## IV. School Ministry Management Tools



#### School Ministry Tool Kit

# All you need is Love!

# School Ministry Annual Report Sample (Template IV A)

SME

Appeared in The Dove July 11, 2017

School Ministry Annual Report: Year 5 2016-17 School Year

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:

- 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!

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