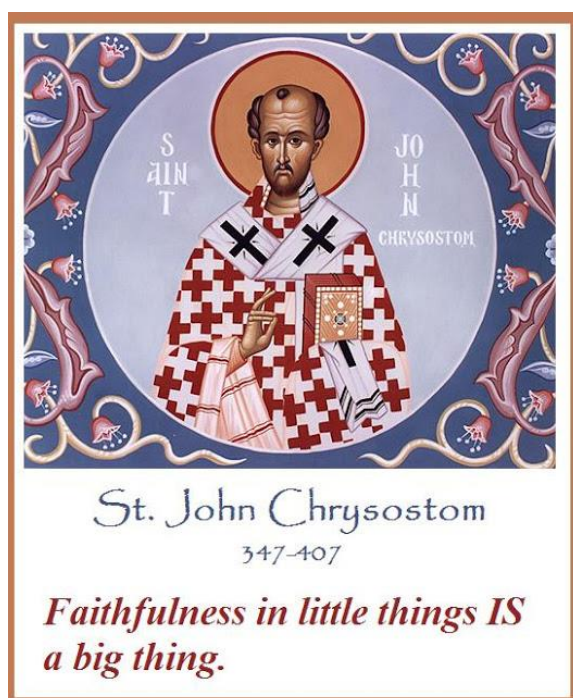


Sunday Church School Volunteer Handbook

St. John Chrysostom Antiochian Orthodox Church York, Pa

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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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