Sunday Church School Volunteer Handbook

St. John Chrysostom Antiochian Orthodox Church York, Pa

Parent Liaison ........................................................................................................................................1
Sunday Church School ..........................................................................................................................2
Special Events ......................................................................................................................................3
Pageant ................................................................................................................................................5
Creative Arts .........................................................................................................................................6
End of the Year ....................................................................................................................................7
Vacation Church School ......................................................................................................................8
Looking Ahead {Future Goals} ...........................................................................................................9

Updated 8/17/2016
Parent Liaison

Description: Someone who comes alongside of the director and teachers to help communicate upcoming events and needs of the program. This person needs to be willing to learn about and help organize yearly events, help create posters, recruit volunteers, update information, and most importantly, host a monthly parent table during coffee hour where information can be found, questions answered, registrations and volunteer signups happen.

Estimated volunteered time each month: 5-10 hours
Sunday Church School Classes

Sunday Church School Registrar(s)

In charge of making sure contact information, age and grades are updated
2 consecutive weeks before the first day of SCS
Also available the first day of SCS (always the 1st Sunday after Labor Day)
Update computer files with information

Sunday Church School Teachers

Lesson planning
Available consistently throughout the school year
SCS school year begins 1st Sunday after Labor Day and ends the Sunday before Memorial Day
Make arrangements for scheduled missed days and sick days
Write a welcome letter to students at the beginning of the year describing your class
Keep attendance
Send cards to students missing class more than 2 consecutive weeks
Class participation in HUGS program
Keep lists for awards recognition for the end of the year
Teacher Meeting at the end of the year in June
Notify Director of classroom items and books needed asap

Sunday Church School Helpers

Available consistently throughout the school year
Give notice for scheduled missed days
Notify the teacher you help on days you are sick
Help setup and clean the classroom as needed

Sunday Church School Substitutes

Contact Director to be added to the Substitute Teacher List
Special Events

Special Event Assistant Coordinator

Varies by year
Examples: AV at Home, Pan-Orthodox Seminar

Saints’ Festival Organizer

Date varies, but always in the fall: director will advise
Make a poster for advertising
Select an educational story aligning with Creative Arts theme for the year
Recruit volunteers for storytelling, crafts, games, food
Director will write a mailed & emailed notification to parents

Family Fun Days: Second Sundays Organizer

Host a Planning Meeting in April
Select summer date(s)
Organize themes, crafts, games, food
Advertise
Bishop Thomas Antiochian Village Camp Scholarship Fund
Hot Dog Sale Organizer

Takes place Patronal Weekend, unless the Nativity fast has already started, then it’s the weekend before Patronal Weekend is closest to St. John Chrysostom’s feast day on November 13
Get several student volunteers to help serve
Collect supplies needed (may donate or be refunded - upfront cost around $30-40)
For 120 people
Hotdogs
Buns
Mustard, Ketchup, Relish x2 jars each
2 chopped onions
Optional: chili

Day of Sale (always Free-Will Donation)
Make sign
Set up Table with money basket and condiments
Roast Hot Dogs in oven – takes about 15 minutes @450 degrees for each batch.
Cook them on cookie sheets
Serve on big platters
Teens serve hotdogs
Turn in donations to office
Pageant

Pageant Director

Selects date of pageant, approved by Father by September 1
Selects pageant by October 1
Shares script/story with Costume and Set Design Coordinator
Gathers music
Emails parents and teacher information as needed
Advertises
Rehearsals begin with the Nativity fast

Additional Pageant Volunteers

Varying dates in November and December
Creates cue cards
Helps children practice
Helps teach music
Takes pictures
Videographer on pageant day
Sound equipment manager

Pageant Costume & Set Design Coordinator

Begins in October
Recruit and organize volunteers
Take the basic needs of the pageant and works with volunteers with their own creative vision
Stay ahead of schedule
Be available for pageant rehearsal and pageant day
Helps organize, sort, clean and store costumes and props as needed

Pageant Rehearsal Luncheon Coordinator

Available the day of the Rehearsal
Organizes and/ or supplies donations of food for lunch for students, parents, and pageant volunteers
Set up & Clean up
Creative Arts Festivals

Creative Arts Festival Art Teacher

Always in the month of January

Familiarize oneself with the Creative Arts rules and regulations
Become familiar with the year’s theme
Be able to come up with a medium(s) to express the theme well and for all ages
Gather supplies as needed
Available for 3 consecutive Sundays

Creative Arts Mailer

Always the end of March

Labels and mails out projects when they are complete
End of the Year

Recognition Day Liaison

Takes place at the end of the school year
Explains to Parents what the expectations are at the beginning of the school year
Creates Participation awards for Creative Arts Festival & HUGS program

Included in Recognition Day:

Participation Award- Creative Arts
Participation Award- HUGS program
Outstanding Attendance Awards
Teacher Recognition
Graduate Recognition

Helps to continue to develop guidelines for the Recognition Day
Helps create the Orthodox Memory Masters Program

Ice Cream Social Organizer

Always on the Last Day of SCS
For 40-50 kids
Gathers items for social (Estimate Cost: $30)
Ice Cream
Toppings
Fruit
Disposable Tablecloth
Bowls
Spoons
Napkins
Optional: decorations
Vacation Church School

VCS Registrar

VCS always takes place in August
Update forms for the year in July
Ensures that paperwork is filled out by parents/guardian
Runs Pre-registration day(s) at church
Oversees Registration night on 1st night of VCS

VCS Advertising

Advertise VCS at grocery stores, social media, church website, church bulletin board, parent board, newsletter
Organize and execute a neighborhood canvassing
Place ad in paper
Place ad on WJTL
Order and setup roadside sign

VCS Volunteers

1st meeting in April
Volunteers must be available for dates in August
Teachers & Helpers for four classroom settings: preschool-1st grade/2-5th/6-8th/9-12th or as needed
Game coordinator
Food coordinator
Setup team
Looking Ahead

Ongoing Help Needed
Contributors to the Newsletter
Teen Greeters
Teen Volunteers in the Classroom
Teen Volunteers for the Bulletin Boards

Goals for the Future
New: Young Adult class for 18-30 year olds
New: Beyond Catechism Class for all who want to spiritually grow in the Faith
New: Being the Church at Home- for parents and godparents

We are looking for teachers with a heart and vision for developing a Christ-centered classroom addressing these needs. There are lots of ways these classes can be run. Ideas include topical discussions, class time running seasonally, or following a regular school year calendar.

Would you like to help? Have ideas or concerns? Contact:

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