



School Ministry Tool Kit

a gift from the School Ministry of

St. Matthews Baptist Church - 3515 Grandview Avenue - Louisville, KY 40207-3799
502-896-8882 - schoolministrynetwork.org ...



All you Need is Love!

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I. How to Use this Tool Kit

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School Ministry Tool Kit

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How to Use This Tool Kit

The following materials are provided to church leaders to assist them in their effort to create, implement, nurture and grow a vibrant School Ministry within their church. They are the result of the lessons learned by a group of leaders at St. Matthews Baptist Church in Louisville, Kentucky, as they created, from scratch, a dynamic School Ministry with their neighborhood school, St. Matthews Elementary School.

These products are intended to provide you with samples and examples of the things that may be useful to you as you travel the road toward implementing your own School Ministry. They are, in no way, intended to demonstrate the right way, or the only way. These products illustrate the things that worked for us within the framework of the specific circumstances, people, and resources available to us. Your situation will be unique and, therefore, the products and procedures you establish will be unique as well.

In addition to this physical copy of the tool kit, these same materials are provided to you in a digital format. You will receive a flash drive containing these materials and you can also download them from the Network Web site, schoolministrynetwork.org.

You are invited, and you are granted permission, to copy, revise, cut, paste, recreate, improve, and even discard, any of the materials provided.

We hope that this tool kit will spark your imagination, ease the work load, suggest some practical strategies and allow your church to create a School Ministry that is uniquely your own; one that will flourish and become a dynamic ministry to your school partner, your church, and your community.

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II. Getting Started



All you Need is Love!

Vision, Mission, Purpose & Principles of School Ministry

VISION

- We will demonstrate the love of Christ to each other, and to the world around us. We want to state by our actions to our neighbors that, "God loves you and so do we."
- We will be vital to the life and hope of our city. We want to impact our community in such a powerful way that, if we were to go away, people would grieve our absence and would long for another organization or church to fill the void that would be left.

MISSION

- To fulfill Christ's commandment to, "Love your neighbor as yourself." Mark 12:31 (NIV)
- To demonstrate the love of Jesus Christ in the community.

PURPOSE

- To help students achieve.
- To demonstrate support and appreciation for public school educators.
- To engage church members in the community, in a loving, meaningful way.

GUIDING PRINCIPLES

- School ministry is an ecumenical activity for churches from all denominations.
- Area churches can initiate school partnerships with other churches, senior facilities, religious organizations and businesses to serve public schools in their neighborhoods.
- Residents from senior facilities may play an important role in school ministry.
- Our message is most powerful when we love unconditionally.
- Proselytizing is NOT a part of the agenda!

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Network Services Available To Churches

- Consultation by church lay leaders with experience and success in creating and implementing a successful School Ministry
- Support and guidance for identified lay leaders
- Recommendations for identifying the vision and mission for School Ministry
- Advice for crafting a School Ministry plan
- Assistance in implementing a School Ministry plan
- Access to samples and templates of practical documents, materials, plans and tools
- Recommendations for personalizing and utilizing sample materials
- Assistance in preparing useful support materials
- Assistance in preparing and conducting orientation for church volunteers
- Participation in forums with other churches & groups involved in School Ministries

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Practical Concepts for Nurturing a School Ministry

- Identifying the individual who will lead the School Ministry at your church is the most critical decision that your ministerial staff will make. (See: "Desirable Qualities in a School Ministry Lay Leader", following)
- A team of capable lay leaders in the church who serve as a "Leadership Team" for the School Ministry can provide valuable leadership, guidance and ideas to the leader of the School Ministry as it begins to take form. The team can also offer significant support and guidance to the leader in the effort to expand and grow the School Ministry in the future.
- The more church members who are involved, the greater ownership and commitment the church will have to the school ministry.
 - ✓ Enlist teams of church members to complete specific tasks, e.g., plan for collecting school supplies; plan for recruiting and preparing school volunteers.
 - ✓ Identify team leaders who can accept responsibility and ownership for successful completion of team tasks.
 - ✓ Insure that team tasks and team members' roles are clearly stated.
 - ✓ Seek to involve all age groups in age-specific tasks, e.g., Children Sunday School classes make Christmas/greeting cards for school staff; Youth SS Class members sort collected school supplies; Adult SS Classes deliver school supplies; Team of bakers prepare cookies for school staff on special occasions; Team of chefs prepare box lunches for school staff on special occasions.
- Partnerships with other nearby churches, area community ministries, senior-care facilities, and local businesses can greatly expand the number and quality of services your church can offer.
 - ✓ Enlist other churches to join in creating a combined roster of volunteers available to serve at school.
 - ✓ Seek opportunities to engage capable residents at nearby senior-care facilities.

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Practical Concepts for Nurturing a School Ministry

(continued from previous page)

- ✓ Consider ways that local businesses may be willing and able to become involved.
- ✓ Establish contact with the Community Area Ministry in your area and volunteer to make a presentation to their Board and member Pastors.
- Church members who serve at the school regularly need to be nurtured and supported.
 - ✓ Conduct a Volunteer Orientation Meeting for all school volunteers before they serve.
 - ✓ Provide a folder of important information for those who volunteer at the school, e.g., JCPS Calendar, Roster of all school employees and school contact information.
 - ✓ Schedule a volunteer's lunch during each semester.
 - ✓ Send a monthly e-newsletter, or other form of regular communication, that restates the vision, mission, purpose and principles of the School Ministry, while informing of important information and events, etc.
- The congregation as a whole should be regularly reminded of the vision, mission, purpose and principles of the School Ministry, as well as being regularly informed of activities related to the School Ministry.
- The effectiveness of existing activities at the school will improve with meaningful improvements in organization and implementation. Further more, the School Ministry will grow and flourish with the addition of new strategies for serving the school. Therefore, it is imperative to regularly solicit ideas for new strategies and suggestions for improvements of existing activities from school staff and school volunteers, as well as from church members, church staff and lay leaders.

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Desirable Qualities in a School Ministry Leader

Identifying the individual who leads the School Ministry at your church is most critical to the success of the implementation and continuing growth of the School Ministry. Although past experience as a school employee at any level, organizational leadership experience, or business management background may be helpful, *none* of these is *required* for the leader to succeed.

The following traits are among those to seek when selecting the person to lead the School Ministry at your church:

- Willingness to serve
- Commitment to the church's vision and mission
- Commitment to the concept of church outreach
- Commitment to the purpose of School Ministry
- Demonstrated sense of responsibility and follow-through
- Independence and self-sufficiency
- Leadership skills
- Communication skills
- Organizational skills
- Interpersonal skills
- Time-management skills
- Problem-solving skills
- Flexibility
- Approachability
- Adaptability

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Tips for Creating a School Ministry

- Pray for God's leadership
- Enlist support and involvement of critical church staff and lay leaders
- Identify a public school located near the church
- Select a capable church lay leader to lead the effort
- Meet with the principal of the school to learn interest and needs
- Seek input from principal and teachers regarding needs
- Identify a dedicated contact person at the school
- Enlist a leadership team from the church
- Specify the vision, mission, purpose and principles of the School Ministry
- Craft a plan consistent with school needs and church resources
- Communicate the vision, mission, purpose and principles of the School Ministry repeatedly
- Seek ways to involve the entire church
- Create a logo "Brand"
- Broadcast the "Brand"
- Solicit ideas from volunteers, school staff and church members
- Start small
- Expand gradually
- Solicit volunteers
- Design and implement an orientation for volunteers

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Tips for Creating a School Ministry (continued from previous page)

- Create an identifying “uniform” for volunteers
- Maintain contact with volunteers
- Seek partnerships with other neighborhood churches, community ministries, senior care facilities and local businesses
- Maintain focus on the purpose and mission of the School Ministry
- Make promises you are confident that you can keep
- Keep your promises
- Be reliable
- Be consistent
- Be accessible
- Be flexible
- Demonstrate the unconditional love of Jesus Christ: “Christ loves you and so do we!”
- DO NOT PROSELYTIZE!
- Communicate regularly with school personnel, volunteers and church members
- Communicate the purpose and activities with church
- Establish a social media presence
- Participate in the School Ministry Network

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II. Getting Started



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History of St. Matthews Baptist Church School Ministry

History of St. Matthews Baptist Church School Ministry						
Services Provided to St. Matthews Elementary	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Collected Student Supplies for Start of School Year	X	X	X	X	X	X
Provided Case of Copy Paper for Teachers - 1st Sem	X	X	X	X	X	X
Provided Breakfast for Staff at Start of School Year	X	X	X	X	X	X
Partnered with Dare to Care to Provide "Backpack Buddies"	X	X	X	X	X	X
Provided Volunteer Tutor & Classroom Helper per Classroom		X	X	X	X	X
Provided Case of Copy Paper for Teachers - 2nd Sem		X	X	X	X	X
Provided Breakfast for Staff at End of School Year		X	X	X	X	X
Served on FRYSC Council for SME & Waggener HS		X	X	X	X	X
Provided Labor for Landscaping, Carpentry Projects, etc.		X	X	X	X	X
Collected/Contributed Labels for "Boxtops for Education"		X	X	X	X	X
SME Staff Served as Judges for SMBC Youth Fundraiser		X	X	X	X	X
Provided Cookies to Staff for Christmas		X	X	X	X	X
Provided Cold Drinks to Staff on Last Student Day of School		X	X	X	X	X
Prayed/Sent Prayer Postcards for SME Staff at Wed. Dinner			X	X	X	X
Conducted Campus Service Projects w/SMBC Youth D-NOW			X	X	X	
Visited Hospital, Funeral Home, etc. to Minister to SME Staff			X	X	X	X
Met w/Counselor to Plan Assistance to Homeless Students			X	X	X	X
Collected Test Data on Students Tutored by SMBC Tutors				X	X	X
Provided Books to Needy Students at Fall & Winter Book Fairs				X	X	X
Invited Students to SMBC "Trunk-or-Treat" at Halloween				X	X	X
Partnered w/Chick-fil-A to Provide Meals at Fall P-T Conf. Day				X	X	X
Prepared Meals for Staff on Winter P-T Conference Day				X	X	X
Invited SME Staff & Families to SMBC Christmas Dinner				X	X	X
Provided Volunteer Cross-Country Coach				X	X	X
Provided a Case of Kleenex for Each Classroom					X	X
Provided a Case of Lysol Wipes for Each Classroom					X	X
Provided 2 Hallway TV Monitors at SME Scrolling SMBC Logo					X	X
Provided SMBC Childrens Minister as Weekly FCA Sponsor						X
Posted on "SMBC Childrens Ministry at SME" Facebook Page						X
Held Lunch Program for SMBC Seniors at SME for Concert						X
Hosted SME Staff at SMBC for EOY Professional Develop. Day						X
Created and Donated "Crisis Backpacks" for Students						X
Initiated & developed School Ministry Network						X

Updated 6/11/18

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Service Ideas for a School Ministry

- Collect and donate student school supplies
- Provide a case of copy paper to each teacher per year/per semester
- Provide breakfast for teachers and staff at start of school year
- Provide breakfast for teachers and staff at end of school year
- Partner with Dare to Care to implement Backpack Buddies
- Provide materials and labor for landscaping, carpentry and painting projects
- Provide a volunteer tutor for each classroom
- Provide a volunteer clerical assistant for each classroom
- Provide a volunteer sponsor for Fellowship of Christian Athletes
- Bake and donate cookies to teachers and staff for Christmas, Valentine's Day, etc.
- Provide cold drinks to teachers and staff on final student day of school year
- Pray weekly for specific school employees/church volunteers
- Send Christmas/Easter cards to all school employees
- Send random "Thank You" notes to teachers and staff
- Sign and deliver weekly "We Prayed for You" post cards to specific employees at the school and volunteers from the church
- Donate books to needy students during school's book fair
- Provide meals to teachers and staff during parent conference days
- Minister to school employees during times of hardship (e.g., sickness, family deaths, etc.)
- Provide assistance to homeless students and families
- Invite teachers and staff to special church events
- Invite the school principal and teachers to bring greetings during worship service on the Sunday before the beginning of school

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III. Logo Samples

III. Logo Templates/Samples



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School Ministry Logo Sample (Template III A)

St. Matthews Baptist Church School Ministry Logo:



Your School Ministry Logo: Replace Xs with initials of your church (before heart)
and your partner school (after the heart).



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III. Logo Templates/Samples



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School Ministry Letterhead Sample (Template III B)

School Ministry
Coordinator
Dennis Boswell



St. Matthews
Baptist Church
School Ministry

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III. Logo Templates/Samples



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School Ministry Note Card Sample (Template III C)

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SMBc  SME

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SMBc  SME

SMBc  SME

SMBc  SME

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III. Logo Templates/Samples



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School Ministry Return Address Sample (Template III D)

SMBC  SME St. Matthews Baptist Church 3515 Grandview Avenue Louisville, Kentucky 40207	SMBC  SME St. Matthews Baptist Church 3515 Grandview Avenue Louisville, Kentucky 40207	SMBC  SME St. Matthews Baptist Church 3515 Grandview Avenue Louisville, Kentucky 40207
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IV. School Ministry Management Tools



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School Ministry Annual Report Sample (Template IV A)

<p>Appeared in <i>The Dove</i> July 11, 2017</p> <p>SMBC  SME</p> <p>School Ministry Annual Report: Year 5 2016-17 School Year</p> <p>Here is a list of the major accomplishments from the fifth year of our School Ministry at St. Matthews Elementary School – the 2016-17 School Year:</p> <ul style="list-style-type: none"> • Approximately 15 SMBC members participated at SME in July 2016 as part of the Summer Missions on Wednesdays (SMOW) program, providing labor for landscaping, window cleaning and building benches for the courtyard. • Approximately 10 new SMBC Volunteers attended an Orientation Meeting to prepare for their role as Tutor or Classroom Helper for one hour each week during the school year. • Our congregation contributed cash donations and school supplies that filled our School Bus display outside the sanctuary, thereby providing necessary supplies for students at SME whose families are unable to provide these resources. • Numerous members of SMBC's Middle and High School Sunday School classes sorted, organized and delivered to SME school supplies donated by members. • A total of 50 backpacks with supplies for needy students were filled and delivered in time for the start of the school year. • A team of SMBC cooks led by Bobbie Whitten, prepared and delivered a scrumptious breakfast enjoyed by SME staff and SMBC volunteers and staff prior to the opening of school in August and again at the closing of the school year in June. • SMBC partnered with community donors and Dare to Care to provide weekend take-home meals to 30 impoverished SME students over the course of the school year. SMBC included with each meal a printed card containing an uplifting message. • SMBC provided each teacher at SME with a case of copy paper accompanied by a meaningful scripture verse at the beginning of each semester. • SMBC provided each teacher at SME with a case of boxes of Kleenex for their classroom accompanied by a meaningful scripture verse at the beginning of the school year. • As part of their Fall Lock-in, SMBC Youth prepared and distributed "care packages" to each of the 60 staff members at SME, including custodians, cafeteria workers, office staff, faculty and administrators. • A stockpile of extra supplies was provided to the school to use to equip needy students throughout the school year. • More than 25 SMBC members volunteered as Tutors one hour each week during the school year, working face-to-face with underperforming students. • Test data collected at the end of the first semester of the school year and again at the end of the school year revealed that students being tutored by SMBC volunteers had advanced in math and reading at approximately twice the rate of their peers who were not tutored! • More than 25 SMBC members volunteered as Classroom Helpers one hour each week during the school year, assisting the assigned teacher by performing various clerical duties. • Approximately 12 SMBC members volunteered as "substitutes on-call", ready to fill in during the school year for a Tutor or Classroom Helper during a rare absence. • SMBC member Bill Nowak, served as the volunteer track coach at SME. • SMBC member Bethanie Hammond teamed with an SME teacher to lead a mentoring program for girls called "Girls on the Run", built around jogging. • Of the 49 volunteer positions that were filled by SMBC Volunteers, 43 were filled by returning volunteers! 	<p>Dove July 11, 2017 in September. -Teacher</p> <p>volunteer</p> <p>dinners to the</p> <p>ces to offer ember. yers, concern,</p> <p>to be used to d school</p> <p>attend the E families</p> <p>at SME in chool campus. er to SME d.</p> <p>at was featured</p> <p>Fair in February. the Parent-</p> <p>gies for</p> <p>summer mission</p> <p>or Education"</p> <p>g Wednesday E teacher, SME</p> <p>and SMBC proclaiming</p> <p>in June in</p> <p>SMBC" video to 2017-18 School</p> <p>red on the federally funded amilies. ry in any way,</p>
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School Ministry Budget Sample (Template IV B)

[illegible]



All you Need is Love!

School Supply Collection

1. School Supply Collection Procedure
2. Photo/Examples of School Supply Collection Procedure
3. Relevant Bible Quotes for Teachers Sample
4. Note to Teachers with Copy Paper Donations Sample
5. Note to Teachers with Kleenex Donations Sample

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School Supply Collection Procedure (Template IV C1)

- Identify specific student school supplies that the school requires (supply list available from the school).
- Invite members to purchase and donate student school supplies during worship service, in newsletter, etc.
- Invite members to donate, or make offerings to purchase, a case of copy paper for each teacher.
- Designate dates (prior to the start of school) during which collections will take place.
- Provide a method for members to choose the supplies they will purchase and donate (See example in attached photos).
- Select a highly visible location near the sanctuary and a design a fittingly decorated receptacle where members can deliver supplies at the church (See example in attached photo).
- Identify a date (prior to the start of school) on which supplies will be transported from the church to the school.
- Invite church members to sort and deliver school supplies to the school, e.g., youth can sort; retirees can transport and deliver.

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IV. School Ministry Management Tools



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Photo Examples of School Supply Collection Procedure



For closeup of photos:
(Photos IV C2a,b,c)



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Relevant Bible Quotes for Teachers Sample (Template IV C3)

Romans 12:7 "If your gift is serving others, serve them well. If you are a teacher, teach well." (NLT)

Galatians 5:22-23 "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law." (KJV)

1 Corinthians 15:58 "Wherefore, my beloved brethren, be ye steadfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labor is not vain in the Lord." (ASV)

Ephesians 1:16 "I have not stopped giving thanks for you, remembering you in my prayers." (NIV)

Jeremiah 17:8 "They shall be like a tree planted by water, sending out its roots by the stream. It shall not fear when heat comes, and its leaves shall stay green; in the year of drought it is not anxious, and it does not cease to bear fruit." (NRSV)

1 Thessalonians 1:2-3 "We always thank God for all of you, mentioning you in our prayers. We remember before our God and Father your work produced by faith, your labor prompted by love, and your endurance inspired by hope in our Lord Jesus Christ." (NIV)

Titus 2:7-8 "Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us." (ESV)

Deuteronomy 32:2 "May my teaching drop as the rain, my speech distill as the dew, like gentle rain upon the tender grass, and like showers upon the herb." (ESV)

Proverbs 22:6 "Train up a child in the way he should go; even when he is old he will not depart from it." (ESV)

(Beatitudes) Matthew 5:10-12 "Blessed are those who are persecuted because of righteousness, for theirs is the kingdom of heaven. Blessed are you when people insult you, persecute you and falsely say all kinds of evil against you because of me. Rejoice and be glad, because great is your reward in heaven, for in the same way they persecuted the prophets who were before you." (NIV)

(Jesus Blesses the Children) Luke 18:15-17 "One day some parents brought their little children to Jesus so he could touch and bless them. But when the disciples saw this, they scolded the parents for bothering him. Then Jesus called for the children and said to the disciples, 'Let the children come to me. Don't stop them! For the Kingdom of God belongs to those who are like these children. I tell you the truth, anyone who doesn't receive the Kingdom of God like a child will never enter it.'" (NLT)

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All you Need is Love!

Note to Teachers with Copy Paper Donation Sample (Template IV C4)

SMBC  SME

A case of **copy paper** has been
delivered to your classroom,
compliments of
St. Matthews Baptist Church

3515 GRANDVIEW AVENUE | LOUISVILLE, KY 40207-3799 | 502-896-8882

"We always thank God for all of you, mentioning you in our prayers.
We remember before our God and Father your work produced by
faith, your labor prompted by love, and your endurance inspired by
hope in our Lord Jesus Christ." **1 Thessalonians 1:2-3 (NIV)**

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All you Need is Love!

Note to Teachers with Kleenex Donation Sample
(Template IV C5)

SMBC  SME

A case of **Kleenex** has been
delivered to your classroom,
compliments of
St. Matthews Baptist Church

3515 GRANDVIEW AVENUE | LOUISVILLE, KY 40207-3799 | 502-896-8882

*"I have not stopped giving thanks for you,
remembering you in my prayers."*

Ephesians 1:16 (NIV)

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School Ministry Prayer Procedural Materials

1. Prayer Calendar Sample
2. Prayer Table Tents Sample
3. Prayer Post Cards Sample

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IV. School Ministry Management Tools



School Ministry Tool Kit

All you Need is Love!

Prayer Calendar Sample (Template IV D1)

2017-2018 Prayer Calendar for St. Matthews Elementary Partnership

Date	Teacher/Staff	Teacher/Staff	Volunteer	Volunteer
6-Sep	Martha Clark (Kindergarten)	Heather Beard (Counselor)	Alice Seymour (CH)	
13-Sep	Libby Hardy (Technology)	Cindy Blakeman (Instructional Asst.)	Sam King (T)	Steve Miller (T)
20-Sep	Alisha Foster (Cafeteria Manager)	Gin Spaulding (2nd Grade)	Janet Clayton (CH)	
27-Sep	Karen Kolish (Bookkeeper)	Christine Masolo (3rd Grade)	Vicki Gentner (T)	Jim Cordell (CH)
4-Oct	Monica Armstrong (1st Grade)	Carol Barth (4th Grade)	Ann Boswell (T)	Camilla Hardin (Sub)
11-Oct	Beth Reiss (LEAP)	Emily Jennings (Librarian)	Ruby Miller (T)	Don Grammer (T)
18-Oct	Daniel Cull (5th Grade)	Virgie Fietsch (Instructional Asst.)	Joni Dye (CH)	
25-Oct	Amy Tucker (Kindergarten)	Scottie Collier (Principal)	Denise Kirzinger (T & CH)	Bruce Quick (T & CH)
1-Nov	Mindy Diemer (ECE & Library Clerk)	Mel Quaaack (Plant Operator)	Robin Gray (CH)	
8-Nov	Jennifer Gray (Goal Clarity Coach)	Shelby Morrison (5th Grade)	Diane Ford (T)	Marsha Stone (CH)
15-Nov	Shannon Link (FMD)	Rebecca Seebold (Kindergarten)	Julie Marlow (CH)	
22-Nov	No Activities			
29-Nov	Yolanda Wright (Food Service Asst.)	John Dupree (Lunchroom Monitor)	Bill Byassee (CH)	Jim Leeper (T)
6-Dec	Jeremy Johnson (Asst. Principal)	Marilyn Marshall (3rd Grade)	Nicole Andre (T)	Rosalie Howard (Sub)
13-Dec	Nancy Clay (ECE Instructional Asst.)	Rene Britt (Lead Food Service Asst.)	Stephanie Garrard (CH)	John Garling (CH)
20-Dec	No Activities			
27-Dec	No Activities			
3-Jan	No Activities			
10-Jan	Kim Holloway (5th Grade)	Erin Williams (Speech)	Ruth Shelton (T)	
17-Jan	Stephanie Gibson (FRYSC Coordinator)	Brooke Hinkle (2nd Grade)	Diana Grammer (T & CH)	Tommy Willard (CH)
24-Jan	Narliene Crawford (Food Service Asst.)	Deanna Loran (1st Grade)	Valerie Weber (CH)	Debbie Windhorst (Sub)
31-Jan	Katie Everette (4th Grade)	Tricia Agrinoni (Instructional Asst.)	Greta Taylor (CH)	Rita Harrod (T & CH)
7-Feb	Lauren Mouser (Art)	Barbara Baar (2nd Grade)	Kimberly Miller (T)	
14-Feb	Caroline Pass (Kindergarten)	Joyce Kelsey (Attendance Clerk)	Audrey Torstrick (T)	Bob Hollingsworth (CH)
21-Feb	Roberta Ethington (3rd Grade)	Leigh O'Neal (LD Collaboration/Resource)	Pat Miller (CH)	
28-Feb	Kasey Fields (French)	Pam Robinson (ECE Instructional Asst.)	Ken Brockman (CH)	Cathy Kayrouz (CH)
7-Mar	Kaye Pierce (Food Service Asst.)	Rashawn Lathem (Custodian)	Stephanie Bell (T & CH)	Carla McCormick (Sub)
14-Mar	Becky Hines (1st Grade)	Stephanie Metry (Secretary)	Judy Andre (CH)	Linda Baker (CH)
21-Mar	Nicole Cole (ECE Instructional Asst.)	Alexa Brooks (1st Grade)	Connie Lepper (T & CH)	Emily Thompson (Sub)
28-Mar	Marla Denham (Instructional Asst.)	Derek Siebert (Music)	Helen Hollingsworth (CH)	JoAnn Barr (Sub)
4-Apr	No Activities			
11-Apr	Darrell Brown (Custodian)	Deborah Toussaint (2nd Grade)	Linda Rodgers (T)	
18-Apr	Kerry Wahl (3rd Grade)	Rhonda Roden (Lunchroom Monitor)	Joyce Cordell (T & CH)	Carol Bradley (Sub)
25-Apr	Maria Kotran (LD Collaboration/Resource)	Neha Patel (4th Grade)	Ken Weber (T & CH)	Rosemary Melloy (Sub)
2-May	Melissa Jones (Instructional Asst.)	Nancy Lehn (ECE Instructional Asst.)	Rilla Hinton (T)	Jim Cahoe (Sub)
9-May	Angie Morris (ECE Instructional Asst.)	Kathy Hall (Instructional Asst.)	Laura Broadwater (T)	

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All you Need is Love!

Prayer Table Tents Sample (Template IV D2)

Each Wednesday night, we want to lift up the teachers/faculty and SMBC volunteers at St. Matthews Elementary School in prayer.

Please take a moment and thank God for the following people and then sign your name to each of the postcards in the middle of your table. We will collect them and send them to the recipients!

Darrell Brown, Custodian
Deborah Toussaint, 2nd Grade Teacher
Linda Rodgers, SMBC Tutor

SMBC

SME

SMBC

SME

Each Wednesday night, we want to lift up the teachers/faculty and SMBC volunteers at St. Matthews Elementary School in prayer.

Please take a moment and thank God for the following people and then sign your name to each of the postcards in the middle of your table. We will collect them and send them to the recipients!

Darrell Brown, Custodian
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Linda Rodgers, SMBC Tutor


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All you Need is Love!

Prayer Post Cards Sample (Template IV D3)

SMBC  SME

**Today we thanked God for you and for
your dedication to students at St. Matthews
Elementary. We asked God to bless you and
your efforts to help children become
successful.**

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August

2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Organize School Supplies	2 Deliver School Supplies			
6 School Ministry Commissioning in Worship Service	7 TEACHER FIRST DAY	8 8:30 AM Staff Breakfast SME Cafe	9 STUDENT FIRST DAY			
13 Provide Roster of Teachers & Vols. to Church	14	15	16 Church Wed. Dinners Resume Begin SME Pr			



July

2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 July 4th Holiday	4	5 Set Up SM Display in Sanctuary Foyer	6	7 Prepare Volunteer Orientation	8
9	10	11	12 Lunch for Church Day at Pool	13	14	15
			19 Note and	20	21	22



June

2017

Sunday	Monday	Tuesday	Wednesday
4	5	6 Order Kleenex Lysol Wipes (1 Case of each per Teacher)	
11	12	13	
18	19 Submit 2016-17 SM Annual Report to Church Newsletter	20	
25	26	27	



May

2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Plan EOY Staff Breakfast with Church Cooks	2 Schedule BOY Staff Breakfast, Volunteer Orientation for 2017-18	3 -Order Copy Paper for 1st Semester 2017-18 -Prepare Note to Teachers w/ Paper	4 Plan Church Work Day at School in July	5 NO SCHOOL Teacher Prof. Dev. Day	6
7	8 STATE TESTING	9 STATE TESTING	10 STATE TESTING	11 STATE TESTING	12 STATE TESTING	13
14	15	16	17	18	19	20
21	22	23 School Awards Day Programs Prepare Drinks & Cooler	24 Deliver Drinks STUDENT FINAL DAY 10 a.m. 5th Grade Promotion	25 TEACHER FINAL DAY 9 AM Staff & Vol. Breakfast	26	27
28	29	30	31			

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	<div> <div>Paper</div> <div> <div>ool</div> <div>ool</div> <div>School</div> <div>Sunday Prior to</div> <div>Staff</div> <div>urch Dinners on</div> </div> <div>Day</div> </div>
<p>MONTHLY MANAGEMENT OF SCHOOL MINISTRY EVENTS</p> <p>MAY</p> <ul style="list-style-type: none"> • Develop Theme, Content and Leaders for July School Ministry Promotion • Enlist School Staff/SM BC Volunteers for Production of Video Promos • Schedule/Announce End-of-Year Staff/Volunteer Breakfast • Plan End-of-Year Breakfast with Food Ministry Leader • Schedule/Announce Dates for Beginning-of-Year Events: <ul style="list-style-type: none"> ✓ Volunteer Re-up Deadline for June 15 ✓ Volunteer Orientation in August ✓ Staff/Volunteer Breakfast in August • Order Copy Paper for Teachers for 1st Semester of Upcoming School Year • Prepare Note with Scripture Verse to Accompany Copy Paper • Arrange Delivery of Cold Drinks to Teachers on Last Student Day of Current School Year • Plan July Church Service Day at School with School/Church Staff 	<div> <div>air</div> <div> <div>Students</div> <div>on February</div> </div> </div>
<p>JUNE</p> <ul style="list-style-type: none"> • Plan School Ministry Promotion during Worship Services in July • Submit Ministry "Annual Report" for Publication in Church Newsletter • Order Kleenex & Lysol Wipes for Teachers • Monitor Volunteer Re-up Process • Meet with Church Staff to Plan July School Ministry Promotion & Commissioning Service 	<div> <div>otion</div> <div> <div>eat" Event</div> <div>Fair</div> <div>books</div> <div>o Students</div> <div>hers on October</div> </div> </div>
<p>JULY</p> <ul style="list-style-type: none"> • Set Up School Ministry Display in Foyer of Sanctuary <ul style="list-style-type: none"> ✓ School Bus for School Supply Collection ✓ School Supply Selection Board ✓ Volunteer Recruiting Table ✓ School Ministry Logo Banner • Prepare Volunteer Orientation Program/Materials for August Meeting • Implement School Ministry Promotion Plan During Worship Services 	<div> <div>to Students</div> <div>l Year</div> <div>Current</div> <div> <div>semester</div> <div>st Church</div> </div> </div>



All you Need is Love!

Leadership Team Role Sample (Template IV G)



School Ministry Leadership Team

Nancy Beck	Stephanie David
Tom Logue	Cynthia Pace
Emily Thompson	Bobbie Whitten

Staff Liaison: Brian Johnson

Mission of SMBC School Ministry

- Take an active and Christ-like role in the Louisville-metro community
- Fulfill our church mission:
Loving and leading people into a growing relationship with Jesus

Role of the School Ministry Leadership Team

- Envision initiatives that SMBC members may undertake in an effort to fulfill the mission of the SMBC School Ministry
- Develop a plan to implement selected initiatives
- Engage and lead other church members in the implementation of the plan
- Sustain and expand the School Ministry

Purpose of SMBC School Ministry at SME

- Help students at St. Matthews Elementary School achieve
- Demonstrate the love of Jesus Christ to the students, parents, and staff of SME
- Love and lead people associated with SME and the St. Matthews area community into a growing relationship with Jesus

Updated 11/4/17

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V. School Volunteer Support Tools



All you Need is Love!

Application Form Sample (Template V A)

SMBC  SME

St. Matthews Baptist Church/St. Matthews Elementary
2018-2019 School Ministry

School Volunteer Application

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone () _____ - _____ Cell () _____ - _____

Email Address _____

Contact Preference: ☐ Email ☐ Text ☐ Phone

☐ I have volunteered before.

The teacher I worked with was _____

I want to be a...

☐ Tutor ☐ Classroom Helper ☐ Either ☐ Both ☐ Substitute

Grade Level* _____

*We cannot guarantee you will be working with the grade you have requested but we will try our best.

☐ **I am willing to volunteer more than one hour per week.**

Should I be selected to serve, I agree to adhere to and be bound by all applicable policies of SMBC and JCPS in the performance of my services.

I will also complete a JCPS criminal records check.

Signature

Date

Return to SMBC: 3515 Grandview Ave. Louisville, KY 40207; Attn: School Ministry

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V. School Volunteer Support Tools



School Ministry Tool Kit

All you Need is Love!

JCPS Volunteer Records Check Form Sample (Template V B)

JEFFERSON COUNTY PUBLIC SCHOOLS

School Visitors and Volunteers

Revised July 2016

Board Policy: 03.6

Visitors
Parents and others in the community are urged to visit the schools in order to participate in activities and gain a greater understanding of the operation of the schools and the school system. Visitors to school shall adhere to procedures established by the superintendent.

Volunteers
The Jefferson County Board of Education (JCBE) shall encourage assistance from parents and other community resource persons as volunteers to enrich and reinforce the instructional program. *Volunteers* are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs and who do not receive compensation for their work.

The district shall conduct, at district expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Persons convicted of or pleading guilty to drug offenses within the past seven years; sexual offenses; offenses against minors; deadly weapon offenses; violent, abusive, threatening, or harassment offenses; or any felony offense shall not be used as volunteers.

The superintendent/designee shall develop orientation materials to be provided to volunteers as well as procedures for the encouragement and use of volunteers in the district. The orientation materials shall include appropriate school policies and safety and emergency procedures.

Use of Tobacco Products Prohibited
The use of tobacco products is prohibited in or on any property owned or operated by the JCBE.

School Volunteer Records Check

Except as required by law, information provided will be held confidential.

Records checks are not required for volunteers who provide assistance with single or sporadically scheduled school events and who are not responsible for supervising students at those events.

Please print or type the information clearly.

Social Security Number: _____

Volunteer's Name: _____
First Middle Initial Last

Sex: _____ Race: _____

Maiden and/or Alias Name: _____

Date of Birth: _____

Street Address/P. O. Box: _____

City, State, ZIP: _____

Telephone Number: _____
Home Work Mobile

Email Address: _____

Child's Name (if parent/guardian): _____

School Where Volunteering: _____

Program (if applicable): _____

I agree to immediately notify the school principal if I am convicted of or plead guilty to any drug offense; sexual offense; offense against minors; deadly weapon offense; violent, abusive, threatening, or harassment offense; or any felony offense.

Signature: _____

Date: _____

www.jefferson.kyschools.us
Equal Opportunity/Alternative Action Employer Offering Equal Educational Opportunities
VolunteerCheck 3/16

THANK YOU!

JCPS

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Roster Samples

1. Volunteer/Teachers Assignments Sample
2. Volunteer Substitute Procedure Sample
3. Volunteer Contact Information Sample

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[illegible]

Name = Started 2nd Sem.

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Updated 5/1/18

2017-18 School Partnership Substitute Volunteer Procedure
--

Step 1:
Inform your teacher of your absence and the name of your replacement:

- Contact teacher at home

OR

- Contact school xxx-xxxx and leave message for teacher

Step 2:
Plan A: Call the other Volunteer assigned to your teacher **OR**
Plan B: Call your "Replacement Partner" that you have identified **OR**
Plan C: Call someone on the Roster of "Substitute Volunteers" below **OR**
Plan D: Call School Partnership Coordinator

Substitute Volunteers			
Name	Primary Phone	Cell Phone	Email Address

Key:
Name = New Volunteer for 2017-18 Name = Started 2nd Semester



All you Need is Love!

Updated 5/1/18

[illegible]

KEY: • - New to SME 2 - 2 Roles Name - New Volunteer

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V. School Volunteer Support Tools



School Ministry Tool Kit

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School Volunteer "Uniform" Sample (Photo V D1, D2)



Company "C" Style 4300 - shown in black
(Embroidered logo is separate from another vendor)

Available from Cardinal Uniforms & Scrubs
<https://cardinaluniformsandscrubs.com>
Ask for the 20% discount



Cardinal Uniforms & Scrubs Locations

St. Matthews
4014 Dutchman's Lane
Louisville, KY 40207
502-327-5653

Jeffersonville
149 Quartermaster Court
Jeffersonville, IN 47130
812-280-8070

Springhurst
4640 Chamberlain Lane
Louisville, KY 40241
502-895-6838

Dixie Manor
6801 Dixie Highway
Louisville, KY 40258
502-995-5086

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Volunteer Update Sample (Template V E)

SMBC SME

- To help students at SME achieve
- To demonstrate the love of Jesus

2017-18 Volunteer Update #3

October 2, 2017

Now that the 2017-18 School Year at SME is in full swing, I want to officially welcome you to service in the exciting SMBC School Ministry at St Matthews Elementary School!

I also want to thank you for your willingness to serve in the role that you have chosen! I thank you for your commitment to the students and teachers at SME!

Everything you do, whether you are working with students, or doing clerical work for your assigned teacher, will contribute (directly or indirectly) to the effort **to help students achieve!** Every day that you show up at SME with a *smiling face* and a *willing heart to serve*, you **demonstrate the love of Jesus** to all those you encounter that day!

Here is some important information related to your service at SME:

- ✓ **By now you should have begun your regular day of service with your teacher.** If you have not yet received a starting date from your assigned teacher, please contact me, *immediately*.
- ✓ **Remember to use the Substitute Volunteer Procedure** if your assigned teacher prefers a replacement on that *rare* occasion when you are unable to serve. You will find all the details regarding this process in your official SME Volunteer folder. Call me if you have any questions.
- ✓ **Of the 53 volunteer positions that are filled by SMBC Volunteers**, 44 are filled by returning volunteers!
- ✓ **Welcome to our NEW volunteers** who are learning the joy of service at SME for the first year: **Laura Broadwater, Joni Dye, Vickie Gentner, Don Grammer, Rita Harrod, Cathy Kayrouz, Rosemary Melloy, Pat Miller, and Steve Miller.**
- ✓ **At the SME Fall Book Fair** held during the week of September 18, SMBC purchased 78 books for 78 students whose families were unable to purchase books for them. *Without the help of SMBC these children might not know the joy of reading a book of their own.* We will provide this service again at the Winter Book Fair in February.
- ✓ **Be sure to follow the JCPS Calendar** so you will be aware of days that

and for various reasons, including the upcoming Fall calendar in your official SME Volunteer folder. flu shot! School settings are abundant with germs!!! with Chick-fil-A to provide teachers with a free chicken on Tuesday, October 10, for Parent-Teacher ME.

are Invited to Lunch!

SME Volunteers Luncheon
Sunday, October 29

Immediately after Worship Service
Grandview Room
(Formerly Fellowship Hall)

Your lunch is free!

es are welcome at a cost of \$5
y-related discussion during/after lunch)

vided by Jason's Deli (choose below)
key or Chicken Salad (w/Almonds & Pineapple)
issant, Wheat Wrap or Telera Bun
Option: Spinach Veggie Wrap

person in the church office (896-8882)
our place and **place your order.**
not be made no later than noon on
Tuesday, October 25.

the difference you will make in the lives of
never know the difference you have made, but
the hands and feet of Jesus. Indeed, because
a representative of our church, there may be
our face when they think of Jesus!
please contact me.

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All you Need is Love!

Volunteer Luncheon Agenda Sample (Template V F)

SMBC  SME

SME Volunteer Luncheon

Sunday
October 29, 2017

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VI. School Volunteer Orientation Tools

VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

Name Badge Sample (Template VI A1, A2)



FIRST
LAST

XXXX  XXX

Important Information

School Name: School Phone #

Teacher _____

Room # _____

Home Phone # _____

Cell Phone # _____

Email _____

SM Team Leader Name & Phone #

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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

Orientation Script Sample (Template VI B)

<div><div>SMBC  SME</div><div>Volunteer Orientation 1:00 PM, August 8, 2017 SME Library</div><div>History of School Ministry<ul style="list-style-type: none"><input type="checkbox"/> Introduced in 2012-13<input type="checkbox"/> Added Volunteers in 2013-14</div><div>Components of School Ministry<ul style="list-style-type: none"><input type="checkbox"/> Volunteers<input type="checkbox"/> Supplies<input type="checkbox"/> Service<input type="checkbox"/> Partnership with Dare to Care</div><div>Purpose of School Ministry<ul style="list-style-type: none">• Help students achieve• Demonstrate the love of Jesus• Take an active and Christ-like role in the community• Fulfill our church mission: <i>Loving and leading people into a growing relationship with Jesus</i></div><div>Description of SME<ul style="list-style-type: none">• About 600 students• 22 classrooms• 4 classrooms each in K - 3• 3 classrooms each in 4 - 5• 5 Special Area Subjects• 4 Special Education (ECE) Teachers• 32 teachers• 11 instructional assistants</div><div>Description of Student Population<ul style="list-style-type: none">• About 300 students qualify to receive free meals from JCPS• About 30 students qualify to receive Dare to Care meals• About 175 students reside in West End zip codes• Bloom, Englehard, Hawthorne, Maupin, Wheatley Elem. Schools</div><div>1</div></div> <div></div> <div></div> <div></div> <div></div>
--

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VI. School Volunteer Orientation Tools



School Ministry Tool Kit


All you Need is Love!

Orientation PowerPoint Sample (Template VI C)




Volunteer Orientation

1:00 PM, August 8, 2017
SME Library




ST MATTHEWS
BAPTIST CHURCH




History of School Ministry

- Introduced in 2012-13
- Added v




Components of School Ministry

- Volunteers
- Supplies
- Service
- Partnership with Dare to Care




Purpose of School Ministry

- Help students achieve
- Demonstrate the love of Jesus
- Take active Christ-like role
- Fulfill our church mission:
Loving and leading people into a g




Description of SME

- About 600 students
- 22 classrooms
- 4 classrooms each in K – 3
- 3 classrooms each in 4 – 5
- 5 Special Area Subjects




Description of Student Population

- About 300 students qualify for free meals
- About 30 students qualify for Dare to Care meals
- About 175 students reside in West End zip codes
- Bloom, Englehard, Hawthorne, Maupin, Wheatley Elementary Schools




What to Expect

- NOT Your Father's Elementary School!
- Different internal environment
- Different external environment
- Better or Worse?
- Different!
- It is what it is!







What to Expect

- Security Procedures
 - Wear Name Tag & "Smock" EVERY DAY
 - Ring Doorbell
 - Sign-in & Sign-out EVERY DAY
 - DO NOT open doors to allow others to en



What to Expect

- Tutors
 - Academic work with students
 - 1 to 2 to 3 students
 - Meet in or near classroom
 - NO clerical duties!
 - Teacher should be prepared for you!



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School Volunteer Information Packet

(see packet front inside Notebook pocket)

1. Statement of Mission and Purpose Sample
2. JCPS Calendar Sample
3. School Information Sample
4. Directory of School Staff Sample
5. Article: Religious Freedom in Schools Sample
6. Other Samples Located in Previous Sections of School Ministry Tool Kit

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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

School Volunteer Info Packet: Table of Contents Sample (Template VI D1) (see sample packet front inside notebook pocket)

1. Statement of School Partnership Mission and Purpose Sample (Template VI D2)
2. JCPS Calendar Sample (from JCPS Web site; provided) (Template VI D3)
3. School Information Sample (Template VI D4)
4. Directory of School Staff Sample (acquire from local school) (Acquire from Local School)
5. Article: Religious Freedom in Schools Sample (Template VI D5)
6. Other Samples Found in Previous Sections
 - a. Orientation Presentation Script Sample (See: "Volunteer Orientation Tools" - VI B)
 - b. School Ministry Logo Notecards Sample (See: "Logo Document Templates" - III C)
 - c. Roster of Volunteer Assignments Sample (See: "Volunteer Support Tools" - V C1)
 - d. Substitute Volunteer Procedure Sample (See: "Volunteer Support Tools" - V C2)
 - e. Volunteer Contact Information Sample (See: "Volunteer Support Tools" - V C3)
 - f. Volunteer Application Form Sample (See: "Volunteer Support Tools" - V A)
 - g. JCPS School Volunteer Records Check Form Sample (See: "Volunteer Support Tools" - V B)
(<https://apps.jefferson.kyschools.us/Volunteer/Documents/SchoolVolRecCheckForm-rev.pdf>)

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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

School Volunteer Info Packet: Statement of Mission and Purpose Sample (Template VI D2)

SMBC  SME

Mission of School Partnership

- ☐ To take an active and Christ-like role in the _____ area community.
- ☐ To fulfill our church mission: _____

Purpose of Partnership

- ☐ To help students at _____ school achieve
- ☐ To demonstrate the love of Jesus Christ to the students, parents, and staff at _____ school

Reviewed 5/5/18

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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

School Volunteer Info Packet: JCPS Calendar Sample (Template VI D3)

JEFFERSON COUNTY PUBLIC SCHOOLS

School Calendar 2017-18

First and Last Days for Students
8/14, 8/15, 8/16, 8/17, 8/18, 8/19, 8/20, 8/21, 8/22, 8/23, 8/24, 8/25, 8/26, 8/27, 8/28, 8/29, 8/30, 8/31

First and Last Days for Teachers
8/14, 8/15

No School for Students
Labor Day: 9/4
Thanksgiving Break: 11/23-11/24
Winter Break: 12/20-12/27
New Year's Day: 1/1
Martin Luther King Jr. Day: 1/16
Spring Break: 4/3-4/6
Election Day: 11/6
Memorial Day: 5/28
Professional Development Day: 6/14, 6/15
Professional Development Day: 6/14, 6/15

Parents/Teacher Conferences
Preschool/Elementary: 10/10-10/11
Middle/Junior High: 10/10-10/11
High School: 10/10-10/11

Make-Up Days for Students
Missed school days will be made up in the following order: 8/26, 8/27, 8/28, 8/29, 8/30, 8/31, 9/1, 9/2, 9/3, 9/4, 9/5, 9/6, 9/7, 9/8

School Cancelled
In addition to the school calendar, the school will also have the school calendar. For information about weather-related changes or closures, please visit the school's website. Weather-related information will be posted on the district's website and on the JCPS website, which is accessible on your mobile device.

www.jefferson.kyschools.net

Facebook: @jcps Twitter: @jcps

Read this calendar carefully. It contains important information for parents and students. Please print and keep it handy.

Check with your school.

Dates

Periods End
8/15, 8/16, 8/17, 8/18, 8/19, 8/20, 8/21, 8/22, 8/23, 8/24, 8/25, 8/26, 8/27, 8/28, 8/29, 8/30, 8/31

School Hours
Some schools slightly adjust their hours, so call your child's school to confirm the times.
Elementary: 8:00 a.m. to 3:00 p.m.
Middle: 7:40 a.m. to 2:30 p.m.
High: 7:40 a.m. to 2:30 p.m.

Important Telephone Numbers

JCPS Call Center: 313-HELPS (4357)
Transportation: 405-3470
Student Assignment/School Placement: 405-6258
Daily Childcare Programs (Includes Head Start and Early Head Start, Preschools, and Pre-K): 405-3019
Family Resource and Youth Services Centers: 405-3703
Guidance/Counseling: 405-6781
Health Services: 405-3287
Advisory Program: 405-7424
Exceptional Child Education: 405-3215
Parent Teacher Association (PSA) District: 405-3535

School Meal Prices

This year, the federal Community Eligibility Provision will allow students at 128 locations to receive breakfast and lunch at no daily charge. Students at 18 additional schools who qualify based on USDA guidelines for free or reduced-price meals will need to submit an application. For a list of these schools and to apply, visit www.myschoolbooks.com. All schools offer nutritious breakfasts and lunches. Many schools also offer afterschool programs, and it is easy to make extra 10 cents. To access a mobile app that provides menu and nutrition information, visit jcpsnutrition.com. Parents may make online payments at www.myschoolbooks.com.

	Breakfast	Lunch
Elementary	\$1.75	\$2.85
Middle and High	\$1.85	\$2.90
Adult	\$4.00	\$4.25

Childcare
The Children's Enrichment Program (CEP) provides quality before- and after-school childcare throughout the school year for JCPS students in kindergarten through grade eight at 48 school sites. The program operates before school, starting at 7 a.m., and after school until 5 p.m. Registration is open throughout the year, and spaces are available on a first-come, first-served basis. If you would like more information about CEP or how to register your child, please call 405-3534 or the YMCA's 24-hour Childcare Services Department at 405-6579 or visit the YMCA website at www.youthcenter.org.

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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

School Volunteer Info Packet: School Information Sample (Template VI D4)

SMBC  SME

XXX Elementary School

XXX Street
Louisville, KY xxxxx
(502) 485-xxxx

Pertinent Information 20xx-xx

Staff

Principal:
Assistant Principal:
Counselor:
Goal Clarity Coach:
Secretary:
Receptionist:

Bookkeeper:
Librarian:
Lunch Room Mgr:
Plant Operator:
Custodian:
Custodian:

School Organization

School Motto: "xxxxxxxxxx"
School Hours: 9:05 AM to 3:45 PM
Total Staff: Approximately xx

Graded Classrooms (Total xx)

Kindergarten @ x
Grade 1 @ x
Grade 2 @ x
Grade 3 @ x
Grade 4 @ x
Grade 5 @ x

Special Areas (Total x)

LEAP (Gifted)
Art
Language
Library
Music
Technology

ECE (Total x)

FMD
Speech
Learning Disabled (x)

Student Information

Number Students: Approximately xxxxx
Student Data: ~xx% of students receive free/reduced-price breakfast/lunch
Schools in Cluster: xxxxxx ES, xxxxxx ES, xxxxxx ES, xxxxxx ES, xxxxxx ES

Updated 5/5/18

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STAFF.DIRECTORY 2017-18

		XXX	LEAP
		XXX	FMD
		XXX	Speech
		XXX	LD Collaboration/Resource
		XXX	LD Collaboration/Resource
al Area		XXX	Technology
		XXX	Librarian
		XXX	Art
		XXX	French
		XXX	Music
ctional Assistants		XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX,	
ria	XXX	Manager	
		XXX	Lead Food Service Assistant
		XXX	Food Service Assistant
		XXX	Food Service Assistant
		XXX	Food Service Assistant
al	XXX	Plant Operator	
		XXX	Custodian
		XXX	Custodian

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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

School Volunteer Info Packet: Article: Religious Freedom in Schools Sample (Template VI DS)

Fifty years after Supreme Court rulings, confusion about school prayer still lingers

By Charles C. Haynes

Director of the Religious Freedom Center of the Newseum Institute



A lawsuit filed in Swainsboro, Georgia, last month uncovers yet another rural school district living in a time warp — a 1950s world where teachers still lead children in daily prayer and send dissenters into the hallway.

Some of the teachers at Swainsboro elementary school not only lead prayers in the classroom, but also embarrass and proselytize children whose parents oppose school-sponsored prayers, according to the complaint filed by the Freedom From Religion Foundation on behalf of two families.

By stark contrast, visit urban districts — as I did last month in Washington, D.C. — and you are likely to encounter the opposite problem: Religion is largely ignored in the curriculum and students are encouraged to leave their faith at the schoolhouse door. After more than 50 years of Supreme Court decisions defining the constitutional role of religion in schools, educators — rural and urban — should know better. As the High Court has made abundantly clear, the First Amendment prohibits public schools from either inculcating or inhibiting religion.

Instead, teachers and administrators must remain neutral toward religion while simultaneously protecting the religious liberty rights of students of all faiths and none. In the curriculum, teachers are free to include study about religions and beliefs, where appropriate, as part of a good education.

In my experience, many, if not most, public school officials try to uphold the First Amendment. But Swainsboro is not alone. Conflicts and lawsuits over religion in schools remain sufficiently widespread to warrant alarm over the state of the First Amendment in public education.

If we don't get religion in public schools, we risk failing to get religious freedom right in the public square.

In a country of rapidly expanding diversity of faith

and belief — including growing numbers of people with no religious affiliation — schools play a critical role in preparing citizens to apply the First Amendment ground rules that enable Americans to negotiate deep religious and ideological differences.

That's why rural districts like Swainsboro need to abandon the religious monopoly of a bygone era and commit to protecting liberty of conscience for all students. This does not mean making schools a

religion-free zone. Students should be free to say their own prayers and teachers should teach about religions (as long as such teaching is academic, not devotional).

That's also why school districts that exclude all mention of religion need to abandon the mistaken notion that "neutrality" means ignoring or banishing religious expression. Of course, teachers and administrators may not take sides in religion, but they must recognize and protect the right of students to express their faith — as long as that expression doesn't disrupt the school or interfere with the rights of others.



The failure of teachers to uphold First Amendment neutrality not only violates the First Amendment — it can have painful consequences for children and families in our schools.

One of the children involved in the Swainsboro lawsuit, for example, was in kindergarten at the start of the school year. But according to the complaint, the child became so uncomfortable with being sent to the hallway during prayer (and being teased by other students) that his parents finally felt they had no choice but to home-school him.

That should never happen in a country committed to religious freedom.

The constitutional neutrality required of public school educators means much more than a legal line drawn by courts — it involves a civic commitment to treat every student and parent with fairness and respect.

After all, a sense of fairness, not a state-sponsored prayer, is what children are supposed to learn in kindergarten.

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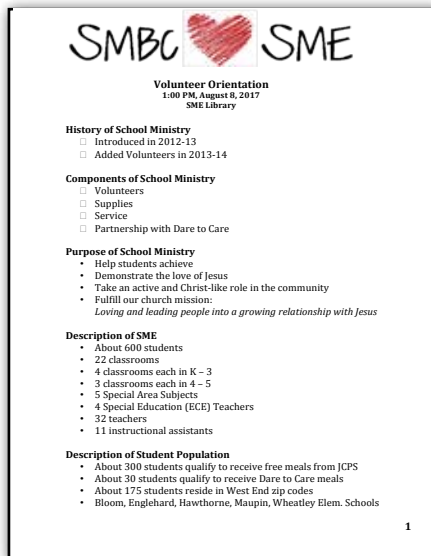
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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

School Volunteer Info Packet: Other Samples Found in Previous Sections of SM Tool Kit:



Orientation Presentation Script (See: "Volunteer Orientation Tools" - VI B)

Roster of Volunteer Assignments (See: "Volunteer Support Tools" - V C1)

School Ministry Logo Notecards (See: "Logo Document Templates" - III C)



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VI. School Volunteer Orientation Tools



School Ministry Tool Kit

School Volunteer Info Packet: Other Samples Found in Previous Sections of SM Tool Kit:

SMBC  **SME**

St. Matthews Baptist Church/St. Matthews Elementary
2018-2019 School Ministry

School Volunteer Application

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone () _____ - _____ Cell () _____ - _____

Email Address _____

Contact Preference: ☐ Email ☐ Text ☐ Phone

☐ I have volunteered before.
The teacher I worked with was _____

want to be a...
☐ Tutor ☐ Classroom Helper ☐ Either ☐ Both ☐ Substitute

Grade Level: _____
We cannot guarantee you will be working with the grade you have requested but we will try our best.

☐ I am willing to volunteer more than one hour per week.

If should I be selected to serve, I agree to adhere to and be bound by all applicable policies of SMBC and JCPS in the performance of my services.
I will also complete a JCPS criminal records check.

Signature _____ Date _____

Return to SMBC: 3515 Grandview Ave. Louisville, KY 40207; Attn: School Ministry

Volunteer Application Form (See: "Volunteer Support Tools" - V A)

JEFFERSON COUNTY PUBLIC SCHOOLS

School Visitors and Volunteers

Board Policy: 00.6

Visitors
Parents and others in the community are urged to visit the schools in order to participate in activities and gain a greater understanding of the conditions of the schools and the school system. Visitors to school shall adhere to guidelines established by the superintendent.

Volunteers
The Jefferson County Board of Education (JCBE) shall encourage assistance from parents and other community resource persons at volunteer events and enhance the instructional program. Volunteers are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs and who do not receive compensation for their work.

The district shall conduct, at district expense, a mandatory criminal records check on all volunteers who have contact with students on a regularly scheduled basis or who have supervisory responsibility for children at a school site or on school sponsored trips.

Persons convicted of or pleading guilty to drug offenses within the past seven years; sexual offenses; offenses against students; death weapons offenses; violent offenses; threatening or harassment offenses; or any felony offense shall not be used as volunteers.

The superintendent/designee shall develop information materials to be provided to volunteers as well as procedures for the encouragement and use of volunteers in the district. The superintendent/designee shall include appropriate school policies and safety/emergency procedures.

Use of Tobacco Products Prohibited
The use of tobacco products is prohibited or may be properly banned or regulated by the JCBE.

School Volunteer Records Check
Except as requested law, information provided will be held confidential.

Records checks are not required for volunteers who occasionally assist with single or occasionally scheduled school events and who are not responsible for supervising students at these events.

Please print or type the information clearly.

School Security Number: _____

Volunteer's Name: _____ Title: _____ Email: _____ Cell: _____

Home Address: _____

Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Local Address: _____

Child's Name (if parent/guardian): _____

Home Office (if applicable): _____

Parent's Signature: _____

I agree to immediately notify the school principal if I am convicted of a physical injury to any child, sexual offense, offense against students, death weapons offense, violent offense, threatening, or harassment offense in any felony offense.

Signature: _____

Date: _____

JEFFERSON COUNTY PUBLIC SCHOOLS

THANK YOU!

JCPS

JCPS School Volunteer Records Check Form (See: "Volunteer Support Tools" - V B)

(<https://apps.jefferson.kyschools.us/Volunteer/Documents/SchoolVolRecCheckForm-rev.pdf>)

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VII. School Ministry Promotion Example



All you Need is Love!

Skit/Video Concept Overview Sample (Template VII A)

"Are You Smarter Than a 5th Grader?"

Overview

Concept Description

A different video will be shown during the last four Sundays of July 2016 during "The Week Ahead" portion of the morning worship service.

Theme

The theme of the promotion is: "Are you smarter than a 5th grader?"

Video Composition

Each video will consist of two distinct scenes. Only Scene 1 will change in each of the 4 videos. Scene 2 will be repeated in each video. Each scene will be taped in a separate location and edited so that they flow together:

- Scene 1:** In four different settings, (one for each of the four videos) a different young student from the church interacts with an adult by asking him/her 3 questions (stupid fifth-grade jokes) to find out if they are smarter than a fifth-grader. The adult is unable to answer any of the questions correctly. The adult turns to the camera and asks the audience, "Are YOU smarter than a 5th grader?"
- Scene 2:** Dennis Boswell stands in front of a banner in the foyer of the sanctuary and describes ways in which church members can become involved in the school ministry. As he finishes, an Unidentified Man walks through the field of view while singing aloud the chorus of the song, "They Will Know We Are Christians by Our Love".

Note: This same clip will be used as Scene 2 for each of the 4 videos.

Note: In Video #4 the ending of Scene 2 will include an added clip that reveals the identity of the Unidentified Man.

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All you Need is Love!

Scripts: "Are You Smarter than a 5th Grader?"

1. Script: Skit/Video #1 Sample
2. Script: Skit/Video #2 Sample
3. Script: Skit/Video #3 Sample
4. Script: Skit/Video #4 Sample

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VII. School Ministry Promotion Example



School Ministry Tool Kit

All you Need is Love!


"Are You Smarter Than a 5th Grader?" Script: Skit/Video #1 Sample (Template VII B1)

SMBC  SME

School Ministry Promotional Videos 2016
"Are You Smarter Than a 5th Grader?"

July 10
Video #1, Scene 1

Time: 2 - 3 minutes
Location: In the hallway outside Pastor Greg's office at SMBC
Characters: Pastor Greg *Greg Barr*
Recent 5th grade graduate *Gretchen Taylor*

A still slide of the School Ministry logo: SMBC  SME appears on the screen.

After 8 - 10 seconds, the logo makes an animated transition into the beginning of Scene 1.

As the focus of the camera sharpens, we can see *Pastor Greg* who is leaving his outer office, walking casually toward the camera. As *he* exits the door, *he* turns to his right (stage left). The field of view opens and we can see *Gretchen* walking stage right toward *Pastor Greg*. *He* sees her and *he* is immediately enthused. When *she* sees him *she* brightens. *They* approach each other and stop directly in front of a sofa located against the wall next to them.

He turns to her and speaks brightly.

Pastor Greg: Gretchen! It is so good to see you!

He motions to the sofa to his right.

Here, sit down with me and tell me how your summer is going!

They sit. The camera zooms in on them as they get comfortable on the sofa.

Are you ready to start 6th grade in a few weeks?

Gretchen: (speaking confidently) Well I think I am now!

At first, I was kinda scared about starting middle school.

But I thought about it and I realized that I learned a lot in 5th grade, so I've decided that I know everything I need to know to do good in middle school this year!

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VII. School Ministry Promotion Example



School Ministry Tool Kit

All you Need is Love!


"Are You Smarter Than a 5th Grader?" Script: Skit/Video #2 Sample (Template VII B2)



School Ministry Promotional Videos 2016 "Are You Smarter Than a 5th Grader?"

July 17
Video #2, Scene 1

Time: 2 - 3 minutes
Location: At the sound booth in the balcony of the SMBC sanctuary
Characters: Steve Kirkland *Steve Kirkland*
Recent 5th grade graduate *Mary Helen Kirkland*

A still slide of the School Ministry logo: SMBC  SME appears on the screen.

After 8 - 10 seconds, the logo makes an animated transition into the beginning of Scene 1.

The camera opens with a tight shot of *Steve Kirkland* at work in the sound booth. We can clearly see the equipment that surrounds him while *he* works intently with the controls. After a few seconds, the camera angle widens to include *Mary Helen* as *she* enters the scene from stage right. *She* moves casually toward *Steve*, and *she* plops down on the pew behind *him* while *he* continues to work.

The camera zooms to frame both of them in the scene.

Steve continues to work at the controls, seemingly oblivious to her presence.
After a few seconds, *Mary Helen* speaks brightly:

Mary Helen: Hey, Dad! What cha' doin'?

Steve continues to work at the controls with his back to her as he speaks.

Steve: Hi darlin'! I'm just trying to get everything all set to go for Sunday's service.

Mary Helen: Can I help you?

Steve stops what he's doing and turns to face her.

Steve: (dismissively) Well it's pretty complicated stuff!

I'm not sure you know enough yet to give it a try!

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VII. School Ministry Promotion Example



School Ministry Tool Kit

All you Need is Love!


"Are You Smarter Than a 5th Grader?" Script: Skit/Video #3 Sample (Template VII B3)



School Ministry Promotional Videos 2016 "Are You Smarter Than a 5th Grader?"

July 24
Video #3, Scene 1

Time: 2 - 3 minutes
Location: In the sitting area located inside the SMBC main office (intended to appear to be the living room of the Pace family home)
Characters: Julian Pace **Julian Pace**
Recent 5th grade graduate **Nicholas Pace**

A still slide of the School Ministry logo: SMBC  SME appears on the screen.

After 8 - 10 seconds, the logo makes an animated transition into the beginning of Scene 1.

The camera opens with a tight shot of **Julian Pace**, his face clearly visible, while he sits casually in a comfortable chair, reading the newspaper (which is turned upside down!). The camera lingers on him for 3-5 seconds while he finishes one page and turns to another.

The camera shot recedes to include **Nicholas Pace** as he cheerfully enters the room, stage right. He plops down in the empty chair next to **Julian**, who continues to read, seemingly oblivious to **Nicholas'** presence.

The camera zooms in to frame both of them in the scene.
After 2-3 seconds **Nicholas** speaks happily.

Nicholas: Hey, Dad! What cha doin'?

Julian turns his head to look at **Nicholas**, his face still clearly visible while continuing to hold the newspaper where he can read it.

Julian: I'm just trying to catch up on the news.

Nicholas: Well, the newspaper must be real hard to read,
'cause you've been reading it for a long time today!

Julian: No. It's not VERY hard.

They say a newspaper is supposed to be written
so that a 5th grader can understand it!

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VII. School Ministry Promotion Example



School Ministry Tool Kit

All you Need is Love!


"Are You Smarter Than a 5th Grader?" Script: Skit/Video #4 Sample (Template VII B4)



School Ministry Promotional Videos 2016
"Are You Smarter Than a 5th Grader?"

July 31
Video #4, Scene 1

Time: 2 - 3 minutes
Location: In the office of Tim Gaylon
Characters: Tim Gaylon *Tim Gaylon*
Not-So-Recent 5th Grade Graduate *Grace or Casey Gaylon*

A still slide of the School Ministry logo: SMBC  SME appears on the screen.

After 8 - 10 seconds, the logo makes an animated transition into the beginning of Scene 1.

The camera opens with a tight shot of *Tim Gaylon* who is working intently at his desk. The camera view recedes to show a view of the whole office, including *Grace/Casey Gaylon* sitting at a computer quietly surfing the internet as *Tim* works.

After 2 - 4 seconds, the camera zooms to frame both of them in the scene.

Grace/Casey looks up at Tim and speaks cheerfully:

Grace/Casey: Hey, Dad! You won't believe what I just found on the internet!

Here's a test to see if you're as smart as a 5th grader!

I bet YOU couldn't pass it!

Tim sits up attentively, looks at her with interest and speaks eagerly.

Tim: Oh, really! I bet YOU I CAN! Test me!!

Grace/Casey: (eagerly) Okay! You ASKED for it! Here goes!

Why are elephants wrinkled?

Tim: (smugly) Well that's an EASY one!

Because they don't own an ironing board!

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VIII. Templates



All you Need is Love!

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Template III B – Letterhead	Template V C2 – Substitute Volunteers
Template III C – Notecard	Template V C3 – Volunteer Contact Info
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Template III E – Compliments of... Labels	Template V F – Volunteer Luncheon Agenda
Template IV A – Annual Report	Template VI A – Name Badge
Template IV B – Budget	Template VI B – Orientation Script
Template IV C1 – Supply Collection Procedure	Template VI C – Orientation PowerPoint
Template IV C3 – Relevant Bible Quotes	Template VI D1 – Vol Packet Table of Contents
Template IV C4 – Copy Paper Donation Note	Template VI D2 – Mission and Purpose
Template IV C5 – Kleenex Donation Note	Template VI D3 – JCPS Calendar
Template IV D1 – Prayer Calendar	Template VI D4 – School Info
Template IV D2 – Prayer Table Tents	Template VI D5 – Article: Religious Freedom
Template IV D3 – Prayer Post Cards	Template VII A – Skit/Video Overview
Template IV E – Calendar of Events	Template VII B1 – Skit/Video #1
Template IV F – Monthly Management of Events	Template VII B2 – Skit/Video #2
Template IV G – Leadership Team Role	Template VII B3 – Skit/Video #3
Template V A – Application Form	Template VII B4 – Skit/Video #4
Template V B – JCPS Records Check Form	

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IX. Photos



All you Need is Love!

Photos: Table of Contents

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Photo IV C2b	School Supply Collection Closeup
Photo IV C2c	School Supply Collection Bus
Photo V D1	Volunteer Uniform Photo
Photo V D2	Volunteer Uniform Graphic

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*Loving and Leading people into a
Growing relationship with Jesus*

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LOUISVILLE, KY 40207-3799
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SMBCLLOUISVILLE.ORG