

## Volunteer Activities Description

**Name of activity:** SCS Coordinator

**Mission Team responsible:** Children's Ministry Mission Team

**How much time is required, and how often?** There is a meeting on the first Monday of each month at 7:15 PM that lasts about an hour. A few additional hours are required – depends on various functions (e.g. holidays).

**When (time of day/week/month) is this activity performed?** Sunday mornings from about 9 to 11 AM during the period of September to June. Coordinate with Janie Hopkins (Coordinator of Lay Ministries), Abby Triebel (Youth Director), and SCS teachers as needed on own time.

**Please describe what this activity entails:** (1) On Sunday morning, unlock 3 year old room, library, and SCS closet, and check in with teachers and give them any flyers for upcoming events; direct traffic for church-SCS events; and stay ahead of all events to keep teachers informed. (2) After SCS classes on Sunday mornings, make sure lights are off in all classrooms; lock up 3 year old room, library, and SCS closet. (3) Recruit SCS teachers for fall. Abby will help with teacher assistants.

**How much training is needed to perform this activity? When is it provided?** Discuss with previous SCS superintendent. Coordinate with Janie Hopkins, Abby Triebel, and Pastor Ward as needed.

**Where is this activity performed?** In classrooms in the education wing of the church. Monthly meeting occurs in Blue Room (Room 300). Make phone calls and send e-mail from home. Occasional trips to the church office are required.

**Who does the volunteer report to?** Children's Mission Team chair (currently Amy Huber)

**Who can a volunteer contact for more info?**

Name: Janie Hopkins, Coordinator of Lay Ministries (452-1550).