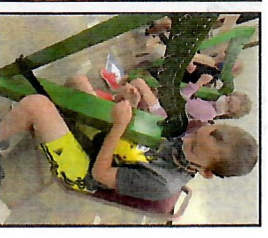
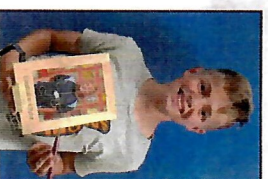
Fine Arts Academy students will have "sew" much fun as they spend the week learning how to operate a sewing machine and completing a theme-based project using it! No prior experience is necessary.

## UKULELE (4th Grade and Older)

You will have a great time jamming to all types of music on the ukulele. No prior experience is necessary. Students will learn to play several chords and strumming patterns on the ukulele, create their own compositions, and learn to play several worship songs.

## \*WOODWORKING (Jr. High Only)

Learn about different kinds of wood and develop skills using a scroll saw and wood lathe to complete several projects. All work will be done under close adult supervision.





# ELECTIVES

## HARP

Does the harp seem like a heavenly instrument to you? Maybe a little mysterious? Really complicated? Never fear, this instrument is beautiful AND accessible! Learn your way around this unique instrument!

## HANDBELLS

Handbell music is both beautiful to hear and see! Come learn the basic skills, techniques, and a little history of handbells.

## \*JEWELRY

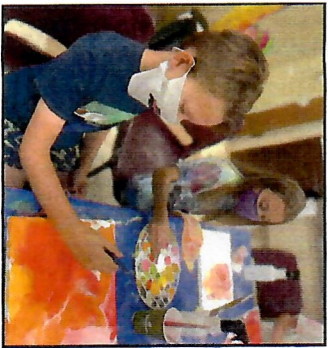
Come learn basic jewelry and metal stamping skills as you have fun making and creating a variety of jewelry pieces in this class. Add a little bling to your FAA week!

## MIME

Blow up an imaginary balloon, put on an imaginary hat, and become a character in a story using your hands, face and body!

## MIXED MEDIA

Students will explore a variety of media and techniques to create personal works of art that reflect scriptural truth. Drawing, painting, printmaking, and experimental collage techniques will be used in exciting ways. Students are encouraged to bring an art smock to class every day.



## PAINTING & DRAWING

Painting & Drawing is an exciting view into the many creative aspects of two dimensional art. The elective title is so broad because we will be learning so many things.

## PAINTING: ADVANCED (Jr High only)

Learn to take your painting skills up a notch as you take a journey with color!

*All students that attend the Fine Arts Academy*

*participate in the following classes.*

*These core classes do NOT count toward your electives.*

# CORE CLASSES



## THEME CLASS

As we study His word this week we will explore and learn what it means to be on a Christian journey and have God by our side.

## MUSIC

Our students will learn fundamental choral and music skills through singing and playing percussion instruments. Music learned during the week will be performed at the closing celebration.

## CLOSING CELEBRATION

This year we tentatively plan to have an in-person closing program and art showcase on Friday evening, June 24.







# ELECTIVES

*Intermediate and Jr. High students may choose three electives from those listed on the following pages. Classes marked with an (\*) have a extra \$10 materials fee for that elective, due with final payment. Some classes are for Jr. High students only.*

### BOOK BINDING

What is a book? Rip into a book (literally) to find out how a book functions, then spend the week sewing, binding, and casing a blank book you can take home with you at the end of the week.

### CARTOONING

Students can expect to learn the fundamentals of illustrating by practicing with their favorite cartoon characters. With characters like Spider-Man, Spongebob, and Pikachu, students will learn how to take basic shapes and use them to draw any of their favorite characters. too!

### \*CULINARY ARTS

Let's go on a culinary journey and explore some new recipes and kitchen ideas! Come prepared to create and try new foods—no previous experience necessary.

### DANCE: HIP HOP

Dive into some upbeat music as you learn to praise God through movement. This class welcomes new and experienced dancers alike.



### DANCE: LYRICAL

Express your heart for Jesus through a flowing, graceful combination of ballet and modern dance choreographed to worship music. New and experienced dancers are always welcome.

# ELECTIVES



### DIGITAL CARTOONING

**(Jr. High Only)**

Building off of the fundamentals from the Cartooning class, students will learn how to go from pencil and paper to stylus and tablet to create digital masterpieces. Students will experiment with a variety of different apps, and learn how to draw, ink, color, and export their creations from their tablets to print! (Needed: Tablet—iOS or Android, **FREE** Adobe ID, **FREE** Adobe CC apps, Gmail and Google Drive Access—for sharing assets for the projects and the final projects for art show, and a stylus.)



### DRAMA

Learn basic acting techniques while preparing for a short dramatic presentation. Students will light up the stage after learning stage direction, vocal inflection, and audience engagement techniques.

### DRUMMING/ WORLD PERCUSSION

Students will perform on various types of drums and world percussion. By creating rhythmic patterns with other students using our FAA theme and verses, as well as ideas offered by the students, we will energize our space and enlighten our spirits.



### FIBER ARTS

Enjoy the ancient art of felting utilizing lambs wool and other natural fibers to create works of art.





# FAA News

## Putting Their Best Foot Forward In Intermediate Theme

By Matt H. and Michael R.

Did you see any kids wearing foot necklaces yesterday? They were probably in Intermediate theme. Intermediate theme is Bible study for kids grades 2nd-5th grade. "My favorite part was making foot necklaces" says Elijah R. a student in theme. Intermediate students in Mrs. Philpy's theme class have been learning about a new person everyday, or the "Person of the Day." This is a non-biblical person, but someone who was called

by God. So far they have talked about Martin Luther and Florence Nightingale. Also, they have followed Jonah, and his journey with God from Israel, to the belly of the big fish, to Nineveh. "I like reading the Bible," says Colleen S. Intermediate students have looked at different animal tracks, and how all animal tracks, and how all animal prints are different. Just like we are all different.

Today theme students learned about everybody's different gifts and how they can use them.



Kids being creative in intermediate theme.

Photo by FAA Staff.

"I enjoy the arts and crafts a lot" said Evan I., on his way to chapel yesterday.

One thing is for sure, Intermediate kids are definitely putting their best foot forward!

## Playing and Singing in Primary Music

By Lillian and Laura

Its seems that the primary students love music and its not just the kids, the teachers too! Mrs. Sullivan (music teacher) says that the kids are awesome and

focused. The song that they are playing on Orff instruments is called "Walking up the Hill." Mr. Himelick agrees with Mrs. Sullivan. He says "The kids come in with wide eyes and bushy tails." The song that they are singing by themselves is called "Kye Kye Kule" (chā chā coolā.)

Elle R., Sophie R.,

Jackson R., Lauren O., Griffin E., Halle W., Tori G., Claire E., and Sarah all told us they really love music. Griffin E. really likes to sing "Kye Key Kule." The Orff instruments are greatly enjoyed by the primary students as well. Halle W.'s favorite instrument is the metalophone. Primary students look forward to music everyday!

### Important Notes from our Director:

- ♦ Please let your teachers know TODAY if you will not be at the Closing Celebration on FRIDAY!
- ♦ Cookie donations and volunteers to scoop ice cream are needed for the Closing Celebration! Sign up sheets are on the Worship Center counter.
- ♦ All students should wear their orange FAA t-shirt to the Celebration on Friday night. Students should arrive at 6:45 pm. Mime/Dance and Hip Hop students should arrive at 6:30. Mime and dance students should wear black pants or shorts. Hip Hop students should wear black stretch pants.

### Blog Stories

Did You See/Hear That?

Tuesday's Amazing Chapel

FAA Veterans

Performing Arts at FAA

Interview with Pastor Dan

Answers to "Guess the Feet?"

Favorite Footwear Poll

**Be sure to visit the FAA News blog every day for more stories, photos, video and our polls!**

<http://faanews.blogspot.com>

## FOR FURTHER READING

- "Art, Music, and the Brain: How the Arts Influence Us"  
BrainFacts.org, February 16, 2017.
- "Digging Deeper: The Arts and Faith Formation"  
buildingfaith.org (A Ministry of Virginia Theological Seminary)
- Hides, Christine V. *Church Art Projects for Faith Formation*  
buildingfaith.org (A Ministry of Virginia Theological Seminary)
- Art and Faith Formation  
buildingfaith.org (A Ministry of Virginia Theological Seminary)
- Posner, Michael I. & Patoine, Brenda *How Arts Training Improves Attention and Cognition*.  
Dana Foundation September 14, 2009.
- Mattes, Mark C. *Martin Luther's Theology of Beauty: A Reappraisal* Baker Academic 2017.
- Nadasdy, Dean *The Beautiful Sermon: Image and the Aesthetics of Preaching*. Concordia  
Seminary Press, 2021. Much more than a tool for pastors. A comprehensive  
overview of the Lutheran theology of beauty, art, music, and worship. Highly  
recommended!
- Best, Harold M. *Unceasing Worship: Biblical Perspectives on Worship and the Arts* IVP Books,  
2003.
- Levitin, Daniel J. *This Is Your Brain on Music* Penguin Books (Plume), 2007.
- Bryans, Nena *Full Circle: A Proposal to the Church for an Arts Ministry* Schuyler Institute for  
Worship and the Arts (Thomas House Publications). 1988.

## FOR MORE INFORMATION, CONTACT.....

- Anna & Sam Moody—have lead the FAA program at Cornerstone Lutheran Church, Carmel IN for 5 years. For a 30-minute video conversation between them about the FAA, go to [cuchicago.edu/center-for-church-music](http://cuchicago.edu/center-for-church-music) and click on "Conversations."
  - [fineartsacademyclc@gmail.com](mailto:fineartsacademyclc@gmail.com)
- Jan Williams – is the founder of the program at Cornerstone Lutheran Church, Carmel, IN and now assists other congregations as they develop their own FAA.
  - [wjan47175@gmail.com](mailto:wjan47175@gmail.com)
- Susie Gali -- has just begun working with her congregation in Genoa City, WI to start a FAA.
  - [susangali816@gmail.com](mailto:susangali816@gmail.com)