

CHFM Service Area Expectations

What to do if you know you will be absent?

Contact your service coordinator. She will either fill your absence with a "floater" member or will give you further instructions on how to swap times with another member.

Yellow Weeks: Anna Graves – 316- 708-5100 Akgraves2005@gmail.com

Blue Weeks: Meg Rolph – 913-302-5470 megrolph@hotmail.com

If you must be gone, please make every effort you can to cover your absence. We request that you limit absences to no more than 2, if any, per semester. A spouse or other family member may fill your service. *Please note, men cannot serve in the Nursery or COL Area.*

Before your Service Day, please locate and read through your Service Area Expectations and reach out to your coordinator if you have any questions. We are so thankful for your serving and making the ministry function so well!

Copies

- On your first day of service, please wait at the Greeter Table for the director to begin training...first days are often busy so apologies are sent in advance for possible tardiness 😊
- There are two badges in the bucket on the Greeter Table that get you through doors to CHFM Desk.
- Check Greeter Table for hard copy request. Then retrieve electronic requests at the CHFM desk.
- Feel free to ask director to check for electronic requests before making the trip to the CHFM desk.
- When all copy requests are complete, please remain on campus should more requests come in.

Center On Learning & Nursery

- All Center on Learning and Nursery helpers must complete a CCC Background Check to ensure the safety of our children in the area.
- Arrive 5 minutes before scheduled session. The exception to this would be if you are coming from a prior service assignment or transferring students.

- Make sure all students have a nametag on and belongings are labeled when they come to you.
- Be an active helper and get to know the little ones.
- Nursery and COL have a permanent coordinator, and they will give each helper instructions when they come in.
- Do not leave these areas until your replacement has arrived.
- While we appreciate your effort to cover an hour that you may not be able to serve in the nursery, please **DO NOT ask your husband** to fill in for you in this area. CHFM policy is “no men” in our nursery area, therefore, please contact the appropriate service coordinator to fill your spot if need be.

Classroom Helper

- Arrive to your assigned class 5 minutes early to assist the instructor in any way needed. The exception to this would be if you are coming from a prior service assignment or transferring students.
- **Be an active participant** and help where needed.
- Help with class control but follow the instructor’s lead. Allow them to discipline first and step in if they desire your help.
- Please be sensitive to the different teaching styles of our instructors. You may not handle things the way they choose to, but they need to be seen as the one in charge.
- **Walk** 1st-3rd grade students **in a line** to their next class, taking restroom breaks on the way.
- Please refrain from visiting with other helpers during this time as it is distracting to the teacher and students.
- **Turn off cell phones** while serving in the classroom or put them on vibrate.

Commons Area Monitor/Commons Area Childcare

- Sit in the South Coffee Bar by Keurig (all day) *or* at Info Central in the morning.
- Locate the list of students enrolled in Childcare and note who is present. Shepherd these children while they are in your care.
- Encourage table games, schoolwork, quiet conversation and fellowship among students and parents.
- Engage with students too young to work independently.
- Monitor use of games and assure return of games and all game pieces.
- No running, horseplaying or balls in the Narthex area.
- Make sure tables are clean before games are played on them. Trash cans are provided.

- Have students and families clean up their trash and messes.
- Help everyone to pick up all belongings so items are not forgotten.
- Push in chairs that aren't being used during your hour.

Opening & Closing Jobs: (If you are assigned the final hour, you may begin at 2:30)

- **8:30 Monday Commons Area Monitor** of the day fills a cart with games from Cabinet J in the Science Cabinets in Central Court to place at Info Central.
- **8:30 Monday Commons Area Monitor** of the day brings the Keurig cart, located by Science Cabinets in Central Court, to the South Coffee Bar. Please bring a microwave during the 16 week only classes too.
- **8:30 Wednesday Commons Area Monitor** of the day brings the Keurig and one microwave cart to the South Coffee Bar. Place paper towels, Kleenex, sanitizer and wipes on top of microwave.
- **10:00 Monday Commons Area Monitor** rolls two microwave carts to Central Court during 12 week classes. Place paper towels, Kleenex, sanitizer and wipes on tops of microwaves.
- **12:00 Noon Monday Commons Area Monitor** moves game cart from Info Central to Study Hall in Narthex.
- **12:00 Noon Monday Commons Area Monitor** cleans inside microwaves and returns them to Science Cabinets in Central Court. Place all loose items in basket under cart.
- **12:00 Noon Monday Commons Area Monitor** cleans all tables in Central Court before returning to South Coffee Bar to oversee students. Cleaning products are located in the South Coffee Bar under the Bunn Coffee pots.
- **3:00 Monday Commons Area Monitor** returns games to Cabinet J in the Science Room.
- **3:00 Monday Commons Area Monitor** returns Keurig and microwave to the Science Cabinets in Central Court. Place all loose items in basket under microwave.
- **Final Wednesday Commons Area Monitor** returns Keurig and microwave to the Science Cabinets in Central Court. Place all loose items in basket under microwave.
- Disinfect coffee maker and dump any remaining water from water pot.
- Gather up unclaimed belongings and take them to the Greeter Desk at the end of the hour.
- Double check the floor and pick up any large pieces of trash – maintenance will sweep up crumbs.
- Make sure ALL the chairs are pushed in so that the room looks “neat” as we leave.

IN THE EVENT OF EMERGENCY, TAKE ALL CHILDREN TO THE SAFEST PLACE. A KEY TO DOWNSTAIRS IS LOCATED IN BUCKET AT GREETER TABLE FOR TORNADO SHELTER.

Greeter

PLEASE NOTE THAT A LARGE PORTION OF THIS ASSIGNMENT IS FOR SECURITY PURPOSES

Members may *not have* have children under 12 with them in this area

- Be available at entrance # 3 approximately 5 minutes before the hour you are assigned.
- Remain until the next person arrives to greet. Do not leave the hand held radio unattended.
- Although you may bring something to work on during your scheduled time, **please do not get so involved in your personal work or even visiting that you aren't paying attention to who is coming and going. DO NOT LET ANYONE OUTSIDE OF CHFM THROUGH A SECURITY DOOR offering to “let them through” with your badge.**
- Speak to members and welcome them as they come through the door.
- If you do not know the answers to members' questions and can't find an answer in the binder, call the director (316) 733-8258.

- Remind members to check their folders for hand-outs and get their nametags. **All members (students and parents) must have nametags while in the building.**
- The greeter binder has schedules, maps, etc. for anyone with questions.
- **Check-In and Check-Out Area** for members who have *1st- 5th grade children* and leave the building. Check-In/Out sheets should be kept available on the greeter table for this purpose. Make sure members who leave can be reached in an emergency (they must leave a cell phone number) and that they know they must return before the student(s) last class is over to pick them up at the door or supervise them if they have a free hour.
- **Copies & Laminating** – Any member requesting copies or laminating should fill out a request form and place their originals in the “In” box. The copy person will make copies each hour and place them at the greeter table when completed.
- **Floaters** – Familiarize yourself with where the Floater List is located. Members assigned as “floater”, whether or not they’ve been asked to sub that week, are instructed to meet at the Greeter table. The service week coordinator will manage the subs and floaters.
- **Resources** – CHFM will maintain an assortment of classroom supplies for use by instructors. These supplies are in the CHFM closet in the Parlor hallway.
- **Close Down at the end of the day** (begin at 2:45 on Monday & 1:15 on Wednesday)
Those assigned the final hour need to place all items from the table on the wire cart and push the cart back in hall closet. *Please keep bucket of radios on the Greeter Table.*

RADIO USE – keep radio on Channel 1. Hold down button and speak name, location and need. For extreme emergencies, ask for Pastor Green. This code name alerts security to come immediately. Turn radio to Channel 2 to speak with individual.

OTHER EMERGENCIES – a key to tornado shelter is in the bucket. The door is in the South Coffee Bar Quiet Study Area. Get all members to proper shelter based on radio announcement.

On Call Sub/Floater

- **On Call Subs** do not need to come to CHFM unless they have been contacted by the coordinator prior to service time.
- **Floaters** should arrive and stay on campus for their assigned Floater time.
- **Floaters** who have not been called prior to service time should wait near Greeter Table for assignment from coordinator, if any.
- If no assignment is given to the **Floater**, they should remain on campus for free time.