

April 2018

Christian Service Program

Dear Saint Joseph School Families:

Our Christian Service Program is the cornerstone of our parents' involvement in the education of our children at Saint Joseph School. Your commitment to the program is crucial for the continued growth and development of our school and our children. Participating in the Christian Service Program brings school families together resulting in a greater sense of community, enables you to share your special skills and talents, and makes our school a better place for our children. Participation in this program is a requirement for **ALL** Saint Joseph School families who have children in grades K through 8 (the program does not include families in the Saint Joseph School Early Childhood Program). Extended family members (e.g. grandparents, aunts or uncles) are welcome to perform Christian Service provided they complete and pass a requisite CORI check. The school family assumes responsibility for any extended family members' assigned service in the event the family member is unable to fulfill their assigned duties.

Attached are the available Christian Service Commitment options for our 2018/2019 school year. We are fortunate to have a close-knit community and anticipate continued high-level support as we move forward into our 92nd year of academic excellence.

Each family will be assigned one Christian Service activity (Feel free to volunteer for more if you want). From the listings that follow, please rank-order three activities for which you would like to volunteer in the 2018/2019 school year. Please indicate your order of preference by numbering your selections 1st, 2nd and 3rd. We will do our best to assign everyone at least one of their top two choices. We respectfully ask for a signed contract of understanding to accompany your selection response. Please also provide us with names/relationship/contact email & phone for any extended family fulfilling the CS assignment on your behalf.

As always, in lieu of participation in the Christian Service Program, you may elect the \$1,500 assessment for the 2018/2019 year. Please Note: Failure to fully complete your required assignment will result in a Non-Christian Service Assessment charge of \$1,500.

Please choose your selections by **April 27, 2018** by returning the attached form to the school's front desk. We ask those currently in the second year of a 2-year commitment to please fill out the form for tracking purposes. If you have any questions, please do not hesitate to contact either one of us.

We thank you in advance for all your support.

Christian Service Coordinators,

Karen Keohane karenkeohane@yahoo.com and Christina Hildonen: christinahildonen@gmail.com

Saint Joseph School – 2018/2019 Christian Service Position Descriptions

† - Denotes Positions where duties can be performed outside the traditional business hours of M-F 9:00 am to 5:00 pm

FUNDRAISING

CRAFT FAIR FUNDRAISER – (Nov 16-17, 2018)

1. **Craft Fair Chairperson**†- (1 Position)

Position Description: The annual craft fair is the school's largest fundraiser. The chairperson is responsible for overseeing all aspects of the craft fair including team leaders, advertising, reporting to the fundraising committee and promoting positive interactions with the parish. **This position is a 2-year commitment.**

2. **Team Leaders**†- (6 Positions)

Position Description: The craft fair will have team leaders for each of the major areas of the craft fair (Kitchen/Bake, Kids Corner, Wreath, GURI, Raffle, Vendors/Logistics) reporting to the fundraising committee chairperson. Team Leaders will be responsible for leading a team of volunteers to accomplish the goals of each team, scheduling team meetings as needed, and attending both days of the craft fair. Team Leaders will have the opportunity to select team members.

3. **Craft Fair Sub-Committee members**†- (25-30 Positions)

Position Description: Members will be required to contribute to the team's work and financial goals, staff the Fair on Saturday and Sunday, sell raffle tickets after Mass and attend meetings to discuss responsibilities. Teams include Kitchen/Bake, Kids Corner, Wreath, GURI, Raffle, Vendors/Logistics.

- Wreaths and Poinsettias – Buy Supplies to make and decorate wreaths; Solicit with nursery to buy wreaths and poinsettias; Coordinate pre-orders
- Raffle Table – Send out solicitation letters; Put together raffle baskets with donated items; Buy raffle tickets; Sell tickets; Write thank you notes for donations. 50/50 Raffle – Sell tickets; Advertise Raffle; Create leader board for website – Create buzz; track contest/update leader board
- GURI – Solicit and collect gently used Religious Items; Price and display items at Fair; create other fundraising ideas (e.g., Pint Glasses, Reusable bags, calendars, cook books)
- Kid's Corner – Send out solicitation letters for donations; buy raffle tickets; Advertise and sell raffle tickets; Write thank you notes for donations
- Vendors/Logistics – Responsibilities include all aspects of vendor management; coordinate music, lighting, decoration, trash disposable and electrical set up for vendors
- Kitchen/Bake Table – Solicit for donations for food and baked goods for the Fair; Set up and serve food and sell baked goods; Write thank you letters for donations

5K FUN RUN AND WALK FUNDRAISER

4. **St Joseph's Annual 5K Coordinators**†- (1-2 Positions)

Position Description: Oversee all aspects of the school's annual 5K road race and walk, along with health and wellness vendors and kids fun area. The chairperson is responsible for overseeing all aspects of the event, including advertising, reporting to the fundraising committee and promoting positive interactions with the parish. **This position is a 2-year commitment.**

5. **Sub-Committee members†**- (10-15 Positions)

Position Description: Contribute to fundraiser as directed by the coordinators, recruit health and wellness sponsors, plan and staff kids fun area, attend the event.

ADDITIONAL FUNDRAISING POSITIONS

6. **Sports Ticket Raffle Coordinator** (1 position)

Position Description: Coordinate and advertise Bruins and Red Sox ticket raffles. Communicate with newsletter to promote raffle as well as coordinate volunteers to sell tickets at mass. Responsibilities also include keeping track of sales and reporting progress and income to fundraising committee. Assist the drama club in creating and ordering tickets for the school play.

7. **Annual Lenny Duggan Memorial Golf Tournament Committee Member†** (2-4 positions)

Position Description: St. Joseph Parish holds an annual golf tournament to honor Lenny Duggan's memory. Committee members will assist the Parish lead in any aspect of planning the golf tournament including recruiting sponsorships, planning raffles and soliciting prizes, working the day of the event and other related activities.

8. **Wine & Dine Fundraising Coordinators†** (2 positions)

Position Description: Coordinate and advertise monthly Dine Outs, solicit school family participation, communicate with newsletter to promote dine outs and report income from the events to the fundraising committee. Oversee the planning of the annual Fall in Love with Wine & Whiskey event in February. Solicit vendors, including for the vendor tables, caterer, and wine/whiskey. Advertise and promote the event, and report progress and income to the fundraising committee.

9. **Book Fair Coordinator** (2 positions)

Position Description: Coordinate school-wide book fair including advertising, ordering books, staffing 2-day event, planning sale the Sunday before at the Church, and other related activities.

COMMUNICATIONS/MARKETING AND DEVELOPMENT

10. **Communications Coordinator†** - (1 Position)

Position Description: Coordinate all aspects of communication throughout the school including streamlining the flow of information and communications within the communications/marketing and development group. Increasing awareness of school events internally through the school newsletter and externally through other channels. The ideal volunteer would have experience in marketing communications, creative writing and able to lead a small team of volunteers to carry out communication initiatives. This position will closely work with the Principal, Administration, and Teachers.

11. **Public Relations Coordinator†** – (1 Position)

Position Description: Works closely with school administrative staff to submit photos to local news outlets for publicity. Also includes updating the school bulletin board display in the Foyer of Saint Joseph Church.

12. **Yearbook Coordinator†** – (1 Position)

Position Description: Coordinator will work with teachers to collect digital images/pictures of events throughout the year for inclusion in the yearbook and/or media publication. Coordinator will create a yearbook using Josten Yearbook software. (Must use own camera equipment).

13. **Communications Assistants†** - (4 Positions)

Position Description: Work with the Communications and the Development Coordinators to provide assistance and support to communication and development initiatives. Specific tasks will be assigned based on the school's needs. Potential responsibilities may include advertising for the fair through local newspapers, church bulletins, flyers, Facebook and other technical communication sites, coordinating school's cultural arts program, expanding

the school's social media reach, developing stories for school's website and newsletter, refreshing school website materials and information, creating or updating print media, maintaining school's Flickr site, liaison with ECP or working on corporate sponsorship initiatives.

SCHOOL OPERATIONS

LUNCH

14. Lunch Monitor Coordinator - (1 Position)

Position Description: Responsibilities include scheduling and orienting lunch monitors and substitute lunch monitors, scheduling procedural training in first aid/CPR and emergency lockdowns, maintaining sign-in sheet at the front desk, and being available as a substitute lunch monitor.

15. Lunch Monitor Grades K – 8 - (15 Positions)

Position Description: This **1.25 – hour commitment one day per week (11:10 am – 12:20pm)** is responsible for: attending mandatory training; signing in, picking up walkie-talkies, carrying their class first aid bags, supervising students during lunch and recess, ensuring students clean-up after eating and before recess activities/classes begin. (This is a great opportunity to see your children interact within the classroom setting, get to know the other students in the class and connect with their teacher. Preschool-age siblings are welcome to accompany a lunch monitor. *****NOTE*** You must find a replacement from the lists provided by the LM Coordinator in the event you are unable to fill your assigned shift on any given day!**)

16. Lunch Program Coordinator - (4 Positions)

Position Description: Responsibilities include being the SJS Point of Contact for the food vendor in dealing with lunch orders, receiving and distributing the lunches to the classrooms. The Lunch Program Coordinator needs to work with the Lunch Monitors in making sure the lunches are distributed to the classrooms (**Monday – Thursday 10:45am – 11:45 am. Each volunteer will work 1 day/week**)

17. Pizza & Milk Coordinator - (1 Position)

Position Description: Responsibilities will include setting up, receiving and distributing pizza to classes with the assistance of the lunch monitors. Person will also be responsible for obtaining and processing the paper-based once-a-year milk and pizza orders as well as interacting with the pizza vendor and counting milk weekly for the elementary and ECP program. Coordinator must be available on **Fridays from 10:45 am – 12:00 pm.**

ADMINISTRATIVE SCHOOL ACTIVITIES

18. Children's Mass Team† - (2 Positions)

Position Description: Responsibilities include developing student assignment schedule, assigning and preparing children to participate in Mass, and arranging schedule for Mass Team member to attend Sunday 9am Mass during the school year.

19. Christian Service Coordinator† - (2 Positions)

Position Description: Responsibilities include, but not limited to, meeting regularly with the Principal to develop, refine and evaluate new and existing Christian Service positions, developing guidelines for Coordinators and assessing the overall program. **This position is a 2-year commitment.**

20. Traffic Safety Monitor (2 Positions)

Position Description: Responsible for managing the flow of traffic at pick-up time. **15 minute commitment every afternoon 2 weeks/month.**

21. Robotics/STEM Coordinator† - (1 Position)

Position Description: Responsible for organizing the Robotics Team and Club for SJS. Robotics Team and Club meet for **two 10-week sessions (Spring and Fall)**. Club Coordinator (younger elementary grades) will help students learn to build and program Lego Robots and/or teach robotics programming. The Team Coordinator (older elementary grades and middle school) will coach the RoboHawks robotics team and help students design, build and program Lego Robots to compete in the First Lego League Competition held in the Fall Semester. *Engineering background is recommended.*

22. **Computer Classroom Assistant** (1 Positions)

Position Description: Duties include assisting teachers with young students to help the children follow basic direction during computer classes. **This is a 2-hour commitment per week.** Basic computer skills required.

23. **Learning About Disabilities and Differences (LADD) Coordinator** (1 Position)

Position Description: Oversee all aspects and the execution of the LADD Program. There are **ten 2-hour sessions per year on Monday afternoons**. Sessions are for children in 3rd and 4th grades teaching and/or healthcare experience is helpful but not required.

24. **LADD Assistant** (1 position)

Position Description: Assist the LADD Coordinator planning and executing the ten annual 2-hour sessions.

25. **Library System Assistant** (1 position)

Position Description: Duties include managing the library database, including entering catalog information for new resources, checking for system integrity, performing regular back-ups, running and printing reports, and producing book spine labels.

26. **Library Operations Assistant** (1 Position)

Position Description: Duties include checking books in/out using an automated library system, re-shelving books in the library, covering new books and assisting with the operation of the annual book fair. This position requires a commitment of 2 hours per week. This is a great opportunity to interact with children at the school and connect with teachers. Younger children are welcome to accompany you while working in the library.)

PARENT TEACHER ORGANIZATION (PTO) - The PTO plays a vital role in the positive school culture that defines Saint Joseph School. The mission of the PTO is to work as a collaborative between teachers and parents to enrich the social and cultural experiences of our students.

27. **PTO Officer† – Chairperson** (1 position)

Position Description: The PTO Chairperson is responsible for working with school administration, teachers and parents to manage all aspects of the PTO include presiding at PTO meetings, planning and executing PTO events such as Welcome Parents Meeting, Teacher Appreciation Luncheon, and Community Service Activities. The 3rd year is to transition the new chairperson. **This position is a 3-year commitment.**

28. **PTO Officer – Secretary** (1 position) (2-year commitment)

Position Description: Duties include attending monthly PTO meetings and recording minutes of these meetings, distributing minutes to the Director of Communications and Room Parents for wide-spread distribution along with assisting with PTO events and fundraisers such as Back to School night, Teacher Appreciation activities, and other events. **This position is a 2-year commitment.**

29. **PTO Officer – Treasurer** (1 position) (2-year commitment)

Position Description: Duties include attending monthly PTO meetings and handling all finances for the PTO (deposits, reimbursements, liaising with the bank, etc.), communicating with Room Parents about expectations and requirements for Grade-coordinated activities along with assisting with PTO events and fundraisers such as Back to School night, Teacher Appreciation activities, and other events. **This position is a 2-year commitment.**

Please be advised: Anyone who wishes to volunteer within the school or those who will have contact with the students of Saint Joseph School will be required to submit to and pass a CORI check as required by the Boston Archdioceses.

2018-2019 Volunteer Positions and Grade Coordinated Events

In addition to the required Christian Service requirements for each family, there are many volunteer opportunities with Saint Joseph School. Volunteering for these opportunities helps support the school's academic, social and moral missions.

We are interested in learning about any special skills and/or talents a school family possesses. Talents and skills can provide in-kind help to the school and save the school thousands of dollars in expenses which helps keep tuition increases to a minimum. If you believe you are in a position to provide assistance to the school through your trade, talents or other skills, please contact School Administrator Alayne Flynn or Principal Dr. Joseph Sullivan directly. As always, we graciously accept any assistance from extended family members looking to share their talents as well. Please **be advised, ANYONE who wishes to volunteer within the school will be required to submit to and pass a CORI check as required by the Boston Archdioceses.**

Volunteer Positions

(Performance of These Duties Do NOT Fulfill Christian Service Requirements)

The following list of volunteer positions, which DO NOT qualify as fulfilling the Christian Service requirement, are essential to our school community and we ask you to consider them:

Mentor for New School Families

Position Description: This volunteer position would work with the PTO to be a mentor to new school families. Responsibilities could include calling families that are considering registering for SJS; welcoming families that have registered; being a resource for new family questions on things like uniform requirements, making connections with other students so that the new student knows other children in their class the first day of school, etc.

Pizza Assistants – 2 positions

Position Description: Assist with pizza distribution on **Fridays from 10:45 am – 12:00 pm**. Responsibilities will include setting up, receiving and distributing pizza to classes.

Room Parent

Position Description: Room parents work with the classroom teacher to coordinate class parties and tend to other teacher/classroom needs throughout the year. New this year, we are asking Room Parents to remind parents of upcoming PTO meetings and to distribute the meeting minutes to their class after the PTO meeting. This position is also responsible for coordinating grade-organized activities listed below. The duties of the room parent vary depending on the grade level and teacher's needs. Any questions regarding the specific role the room parent plays within the classroom should be directed to your child's teacher.

Grade Organized Activities
(Performance of These Duties Do NOT Fulfill Christian Service Requirements)

All families in grades Kindergarten through grade 8 are required to participate in grade-coordinated activities. The activity is coordinated by the class' Room Parent who will contact you regarding the details of exactly what needs to be done for each activity. *These responsibilities are in addition to your assigned Christian Service role.* Instructions or "go-bys" for these yearly events are available to aid in the planning process.

Kindergarten 1: Popsicles in the Park social

Activity Description: Organize a social event at a local park prior to school starting. Sole purpose is to provide welcoming opportunity for incoming families. Invite PTO Officers to attend so they can connect with new families.

Grade 1: Field Day (Coordinated with Grade 6)

Activity Description: Organize all aspects associated with the planning and execution of this end of the year celebration held in June at Moulton Field. The Lunch Monitors and Weekly Lunch Helpers will coordinate food preparation. This activity is done together with the 6th grade parents.

Grade 2 and 5: Pancake Breakfast

Activity Description: Organize one pancake breakfast at Father Gillis Hall during the school year. Duties include sending out announcements, purchasing and preparing food, setting up and cleaning up. Contact Grade 8 teacher for student Christian Service Hour assistance.

Grade 4: Grandparents Day

Activity Description: Organize the school's annual Grandparents Day. Duties include assistance in planning, set up, operations and clean up.

Grade 3: Halloween Party

Activity Description: Organize the school's family Halloween party on the Friday night prior to October 31st. Responsibilities include booking the date, supplying food and beverages, decorating Father Gillis Hall with the appropriate theme and securing a DJ well in advance. Setting up, cleaning up including breakdown of tables and chairs are also included in this job. Contact 8th grade teacher for student Christian Service assistance.

Grade 6: Field Day (Coordinated with Grade 1)

Activity Description: Organize all aspects associated with the planning and execution of this end of the year celebration held in June at Moulton Field. The Lunch Monitors and Weekly Lunch Helpers will coordinate food preparation. This activity is done together with the 1st grade parents.

Grade 7: 8th Grade Graduation Reception

Activity Description: Responsibilities include planning and organizing all aspects of the 8th Grade Graduation.

Grade 8: Pancake Breakfast or other fundraiser, Casual for a Cause, Student Christian Service Hour Assignments and Teacher Luncheon.

Saint Joseph School Christian Service Sign Up Sheet 2018-2019

First and Last Name _____

Oldest Child at SJS Name _____

Email address (will be kept confidential) _____

Please indicate your rank order preference using 1st, 2nd, and 3rd in the last column of the table. Return these 2 pages only by April 27th . † - Positions where duties can be performed outside of traditional business hours.

Christian Service Activity	Positions	Rank Order
1. Craft Fair Chairperson † 2-year commitment	1	
2. Craft Fair Team Leaders †	6	
3. Craft Fair Sub-Committee members † - <i>Please circle the subcommittee you would like to serve on.</i> Wreaths and Poinsettias; Raffle and 50/50; GURI; Kid's Corner; Vendors/Logistics; Kitchen/Bake Table	25-30	
4. St Joseph's Annual 5K Coordinators † 2-year commitment	1-2	
5. St Joseph's Annual 5K Committee Members †	10-15	
6. Sports Ticket Raffle Coordinator †	1	
7. Golf Tournament Committee Members †	2-4	
8. Wine & Dine Fundraising Coordinators †	2	
9. Book Fair Coordinators †	2	
10. Communications Coordinator †	1	
11. Public Relations Coordinator†	1	
12. Yearbook Coordinator †	1	
13. Communication Assistants †	4	
14. Lunch Monitor Coordinator †	1	
15. Lunch Monitor Grades K-8 <i>Day(s) available and requested grade(s):</i>	15	
16. Lunch Program Coordinators	4	
17. Pizza & Milk Coordinator	1	
18. Children's Mass Team †	2	
19. Christian Service Coordinators † 2-year commitment	2	
20. Traffic Safety Monitor 15 Minutes every afternoon 2 weeks/month	2	

21. Robotics/ STEM Coordinator	1	
22. Computer Classroom Assistant 2 hr commitment/week	1	
23. LADD (Learning About Disabilities and Differences) Coordinator	1	
24. LADD Assistant	1	
25. Library System Assistant	1	
26. Library Operations Assistant 2 hours/week	1	
27. PTO Officer – Chairperson 2-year commitment	1	
28. PTO Officer – Secretary 2-year commitment	1	
29. PTO Officer – Treasurer 2-year commitment	1	

Please check the appropriate boxes below and sign:

I/we hereby agree to fulfill my/our Christian Service obligation for the entire school year. I understand that failing to completely fulfill my Christian Service obligation will result in a \$1500.00 service assessment added to tuition. I/ we understand that in addition to the Christian Service assignment, I/we are responsible to assist with the grade coordinated activities.

I/we wish to pay the \$1500.00 assessment for the 2018/2019 school year in lieu of participation in the Christian Service program.

I wish to VOLUNTEER for the following school activities. I understand that these do NOT fulfill the Saint Joseph School Christian Service requirement.

- Mentor for New School Families
- Pizza Assistant
- Room Parent for Grade _____

Signature (required): _____ **Date:** _____