



**VIP Program**  
**Volunteers In Partnership**

*How to Get Involved*  
*2009-10*

Dear MCCS Families,

Our dedicated family of volunteers is part of the reason why MCCS has become an excellent Christian school for over three decades. Since 1976, the hard work of the hundreds of volunteers has been a critical component to the unbelievable success of this school. Our future will shine brightly because of the continued efforts of our volunteers. Won't you join your fellow MCCS families in the rewarding volunteer ministry? You are sure to receive back much more than you give and it is just a great way to serve the Lord!

Wouldn't it be great if every family could commit to volunteering just 25 hours in some capacity throughout the school year? This effort would ensure the continuation of MCCS's high quality programs.

This guide provides a close up and detailed look at most of the ways you can serve at MCCS. Some opportunities support the entire MCCS community while others are specific to a grade or a subject area. Some are one time duties, but others require a longer commitment. This guide is intended to help you decide where your gifts and talents could best serve MCCS and our children.

Please take a moment to read the booklet and save it for future reference. Don't forget to pass it along to your children's grandparents or other family friends who may want to volunteer at school! When you have decided which volunteer opportunities interest you, fill out the enclosed checklist and return it in the envelope provided. Remember, the book is yours to keep. I look forward to serving alongside you at MCCS!

In His Service,

*Amy Henriques*

MCCS Director of Development

Questions and comments can be directed to Diane Price, Volunteer Coordinator, at 367-1649 extension 103.

# **MCCS VOLUNTEER OPPORTUNITIES JOB DESCRIPTIONS**

## **ALL GRADES**

**FOOD SERVICES:** MCCS is blessed to have the facilities to provide hot lunches to all students each school day by offering regular and à la carte meal options as well as various snacks. Working in the cafeteria is a wonderful way to get to know other students as well as see your own child.

- Dates: Every day school is open
- Time: 11:00 – 2:00 or a specific time within this range
- Location: Cafeteria

**Dishwasher:** Assist with the washing and clean up after each lunch is served.

**Snack shop:** Sell various snack food items and à la carte choices and keep track of purchases on students' snack cards.

**LUNCH ROOM MONITOR:** Our teachers would greatly appreciate relief from lunch duty as many of them do not have much planning time throughout the day or don't have a chance to eat their lunches with other adults. Lunchroom volunteers would monitor student behavior in the cafeteria and / or hallway. In addition, kindergarten students frequently need assistance with opening food items. Working in the cafeteria is a wonderful way to get to know other students as well as be with your own child.

- Dates: Every day school is open, or specific dates of your choice
- Time: K4 – Grade 2 lunch: 11:25 – 11:55  
Grades 3-6 lunch: 12:00 – 12:30  
Grades 7-12 lunch: 12:35 – 1:05
- Location: Cafeteria or hallway outside cafeteria

**AUCTION:** The annual auction is the largest fund raiser for MCCS. Planning for it begins months in advance, and there are various smaller committees that are organized to support the auction.

- Dates: Last Friday and Saturday in September
- Time: Week of auction or Friday / Saturday
- Location: Gymnasium and other locations on campus

**Committee Member:** Meets throughout the year to analyze the previous auction and prepare for the next auction. Various ideas are discussed and tasks are delegated to many individuals.

**Data Entry:** Register bidders and assign numbers before and during the auction. Must be comfortable working with computers.

**Food Servers:** Dinner is served on Friday and breakfast is served on Saturday.

**BBQ Team:** This team will begin cooking the chicken in the afternoon on Friday after setting up the bbq pits days before.

**Greeters:** Friday evening and all day Saturday greeters make the visitors to MCCS feel welcome and distribute auction booklets. Greeters typically work 2 hour shifts.

**Runners:** During the auction, runners take the item auctioned off to the buyer. Runners typically work 2 hour shifts.

**Parking:** Drivers need to be guided to appropriate parking spaces during peak times of the auction.

**Set Up:** All auction items need to be unpacked and appropriately displayed. This process begins Wednesday and ends Friday.

**Tear Down:** At the conclusion of the auction, all tables, chairs, and equipment need to be removed from the gymnasium and surrounding areas.

**Children's Tent:** Various activities are set up for children Saturday morning. Volunteers will monitor games and activity areas and assist with clean up.

**Quilters:** Our team of dedicated quilters works year-round to make our beautiful quilts. Quilting is an art whose popularity is dwindling. Anyone with a desire to quilt and share camaraderie is invited. You need not be part of our school family.

### **CHICKEN BBQ:**

The MCCS Chicken BBQ profit helps to offset auction expenses. Over 2,000 chickens are barbecued, bagged with other meal items, and handed to cars in a drive-thru fashion in the school parking lot.

- Date: Saturday, May 15
- Time: 9:00 – 3:00
- Location: School grounds

**BBQ Team:** This team begins cooking the chicken around 5:00 in the morning after setting up the bbq pits days before.

**Meal Distribution:** The chicken has to be placed in special bags. Other meal items are bagged together for easy distribution to our customers.

**Order Coordinator:** Each car is given a windshield number indicating the number of chicken dinners ordered for the distribution team to easily see the amount to have ready.

**TEACHER APPRECIATION COMMITTEE:** Our purpose is to bless the teachers and staff through extra projects designed especially for them. Daily prayer for strength and guidance is the most precious gift we offer them first. Extra projects will include volunteering in areas such as preparing food, set-up, decorating, serving, and clean-up for these events. This committee is open to parents, grandparents, aunts, uncles, and friends of MCCS. Listed below are some of the events already scheduled for the current school year.

**Fourth Friday:** This corresponds with Casual Dress Day at MCCS. We will be providing in the Teachers' Lounge breakfast treats, lunch treats, and/or coordinating holiday treats for each of these Fridays in the Teachers' Lounge. This is an easy project for which to volunteer. Bake brownies, muffins, cakes, cookies, cupcakes, etc., and freeze them for their enjoyment later! This is also a fun way to volunteer with your student – bring in your treat together and share a fun decoration from your home (flowers, artwork, baskets, special collection) with our staff for that day.

- Dates: Last Friday of school months
- Time: 7:30 – 8:00 AM
- Location: Faculty rooms in both buildings

**Christmas Dinner:** What better time of the year to show your appreciation than during the Christmas season! This dinner is

provided to all MCCS teachers, staff members, and spouses/friends in the school cafeteria. Volunteers are needed to meet a few times to plan this event, pick-up items, make simple preparations, serve, and clean-up. This is another amazing opportunity to involve your student in serving others.

- Date: December 21, 2009
- Time: 6:00 PM
- Location: School cafeteria

**End-of-Year Luncheon:** WOW! Do our teachers and staff deserve this or what? This is a fun afternoon activity held in the cafeteria at MCCS as a means of thanking these wonderful individuals for blessing our children throughout the school year. Volunteers are needed for picking up items, making simple preparations, setting up, serving, and cleaning up. Again, students are welcome to join in serving during this fun event.

- Date: June, 3, 2009
- Time: 12:00
- Location: School cafeteria

**DINNER THEATER:** Each spring the talents of MCCS students are showcased in a theatrical performance. Friday evening's performance is preceded by a delicious dinner.

- Date: Friday of the play
- Time: 5:30 – Time commitments vary, but most volunteer assignments are executed on the day of the Dinner Theater
- Location: Cafeteria

**Chairperson:** Plans, coordinates, and oversees the Dinner Theater. Responsible for the solicitation and organization of all volunteers needed for the event. Planning begins in January.

**Tables and Decorations Set-Up:** Responsible for decorating the entrance to the gym, decorating the dining area and tables, setting the tables with linens, all necessary dinnerware, souvenir menus, etc.

**Kitchen Serving Crew:** Help prepare the dinner and general assistance in the kitchen during the serving of the meal.

**Kitchen Clean-Up Crew:** Responsible for washing, drying, and putting away dishes and utensils after the meal so that the kitchen is ready for the next school day.

**Tables and Decorations Break-Down Crew:** Responsible for taking down and putting away all the decorations and props used

for the entrance to the gym, tables, and the dining area. Also laundering some the tablecloths at home is needed.

### **CHRISTMAS CONCERT RECEPTION:**

- Date: December – specific date chosen by administration
- Time: 7:00 – time commitments vary, but most volunteer assignments are executed on the day of the concert
- Location: Lobby area outside gym or in the cafeteria

**Chairperson:** Plans, coordinates, and oversees the reception. Responsible for the solicitation and organization of all volunteers needed for the reception. Planning begins in late October.

**Decorations Crew:** Responsible for decorating the reception tables and lobby, as well as setting the tables with punch bowls, cookie trays, and various paper products. Decoration set up is the afternoon of the concert.

**Assembly Crew:** Responsible for putting cookies on trays and for cooling the beverages that are served. Volunteers will need to prepare cookie trays either the morning or afternoon of the concert.

**Reception Servers:** Responsible for serving punch and cookies to the guests.

**Kitchen Clean-Up Crew:** Responsible for washing, drying, and putting away all food and beverage items. Make sure the kitchen is ready for school the next day.

**Table and Decorations Break-Down Crew:** Responsible for taking down and putting away all the tables, decorations, and props used for the reception. Also responsible for laundering tablecloths.

### **ELIZABETHTOWN FAIR FOOD BOOTH:**

- Date: Week of August 24 – 29, 2009
- Time: Shifts of 3 hours, from 8:00 am to 11:00 pm
- Location: Elizabethtown Fair Grounds

**Menu planning & food purchase:** Organize all necessary food and supplies prior to opening the stand, verify invoices.

**Volunteer Recruiting:** Call school families to recruit volunteers, mail reminders and thank you notes. This is an excellent “work from home” opportunity.

**Stand Manager:** “In Charge” person each shift, problem solving and customer relations.

**Shift Volunteer:** Work one or more 3-hour shifts.

- Cashier: take food orders and handle money
- Food server: chicken corn soup, hot dogs, pork bbq
- French fryer operator
- Cook: heat ready-made food on stove
- Dishwasher
- Breakfast cook: prepare eggs, pancakes, sausage, ham

**Prep Cook:** Help prepare MCCS’ famous Chicken Corn Soup before fair week.

**ROOM CLEANING:** Our teachers are responsible for cleaning their own rooms throughout the school year. Your assistance would relieve them of this burden. All cleaning items are supplied by the school.

- Date: Your choice
- Time: After school hours, when building is open
- Location: Elementary and secondary buildings

**TECHNOLOGY TEAM:** Various events need audio-visual equipment. Having several trained individuals will greatly assist in the smooth operation of our equipment. Training is needed for anyone interested.

- Date: Various dates throughout the school year
- Time: Varies
- Location: Church auditorium, gymnasium and other rooms

**BUS DRIVER:** MCCS has a 72 passenger bus and two passenger busses used for various school and extra-curricular activities. A CDL license with a school bus endorsement is required. Coordinate dates and times with school office.

- Date: Various dates as needed
- Time: As needed
- Location: Length of drive varies

**HEALTH SCREENINGS:** Under direction of the school nurse, perform vision and hearing screening on students as per state requirements. Training is provided.

- Date: TBA
- Time: 8:30 a.m. – 2:30 p.m.
- Location: Nurse's Office

**FREE MONEY COORDINATOR:** There are many ways MCCS can earn money from product wrappers and diverted shopping.

- Date: Your choice
- Time: After school hours, when building is open
- Location: Elementary and Secondary buildings

**Boxtops for Education:** Sort, trim, count, and submit boxtops for redemption. Keep track of donations per class. Promote this fundraising program within school community.

- Date: all year
- Time: one hour/wk
- Location: library or your home

**YEARBOOK:** Assist by taking digital photos at school events

- Date: all school year
- Time: school events
- Location: varies

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## **ELEMENTARY GRADES**

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**ROOM MOM / DAD:** Assist classroom teacher with planning parties, recruit volunteers for various activities; and communicate with parents about events. Assist teacher with paperwork. Coordinate chaperones for field trips.

- Date: Sporadically throughout the school year, according to teachers' needs
- Time: During school day
- Location: Specific teacher rooms

**PLAYGROUND MONITOR:** Assist elementary teachers with playground monitoring and perhaps even pitch a game of kickball.

- Date: Any school day
- Time: Time varies according to grade
- Location: Fenced in parking lot and upper playground area

**CHILDREN'S CHRISTMAS SHOP:** Each year students are given the opportunity to shop for their family members, and thereby, share in the pleasure of gift giving.

- Dates: December 2-4
- Time: Throughout school day
- Location: Church narthex area

**Set Up Help:** Setup begins Monday, November 30 and should be concluded Tuesday, December 1. All items need to be unboxed and properly displayed and priced

**Shopping Assistants:** Help the younger students make gift selections and monitor the total money spent

**Gift Wrappers:** Each gift is wrapped and labeled; all gifts purchased are distributed for easy pick up at the end of school.

**Tear Down:** At the conclusion of the shop, all items need to be reboxed and inventoried for next year. All equipment needs to be returned.

**READ-A-THON / READING CONTEST:** Each spring the elementary grades hold a reading contest in conjunction with a fundraising Read-A-Thon. Teachers need assistance in decorating their rooms, coordinating all the necessary paperwork, and calculating the number of books / pages read.

- Date: March 1 – 22, 2009
- Time: Various times throughout the school day
- Location: Various elementary classrooms, office

**Read-A-Thon Chairperson:** Work with elementary principal and development department to prepare contest specifics, goal setting, and document distribution.

**Classroom Coordinators:** Work with the classroom teachers in contest preparation prior to March, assist with paperwork distribution, encourage children in reaching their goals, calculate pledges and books / pages read, calculate donations received.

**PLAYGROUND MAINTENANCE:** Recognizing the necessity of giving children recess time, MCCS is blessed with a wonderful playground for the children. Routine maintenance and safety are of concerns.

- Date: Various dates throughout the school year

- Time: Coordinated with Grounds Superintendent
- Location: Playground and surrounding area

**Mulch Maintenance:** Help to spread mulch when it is delivered.  
(The more volunteers, the quicker the task is completed.)

**CLASSROOM ASSISTANT:** Teachers routinely plan learning activities that would see greater success if they had an extra pair of hands. From art projects, and group activities to listening to children read, a classroom assistant would be a blessing to our teachers.

- Dates: Sporadically throughout the school year
- Time: Coordinate with classroom teacher
- Location: Various elementary classrooms

**ELLIS ISLAND EXPERIENCE:** Fourth grade students learn about U.S. immigration history and read accounts of immigrants' experiences. Volunteers are needed to assist the teacher with planning and execution of the event.

- Date: October or November, usually 1 day
- Time: 12:15 – 1:30 approximate time
- Location: Elementary room and church narthex

**COMPUTER LAB ASSISTANT:** Aid 4<sup>th</sup> grade teacher with computer times and instruction. Help answer students' questions.

- Date: Various
- Time: Coordinate with 4<sup>th</sup> grade teacher
- Location: Computer lab

**MUSICAL PRODUCTION ASSISTANT:** The elementary grades are proud to present their musical talent at an endearing concert in the fall. Production assistance is needed for stage design, prop makers / painters, and the occasional costume need. Coaching is also needed to help the children learn their lines and gestures that coordinate with the songs. Volunteers will be needed many weeks prior to the performance.

- Date: Friday, December 4
- Time: 7:00
- Location: Family Life Center

**GRANDPARENTS' DAY:** Each Spring grandparents are invited to MCCS for a wonderful day of student performances and fellowship. Assistance is needed in a variety of areas.

- Date: Friday, March 19

- Time: 8:00 – 2:00
- Location: Family Life Center

**Decoration / Set-Up Crew:** Responsible for setting up the gymnasium and decorating stage and tables.

**Art Display Crew:** Assist art teacher in displaying students' work in the gymnasium and lobby areas.

**Reception:** Assist in the reception and registration of our guests

**Food Service Crew:** Assist in serving the meal to the grandparents and students.

**Tear-Down Crew:** Assist in cleaning and tearing down of tables in gymnasium.

**FIELD DAY:** Assist the physical education teachers in the set up and running of various stations as the children rotate through activities

- Date: 1<sup>st</sup> & 2<sup>nd</sup> Grades – May 28; 3<sup>rd</sup> – 5<sup>th</sup> Grades – June 1
- Time: 11:00 – 2:00; 11:30 – 2:30
- Location: Elizabethtown Park

**LIBRARY AIDE:** Assist librarian re-shelving books, keeping library organized, and other general tasks. Training is provided.

- Date: Established at beginning of school year, flexible
- Time: Flexible
- Location: Library

**ART ROOM ASSISTANT:** Assist art teacher with basic classroom needs for the K4 and K5 students.

- Date: Coordinate with art teacher
- Time: 1-2 hour segments
- Location: Art room

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## MIDDLE SCHOOL

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**ROOM MOMS / DADS:** Assist classroom teacher with planning parties, recruit volunteers for various activities, and communicate with parents about events. Assist teacher with paperwork. Coordinate chaperones for field trips.

- Date: Sporadically throughout the school year, according to teachers' needs
- Time: During school day
- Location: Specific teacher rooms

**RESOURCE ROOM ASSISTANT:** Cooperatively work with resource teacher to give students more individualized instruction as needed.

- Date: As needed per resource teacher
- Time: Flexible
- Location: Resource room

**MUSIC DEPARTMENT ASSISTANTS:** Help chaperone at the ACSI MS Fine Arts Festival on April 30.

- Date: April 30
- Time: All day
- Location: Off campus where festival is held

**ATHLETIC BOOSTERS:** Middle school students are able to compete against other Christian schools in the CCAC on various athletic teams. Parental support of their efforts, the coaches, and the athletic department as a whole is essential to a successful program. There are a variety of ways parents and family members can support our athletes.

**Concession Stand Staff:** Prepare and sell various snacks and beverages at home games, be responsible for money box; and clean up after the game.

- Dates: Home games for various athletic teams
- Times: Varied
- Location: Outdoor concession stand and school cafeteria

**Score Tables:** Keep the clock at games as well as assist as needed.

- Date: Varies according to home games
- Time: Varies according to home games
- Location: MCCS gymnasium, soccer field

**Golf Tournament:** Organize, coordinate, recruit volunteers, advertise, and execute the annual golf tournament which benefits the athletic department. Various committee members are needed for a variety of task delegation. Planning begins immediately after the previous year's golf tournament.

- Date: TBA

- Time: TBA
- Location: Groff's Farm and Golf Club

## HIGH SCHOOL

**RESOURCE ROOM ASSISTANT:** Cooperatively work with resource teacher to give students more individualized instruction as needed.

- Date: As needed per resource teacher
- Time: Flexible
- Location: Resource room

**ATHLETIC BOOSTERS:** High school students are able to compete against other Christian schools in the CCAC on various athletic teams. Parental support of their efforts, the coaches and the athletic department as a whole is essential to a successful program. There are a variety of ways parents and family members can support our athletes.

**Ticket Sales:** Sell tickets at home varsity basketball games, reconcile cash box.

**Concession Stand Staff:** Prepare and sell various snacks and beverages at home games; be responsible for money box; and clean up after the game.

- Dates: Home games for various athletic teams
- Times: Varied
- Location: Outdoor concession stand and school cafeteria

**Score Tables:** Keep the clock at games as well as assist as needed.

- Date: Varies according to home games
- Time: Varies according to home games
- Location: MCCS gymnasium, soccer field

**Golf Tournament:** Organize, coordinate, recruit volunteers, advertise, and execute the annual golf tournament which benefits the athletic department. Various committee members are needed for a variety of task delegation. Planning begins immediately after the previous year's golf tournament.

- Date: TBA
- Time TBA
- Location: Groff's Farm and Golf Club

**MUSIC DEPARTMENT ASSISTANTS:** Help chaperone at the Music Retreat October 30 & 31 and at the HS ACSI Fine Arts Festival on March 16, 2009.

- Date: October 30 & 31; March 16, 2009
- Time: All day
- Location: Off campus

**Tour Homecoming Dinner:** Plan, organize and prepare dinner for students, teachers & chaperones when they return from the choir tour.

- Date: Sunday, March 28, 2009
- Time: Contact Fine Arts Director
- Location: School cafeteria

**HIGH SCHOOL THEATRICAL PRODUCTION ASSISTANT:** Assist production director with various aspects of planning, directing, and producing a successful play or musical. Production assistance is needed for stage design, prop makers / painters, and costume needs. Coaching may also be needed to help the students learn dialogue and any choreography. Volunteers will be needed many weeks prior to the performance.

- Date: April 15-17
- Time: 7:00
- Location: Family Life Center

**Dinner for Performers:** Organize and prepare dinner for all the performers, directors and others involved in the production the week of the show which includes dress rehearsals.

- Date: Week of production in April
- Time: 5:00
- Location: Cafeteria

**Promotions:** Prepare promotional posters, programs and various advertisements for production.

- Date: Planning begins when play / musical is selected
- Time: Various
- Location: Fine Arts Department

**Costumes:** Work cooperatively with director to design and construct costumes needed for production

- Date: Planning begins when play / musical is selected
- Time: Various

- Location: Fine Arts Department

**Set Building:** Work cooperatively with director to design and construct set for production. Also assist with organizing props.

- Date: Planning begins when play / musical is selected
- Time: Various
- Location: Fine Arts Department

**Ushers:** Assist ticket holders to find their seat immediately before performance. Must wear appropriate attire.

- Date: April 15-17
- Time: 6:30 pm
- Location: Family Life Center

**FRIDAY CLASS LUNCH:** Each high school class earns money by organizing, cooking, and serving lunch on Fridays throughout the school year. Volunteers are needed to assist the students because the regular cafeteria staff is not working.

- Date: Every Friday
- Time: 11:00 – 2:00 in Cafeteria