C H A M P I O N S

For

C h r i s t



Servant-Leader Manual

(Administrative Guidelines and Policies)

2026 – 2027

Revised 08.19.2026

CHAMPIONS for Christ, Inc.

Servant-Leaders

Officers currently serving July 1, 2026 – June 30th, 2027

Lori Payne	*Director*
Susan Hitt	*Co-Director/Facility Coordinator*
Kristin Lopez	*Secretary*
Candice Dudley	*Treasurer*
Tricia Coomer	*Registrar*
Amy Meisberger	*Mentor Support & Liaison*
Heather Fiore	*Website Manager*

Heather Fiore	*Morning Hostess*
Heather Fiore	*Afternoon Hostess*



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C H A M P I O N S for Christ, Inc.

Mission Statement

It is the goal of CHAMPIONS for Christ (or Culpeper Homeschoolers And Mentors Partnering, Instructing, Offering iN Service for Christ) to partner with parents, of Culpeper and surrounding counties, by offering educational and enrichment classes (one or two days each week) for students who are 9th through 12th grade level. The CHAMPIONS for Christ leadership is committed to a standard of excellence and desires to provide fellowship, challenge, structure, accountability, and support for parents and students. All classes are designed to nurture characteristics of faith, leadership, communication, and service for Christ.

CHAMPIONS for Christ is a Christian organization and all of our curricula supports a biblical worldview. All classes are taught by loving, committed mentors (teachers) who profess to have a personal and on-growing relationship with Jesus Christ and have been prayerfully considered by the ministry's leadership. CHAMPIONS for Christ mentors consist of parents and professionals who value your child's success. Most of our mentors are homeschool parents with children in CHAMPIONS classes; so we are supporting each other's efforts by sharing the gifts, knowledge, passion, experience, and creativity God has given to us.

CHAMPIONS for Christ is NOT a private or formal school. It is a nonprofit ministry dedicated to the support of parents who have accepted the call of God to educate their children through homeschooling.

C H A M P I O N S for Christ, Inc.

Statement of Faith

We believe:

- There is one eternally existing God in three persons – God the Father, God the Son (who is the Lord Jesus Christ), and God the Holy Spirit. (John 17; Acts 1; I John; Matthew 28:19; 1 John 5:7; Matthew 3:16; John 1: 14, 18)

- The Holy Bible is the living, inspired, and infallible Word of God and is profitable for doctrine, correction, and instruction in righteousness. (II Timothy 3:16) All 66 books are without error, in whole or in part; and constitute God the Father's completed and final revelation, which will not change or fade away. (Psalm 119:152; Luke 16:17; Isaiah 40:8; Matthew 24:35)

- Mankind was created by God in the process of a literal seven-day creation period; and that the first man, Adam, chose to willfully turn his back on God through disobedience (sin), which resulted in him being relationally separated from God. That sinfulness has been passed down to each following generation of mankind, [except for Jesus Christ,] separating them from God, as well. As a result, mankind has a bent toward evil and not good. This bent is called sin. (Gen. 1-3; Rom. 3:23)

- Because of His love for mankind, God provided through His Son, the Lord Jesus Christ, the sacrifice that satisfies the demands of His justice (John 3:16; I John 2:2). Those who trust in Him experience forgiveness for all their sins (I John 1:9; Colossians 2:13-14) and a new, restored relationship with God. (I Peter 2:9). Jesus Christ was born of a virgin (Luke 1:26-35), lived a sinless life, sacrificed death for our sins (I Peter 2:24), was resurrected from the dead (John 20:26-27), ascended into heaven (Acts 1:9), and will return again to judge the living and the dead (Acts 17:30-31; I Thessalonians 4:16; Revelation 19:19-21) Jesus is the way to God, the Truth, and the Life. (John 14:6) There is salvation in none other, for there is no other name under heaven, given among men, by which we must be saved. (Acts 4:12)

- Man is saved by grace, through faith, and not of his own efforts, regardless of how good or well-intended. It is a free gift of God. Salvation is only by the finished work of Jesus Christ. (Eph.2:8-9)

- The greatest commandment given to man is to love the Lord God with all of his heart, soul, and strength. We are commanded to teach this truth to our children. (Deuteronomy 6:5-7) The second is like it: “You shall love your neighbor as yourself.” (Matthew 22:37-39)

- Obedience to God is better than sacrifice (Proverbs 21:3); and true greatness is demonstrated in the life of those who serve others. (Matthew 20:25-28)

The Christian life lived out:

- The CHAMPIONS for Christ Officers believe that marriage was ordained by God at Creation as the sacred union of one man and one woman. Sexual intimacy is divinely commanded to be reserved for that union. (Gen. 1:26-28, Matt. 19:1-10, I Cor. 6:9-10, Heb. 13:4)

- The CHAMPIONS for Christ Officers believe that each person is “fearfully and wonderfully made in the image of God as either a male or a female (Ps. 139:14; Gen. 1:26-27) and that one’s gender is determined by God prior to his or her birth and is immutable.

Section I

CHAMPIONS for Christ, Inc.

Servant-Leaders - Guidelines – GENERAL

- Professes to be a Christian who loves God with all (his or) her heart (Matt.22:37-38); is devoted to His Word and His will; stands in full agreement with, and fully supportive of, the CHAMPIONS for Christ Statement of Faith, Mission, policies and guidelines; and is actively participating as a member in good standing of an evangelical church.
- Demonstrates consistent, genuine, Christ-like love for others. (Matt. 22:39)
- Exemplifies a Proverbs 31 lifestyle, as one who watches over the ways of her ("his" in such case as the officer serving is a male) household and does not eat the bread of idleness. (Prov. 31:27)
- Exercises characteristics of:

  Loyalty – sharing hurts, misunderstandings, and miscommunications directly with the person involved and not with other Officers or members of the CHAMPIONS family. (Matt. 18:15)

  Confidentiality – Information discussed at Servant-Leader meetings (officer meetings), for the purpose of conducting business and ministry through our homeschool co-op, is not to be shared outside of the Board of Officers, unless special permission has been granted.

  Humility – "Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others." (Phil. 23-4)

  Unity – doing everything possible to preserve the "unity of the Spirit" - "with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace." (Eph. 42-3)
- Agrees to fulfill a minimum of a one year term in approximate conjunction with the dates of the CHAMPIONS for Christ fiscal year (July 1st – June 30th) and/or the CHAMPIONS class schedule for a given year.
- Gives appropriate written notice, to the Director of CHAMPIONS, of intent to resign, if unforeseeable circumstances create a need to resign before the stated term expires and remains for sufficient time to train a successor (if necessary) – approximately 30 days.
- Gives appropriate written notice, to the Director of CHAMPIONS, of intent to resign at close of term, remains for sufficient time to train a successor (if necessary) – approximately 30 days; and considers staggering the end of terms with other Officers who may also be ending a term.
- Understands the mission of CHAMPIONS for Christ and helps interpret it in situations that arise. (Plumb Lines)
- Faithfully prays for all aspects of CHAMPIONS for Christ.

Officers of the Board - Guidelines – GENERAL

- All the above, plus:
- Attends regularly scheduled officer meetings. (This requires a commitment to check for e-mail notifications regularly and to communicate responsively.) Voting Officers who cannot attend a scheduled meeting should politely communicate this to the Director (in advance) and prepare an e-mail report for the meeting, when necessary; or make arrangements with another Officer to fulfill their duties, if necessary.

- Discusses/responds to emergency issues that come up between meetings via e-mail/phone.
- Discusses concerns and helps reach a solution by directing coordinators in charge of the area in need.
- Divides up new tasks with other Board of Officer members.
- Carries out all duties specific to their position as outlined below.
- Participates in suggesting names of potential new officers, teachers, coordinators, and course topics.
- Participates in developing new policies as needs arise.
- Attends CHAMPIONS for Christ special events: summer picnic, Christmas lunch, showcase/open house, graduation, orientation, "mom support" events, mentor training.
- Enjoys working hard and fellowshipping with a committed group of homeschooling parents.

Section II

CHAMPIONS for Christ, Inc.

Board of Officers – Responsibilities – SPECIFIC

A. CHAMPIONS for Christ DIRECTOR Responsibilities:

The Director will

- Seek to lead as God leads her and impart overall vision for the CHAMPIONS for Christ ministry overseeing all aspects of it.
- Serve as Director for a minimum of one year.
- Fulfill all responsibilities listed in the (preceding) “Board of Officers - Guidelines - General" (Section I)
- Preside at (serve as “chair” of) all officer meetings, providing a notice of meetings beforehand, to include date, time, location, and proposed agenda, as particularly related to voting issues.
- Serves as counselor/peacemaker when an issue becomes too difficult to resolve between individual, concerned parties within the CHAMPIONS family.
- Delegate needs, requests, e-mail communications, etc. to the specific CHAMPIONS officer and/or coordinator in charge of the area to which it pertains.
- Receive and review all submitted plans by committee coordinators for CHAMPIONS for Christ special events.
- Maintain, continually evaluate, and revise (or oversee revisions of) all CHAMPIONS for Christ official documents, handbooks, calendars, class schedules, and calendar of events, applications, etc.
- Annually request Notice of Intent from officers serving on the Servant-Leader Team / Board of Officers.
- Offer guidance in choosing, and communicating with, replacements for officers serving on the Board of Officers.
- Meet with consultants (ie: lawyers, CPAs, insurance agents) on new issues and existing procedures.
- Communicate regularly with leaders of church facility occupied by CHAMPIONS for Christ.
- Conduct, or give oversight to, the needs assessment process. Director will review needs assessment conclusions and share them with Board of Officers or ask another board member to prepare the report.
- Receive ALL mentor applications, HOAS applications, and notice of intent forms, and give oversight to CHAMPIONS for Christ information and legal files.
- Along with available members of the Board of Officers, interview all new mentors, all new members, all new officer applicants, and all full-time service volunteers, and review mentor substitute applicants, calling references when needed.
- Oversee and negotiate with mentors the overall CHAMPIONS course plan; initiate ideas for new courses that would be beneficial to add; supervise and help direct the scope and sequence of the courses; search for new mentors as needed; assist facility coordinator in classroom assignments.
- Serve as mentor to Mentors and offer encouragement and support during student success meetings.
- Maintain a Director’s Notebook to include a Director’s Checklist, minutes, copies of bank statements, copies of weekly announcements, “to do” lists, other important documents.

B. CHAMPIONS for Christ CO-DIRECTOR Responsibilities:

The Co-Director will

- Serve as Co-Director for a minimum of one year.
- Fulfill all responsibilities listed in the (preceding) “Board of Officers - Guidelines - General" (Section I)
- Serve as Interim Director if unforeseen events cause the CHAMPIONS Director to resign or require that she take a leave of absence; If CHAMPIONS Director needs to step down, Interim Director will serve until such time as the Board of Officers has sufficient time to vote on a new CHAMPIONS for Christ Director.
- Coordinate Service Hours and Cupcake volunteers
- Plan, coordinate and organize Special Lunches

C. CHAMPIONS for Christ FACILITY COORDINATOR Responsibilities:

The Facility Coordinator will

- Serve as Facility Coordinator for a minimum of one year.
- Fulfill responsibilities listed in the preceding sections: “Board of Officers – Guidelines -General” (Section I)
- Attend regularly scheduled officer meetings, if serving as a voting member of the Board of Officers.
- Carry the responsibility of general oversight and proper care of the rental facility.
- Confer with the Director, or appropriate planning committee, to assist in assigning rooms to all mentors before the August Mentors Unite and communicate expectations for maintenance of room to mentors.
- Prepare signs for classroom assignments / schedule, or request such from CHAMPIONS Secretary.
- Annually assist Director and other vital officers in reviewing and updating service hour needs and roles.
- Conduct a brief training course for all volunteers that would familiarize them with where supplies are found and what the general procedures will be.
- Ensure that e-mail reminders go out each week to those who are scheduled to serve.
- Assist in finding parent volunteer substitutes for emergency situations.
- Provide Hostess Responsibility Sheets for the Welcome Desk volunteers each week.
- Oversee volunteers who are carrying out cleaning or set-up responsibilities throughout the CHAMPIONS Day.
- Send weekly “thank you” e-mail, or e-card, to those who have served as volunteers.
- Open the building on CHAMPIONS class day and post class schedule outside each room.
- Close and lock the building at the end of CHAMPIONS Day. This duty may be shared on a rotating basis with other officers.
- Communicate to CHAMPIONS Technology Liaison any facility-related communication that needs to be announced to CHAMPIONS group throughout the year.
- Communicate with church staff any concerns related to the building or supplies that appear to be getting low.
- Present the responsibilities of each family (as it relates to facility care expectations and dress code expectations for all students) at CHAMPIONS Orientation.

- Observe students for dress code infractions and offer offenders an alternative article of clothing that meets dress code requirements.
- Observe hallways, parking areas, classrooms, etc. throughout the CHAMPIONS Day to ensure "no student loitering" and that all environments appear safe.
- Confer with CHAMPIONS Director regarding unfavorable weather conditions or other emergencies that would require a cancellation of classes; communicate with all CHAMPIONS families via e-mail and radio announcements any cancellations no later than 7:00 A.M.
- Communicate and supervise an emergency plan of action for possible emergencies – to include fire, earthquake, tornado, hurricane, flood in the building, as well as responding to strangers or any persons who appear to be creating a threat to the environment at CHAMPIONS.
- Train all students and faculty in the various emergency plans and oversee the conduction of a fire drill at least once per semester.
- Confirm use of facility, regarding dates for special events, with church secretary – reconfirming with her the week before a special event.
- Coordinate with church staff regarding any needs or changes in utilizing space or equipment not normally used and communicate directives to all parties involved.
- Review CHAMPIONS Family Manual annually to ensure that facility expectations are communicated thoroughly and are kept current.
- Maintain a facility coordinator notebook to include Facility Coordinator Checklist, maps for emergency plans, etc.

D. CHAMPIONS for Christ SECRETARY Responsibilities:

The Secretary will

- Serve as Secretary for a minimum of one year.
- Fulfill responsibilities listed in the preceding sections: "Board of Officers – Guidelines -General" (Section I)
- Attend regularly scheduled officer meetings.
- Record minutes at all CHAMPIONS for Christ officer meetings (and other meetings with parents or mentors), present (by e-mail) minutes for review by current officers (making any revision in minutes as amended by officers), e-mail final copy of minutes to all officers for vote of approval, add date approved to minutes, have **three copies** of approved minutes signed by all voting officers and add them to the permanent records book.
  Note: To protect all parties concerned, names should not be recorded in the minutes when what is being recorded addresses a personal and/or difficult situation regarding a CHAMPIONS for Christ member.
  If the Secretary cannot be present for an officers' business meeting, she is responsible for contacting another officer to record minutes in her stead.
- With the help of the Registrar and Web Development Leader, maintain an accurate e-mail list, and family directory, of all CHAMPIONS families; adding new families and deleting those who drop from CHAMPIONS, confirming e-mail group list with Director and other officers periodically.
- As needed, assist in updating various annual documents.
- Assist in facilitating website updates with CHAMPIONS announcements and various other updates, as needed.
- Assist in preparing photo id. badges for each staff member and make available by Mentors Unite.

(Secretary Responsibilities, continued)

- Create an updated Master Notebook of CHAMPIONS Official Documents (prepared in time for Parent/Student Orientation Day), for use at the Welcome Desk. Create student name tags for the first 3 weeks of classes.
- Compile an emergency contact text list for emergency use.
- Assist in background checks, if needed.
- Participate in CHAMPIONS for Christ special events and provide secretarial support by creating various power point presentations, charts, lists, etc., as needed.
- Assist other officers with secretarial support, as needed.
- Assist in coordinating Orientation by providing copies of important forms, and by directing and assisting with the set-up of information tables.
- Maintain a Secretary Notebook to include copies of approved minutes, personal notes and minutes, calendars, Secretary Checklist, etc.

E. CHAMPIONS for Christ TREASURER Responsibilities:

The Treasurer will

- Serve as Treasurer for a minimum of one year.
- Fulfill all responsibilities listed in the (preceding) "Board of Officers - Guidelines – GENERAL" (Section I)
- Attend regularly scheduled officer meetings, if serving as a voting member of the Board of Officers.
    1. Bring checkbook to all CHAMPIONS class days, special events, and officer meetings that are attended.
    2. Have treasury information available at specified officer meetings.
    3. Present a Treasurer's Report (to include a bank reconciliation report) periodically, as requested by the Director and/or CHAMPIONS Board of Officers, for review and approval.
- Keep a current checking account balance.
- Reconcile bank statement, promptly forwarding it (CHAMPIONS for Christ Director, will also photocopy and review the bank statement before forwarding to CHAMPIONS Treasurer).
- See that check-signing privileges are always current with the bank, and that at least two CHAMPIONS Officers have check-signing privileges at all times.
- Receive all collected monies. Keep and Income Log: record the check date, amount, family paying, and reason paid (which can be accomplished most efficiently on a computer-based program).
- **Lunch Orders:** Collect orders and money, count money, and tally orders for special lunches. Place orders with restaurant at least 24 hours in advance. Call to cancel lunch order in the event of coop closures
- Deposit all income in CHAMPIONS account at least once each month
    1. All checks should be stamped on the back – "CHAMPIONS for Christ Deposit Only"
    2. Record all deposits in checkbook ledger.
    3. All monies should be deposited in a timely manner, the same day – if possible (except for annual registration fees, which are likely held until the beginning of a new fiscal year.
- Disburse all monies from treasury (see also Payment Schedule for budgeted expenditures)
    1. Obtain prior permission from the Board of Officers to disburse funds for expenditures not written in the budget, especially to write a check greater than $100.00.
    2. Record all checks (number, date, amount, and description) in the ledger.
    3. Reimburse persons who purchase supplies for CHAMPIONS. (Receipts always required, and prior permission of the Officers sought for questionable expenditures.)

4. Keep an Expense Log: record the check date, amount, payee, and description of incurred expense (which can be accomplished most efficiently on a computer-based program).

- Oversee restocking of cash box and record of receipts for cash expenses.
- Present an annual Cash Flow/ Income and Expense Report (for current school year), on or near the first day of June, to be approved by the Board of Officers.
- Assist Director in preparing an annual Projected Budget, no later than July 1st, to be approved by the Board of Officers. This is a necessary step in determining family membership fees and incorporating any changes into the registration process for the new year.
- Maintain a Treasurer's Notebook to include a ledger, income and expense reports, deposit slips and receipts, monthly treasurer's reports, bank statements, income and expense receipts, job description Treasurer Checklist, and Payment Schedule for Expenditures, etc.
- Obtain or order all treasury supplies as needed.
- Store treasurer records from past years.
- Consult with a certified accountant on behalf of CHAMPIONS when need arises.
- File tax forms on behalf of CHAMPIONS for Christ, when necessary.

In the words of Carol Topp, CPA, "Some of these guidelines are difficult to implement in a small homeschool group, so try and comply with as many of the recommendations as possible. The goal should be to separate duties and cross check responsibilities as much as possible."
Carol Topp also recommends an internal audit by someone within the organization of CHAMPIONS for Christ (less formal than a full audit performed by an outside party) at least every other year.

F. CHAMPIONS for Christ REGISTRAR Responsibilities:

The Registrar will

- Serve as Registrar for a minimum of one year.
- Fulfill responsibilities listed in the preceding sections: "Board of Officers – Guidelines -General" (Section I)
- Attend regularly scheduled officer meetings, if serving as a voting member of the Board of Officers.
- Priority register Officers' children, Coordinators' children, and Mentors' children before public registration opens.
- Pre-register returning students prior to the first public registration day, with consideration given to any families who were consistently tardy paying tuition in the previous year. Any families who fall into this category should be presented to the Board of Officers for special evaluation.
- Receive and process all applications on the CHAMPIONS website.

  1. Review entire application to make sure all requested information is complete.
  2. Email parent to confirm receipt of application and request any missing information.
  3. Add student information to any class rosters, if necessary.

- Answer questions about class availability or other general registrations/co-op functions, as they arise with each individual applicant.

- Maintain a waiting list for full classes.
  Communicate with individuals via e-mail when registration cannot be accepted because of missed deadlines, class is full, etc. Also communicate when registration from a waiting list is accepted.

- In coordination with the CHAMPIONS Secretary and Technology Liaison, maintain an up-to-date list of all CHAMPIONS families; adding new families, deleting those who drop, etc.

- Assist Technology Liaison in posting updated class information, etc. to the website
- Obtain a list of families (from Facility Coordinator) who are not meeting requirements for service obligations, before registration for the following year.
- Create and maintain emergency contact notebook (to include special medical conditions list) to be placed in CHAMPIONS storage cabinet.
- Create an updated list of enrolled students for the purpose of check-in/check-out and provide copies for the Welcome Table.
- Provide Director with class information, if needed, for publication of Needs Assessment, in January.
- Assist (either by offering suggestions for improvement to the Board of Officers, or by website maintenance) in reviewing, editing, and updating registration forms and process annually – should be complete by March 1st.
- Create a record showing total number of students and families from year to year – beginning with 2010 through current year.
- Assist the other officers and parents with service hour sign ups.
- Create and Maintain a Registrar Notebook, with notes and checklists, to be passed on at the end of term.

G. CHAMPIONS for Christ MENTOR SUPPORT and Liaison Responsibilities:

The Mentor Support and Liaison will

- Serve as Mentor Support and Liaison for a minimum of one year.
- Fulfill all responsibilities listed in the (preceding) “Board of Officers - Guidelines – GENERAL” (Section I)
- Attend regularly scheduled officer meetings, if serving as a voting member of the Board of Officers.
- Mediate between the CHAMPIONS for Christ Mentors and the Board of Officers, relaying pertinent information (especially as it relates to topics of relevance discussed in business meetings) and offering support and encouragement for mentors in both practical and spiritual ways.
- Remind mentors of various deadlines that occur.
- Assist in new mentor interviews and help call references, if needed.
- Research and communicate information to all mentors regarding the necessary steps to obtaining background checks.
- Track each mentor’s status and notify individuals when it is time to renew a background check.
- In coordination with the CHAMPIONS Director, review background checks, and store them safely.
- Assign “mentors” for new teachers, as needed.
- Offer spiritual encouragement and undergirding prayer support to all mentors.
- Maintain a mentor substitute list of approved subs and assist in coordinating subs, if needed.
- Conduct an annual survey by inviting all mentors to offer input and creative ideas for the officers to consider for future planning. Create a “feedback” report for officers consideration.

- Assist Director in planning and conducting the “Mentors Unite” in August.
- Assist Board of Officers in policymaking regarding mentor issues.
- Maintain a list of all mentor birthdays, send e-mail reminders to all faculty, and assist in coordinating ways to honor the birthday gal or guy.
- Maintain a Mentor Support Liaison Master Notebook, with checklist of responsibilities, dates and deadline reminders, and copies of official forms (that relate to Mentors) used throughout the year.
- Assist Director in reviewing, editing, and updating mentor related forms and applications annually.

H. CHAMPIONS for Christ WEBSITE MANAGER Responsibilities:

The Website Manager will

- Serve as Technology Support and Liaison for a minimum of one year.
- Fulfill all responsibilities listed in the (preceding) “Board of Officers - Guidelines – GENERAL” (Section I)
- Attend regularly scheduled officer meetings, if serving as a voting member of the Board of Officers.
- Maintain website graphics and links, including updating home page announcements and graphics as necessary
- Post weekly communications to the membership via "Important Announcements" forum
- Annually set up online registration matrix, mentor information, class documents and forums for new classes.
- Assist mentors and families with questions related to the online grade-keeping program
- Design, publish, and update CHAMPIONS pdf documents, including the annual Course Catalog
- Design and publish classroom map
- Offer support to parents and mentors related to use of the CHAMPIONS website, and online grade-keeping program.

Section II

CHAMPIONS for Christ, Inc.

Other CHAMPIONS Servant-Leaders – Responsibilities – SPECIFIC

I. CHAMPIONS for Christ Morning and Afternoon Hostess Responsibilities

The Morning and Afternoon Hostess Will

- Serve as Morning or Afternoon Hostess for a minimum of one year.
- Fulfill all responsibilities listed in the (preceding) "Board of Officers - Guidelines – GENERAL" (Section I)
- Regularly communicate with the CHAMPIONS for Christ Director, relaying pertinent information (especially as it relates to topics of student dress code infractions, student tardiness, student absentees, or any other concerns that are of a *consistent* nature).
- Regularly communicate with Facility Coordinator, making her aware of parent volunteers who do not show up to fulfill their assigned shift, dress code infractions that need immediate attention, or any areas of concern with the facility.
- Morning Hostess should arrive at 8:15 am and is responsible for setting up the Welcome Table – to include setting out fresh sign-in/out sheets for the day.
- Afternoon Hostess is responsible for packing up the Welcome Table and storing items on the designated shelves in the storage room
- Afternoon Hostess will help with light cleaning in the afternoon and/or give oversight and direction for these duties to parents or students helping.
- Afternoon Hostess helps with student dismissal and remains on duty until the last student has been picked up – usually around 4:15pm.
- Morning and Afternoon Hostesses are responsible for instructing their parent volunteers in all areas of service – answering the door, light cleaning duties, making sure that students sign in and out, ringing the bell for class period changes
- Morning and Afternoon Hostesses will give general oversight to the safety of students in the welcome area, offer gentle reminders to all that the area should remain quiet and orderly, assist parents with tuition payments and/or other sign-ups that occur at the Welcome Table.
- Morning and Afternoon Hostesses should address any students, or groups of students, that appear to be loitering in the lunchroom area (or other areas). If a student arrives earlier than 10 minutes for a class, then he/she must be escorted to study hall for check in, and parents are responsible to pay study hall tuition.
- Morning and Afternoon Hostesses should wear name tags on a regular basis.
- Morning and Afternoon Hostesses are responsible for maintaining the organization of notebooks containing important documents (and used at the Welcome Table), maintaining the organization of Welcome Table supplies, and for making a concerted effort to learn student names/faces.
- Morning and Afternoon Hostesses will connect with the registrar before the start of a new school year and assist with the preparation and organization of Welcome Table notebooks.
- Morning and Afternoon Hostesses will serve at the Welcome Table on Orientation Day (as if it were a normal CHAMPIONS class day), alternating shifts if possible, and instructing students on the practice of sign in- sign out procedures.
- In the event of a need for personal leave – emergency or pre-planned – the morning and afternoon hostess should first try to "swap" shifts with each other. If this is not possible and a sub is required, please notify the CHAMPIONS Director and the CHAMPIONS Facility Coordinator at the earliest possible

convenience, so that a sub can be arranged. CHAMPIONS for Christ will help to compensate the sub once each semester, on behalf of the morning and afternoon hostess. If more than one absence is necessary during a semester, then we kindly ask that the hostess who is needing a sub offer a love gift or gift card of $15 to the person subbing.

- The morning hostess shift is from 8:15 a.m. – 12:15 p.m.
- The afternoon hostess shift is from 12:15 p.m. – 4:15 p.m.
- The afternoon hostess should plan to arrive at the Welcome Table at least 5-8 minutes before the shift begins to allow time for the transfer of important information or updates.

II. Study Hall Monitor Responsibilities

Study Hall Monitors receive free membership dues and free study hall for their children. This takes the place of volunteer service hours.

A. Role Description

A study hall monitor is a mentor who does not have to create lesson plans for the class! It is the easiest role, and it is the most difficult one at the same time. A study hall monitor must be a no-nonsense kind of gal (or guy) that can enforce a quiet, orderly environment where students can read or concentrate on studying without unnecessary noises and distractions.

B. Specific Responsibilities for Study Hall Monitors – Shift 1, 2, and 3:

Shift 1 Study Hall Monitor (First and Second Period)

- Arrive at least 20 minutes before the class begins. Retrieve supply box, make a note of how the room looks so that it can be arranged in the same fashion at day's end, set the room up in a manner conducive to study (for the number of students attending) and viewing access for mentor. Wipe down all tables with Clorox wipes. Place a clean liner in the trash can if there is not one in place. Notify Shift 2 Mentor of any changes in class roster throughout the year. Shift 1 is for the duration of first and second period.

Shift 2 Study Hall Monitor (Third Period plus Admin Duties)

- Arrive at least 10 minutes before the class begins. Adjust seating in a manner conducive to study (for the number of students attending) and viewing access for mentor. Shift 2 is for the duration of third period and includes admin duties for those enrolled in study hall.
- Admin Duties Description: Shift 2 Mentor will prepare the attendance roster for each class period -first through fifth, update the Study Hall Notebook at the beginning of the year to include: attendance rosters, classroom map, class schedule for the year, the CHAMPIONS emergency number, and Tuition Receipts records. Shift 2 Mentor will check the tuition box (beginning the second week of each month), record tuition payments, and then turn checks in to the CHAMPIONS for Christ Treasurer. If a tuition payment is more than two weeks past due, Shift 2 Mentor should report this to the Mentor Liaison who will help send reminders to the parents.

Shift 3 Study Hall Monitor (Fourth and Fifth Period)

- Arrive at least 10 minutes before the class begins. Adjust seating in a manner conducive to study (for the number of students attending) and viewing access for mentor. Shift 3 is for the duration of fourth and fifth period. Leave room neat and arranged in its original order at the end of fifth period.

- All study hall supplies should be collected and returned to the CHAMPIONS storage area

C. General Procedures for All Study Hall Shifts

1. The study hall monitor should check attendance and make sure that all students have checked in.

2. Quiet time should begin promptly when class begins. The study hall monitor should remind students of basic expectations (especially for the first few weeks).

3. Study hall monitor should give a 5-minute signal at the end of the class period – allowing students time to pack up. It would be expected that there would be some noise during this time.

Basic Expectations:

- Students should always remain quiet.
- Raise hand for help or questions.
- If a student does not bring something to study hall to work on, the study hall monitor should offer a book or magazine to read.
- If all else fails, students can close their eyes and rest.
- No electronics are permitted at CHAMPIONS. (However, students may use laptops – when pre-approved - for study purposes only, if they want to risk bringing this type of equipment to CHAMPIONS.) All computer screens should face outward and the brightness adjusted so that the study hall monitor is able to see content.
- Cell phones should not be seen or heard, and texting is not permitted (this guideline applies to the study hall monitors, as well) –unless a student asks for special permission to text or call a parent in emergencies. If students do not respect guidelines, the study hall mentor should take the student's phone away and only return it to them at the end of the class period.
- If the student needs a bathroom break, the student is to leave their cell phone on the table at their seat and let the adult Study Hall Monitor know where they are going. Students should be informed of the "one at a time" bathroom rule.
- When using cellphones to listen to music, students must use headphones or earbuds, and volume should be low enough not to disturb other students. It is recommended that the students create a Wednesday playlist to listen to during Study Hall.
- The study hall monitor may bring her own work/reading; however, she/he should make periodic walks around the room and be attentive to the study climate.
- Often a tap on the shoulder, or pointed eye-to-eye contact, will communicate the message to a student that they should not be talking, making a distracting noise, need to put a cell phone away, etc. Study hall monitors should follow the guidelines for Student Discipline Policies printed in the Mentor Responsibilities and Policies section of this handbook.
- For emergencies or difficult situations, please text or call the **Mentor Liaison** immediately, and copy the **CHAMPIONS Director** on your message. (Emergency-texting is recommended because it can be done quietly and discreetly.)
- A student must have written permission from both a mentor and a parent before being excused from Study Hall to visit another classroom.
- Never leave a classroom full of students unattended.

III. Classroom Assistant Responsibilities

Classroom Assistants are required when a lab science class has more than 8 students. Classroom Assistants are reimbursed by the mentor with free tuition or other agreed-upon compensation for their service.

A. Procedures:

1. Arrive on time, or before time. Check to see if the supply box for the classroom is there. If not, retrieve it. Are the tables and chairs set up the way they should be for class? You can take care of this.

2. Passing out / collecting materials - usually mentors have a system. If graded work is typically returned at the beginning of the class, you can quietly move around the room doing this while the mentor starts instruction. This cuts down on kids getting up to retrieve their own folders, and a little bit of chaos. Get to know the names of the students!

3. Setting out material for labs or other activities - in addition to setting out the materials provided by the mentor, you can be alert as to whether there are enough materials for all students, or how many groups will need to work together. Is this a messy activity? Is there a roll of paper towels, or can you get a few paper towels from the bathroom to help with small messes? Is the trash can ready with a liner? Are there paper towels in the bathroom dispensers? (if students will be washing up slides there).

4. Be actively aware of what the class is engaged in. Sometimes students have small questions about a lab procedure, and you can answer them if you've been paying attention. Occasionally there will be a need for water pitchers or other items and you can get these from the kitchen, rather than sending students.

5. As the class is ending, help the students clear up and put things away. Sometimes this is where you will be the most helpful.
   ~ Help dispose of messy or difficult materials: taking large buckets of water outside to dump, or things that should NOT go down the drains in the building.
   ~ Accompany students to the bathrooms to help clean up slides, etc. Your presence and gentle reminders will help them to be quiet when they do this; 10 girls in the bathroom can make quite a racket!
   ~ Wipe down surfaces and floor from excess water after students are finished.
   ~ If you stay behind in the classroom to finish up, students and the mentor can get to their next class on time.

B. Interacting with Students

1. You can help to get a tardy student settled, quietly getting him materials, or returning/collecting work from him, while the mentor continues teaching.

2. By moving around the room while they are doing an experiment, you can see if paper towels or anything else is needed. You can also encourage a confused or struggling student to ask the mentor questions.

3. Student behavior is the mentor's job. Different mentors will have different levels of tolerance for noise and activity. Noise and motion often mean a class is going well! But if the mentor is clearly tied up with other students, or is struggling to get the Internet connection working, and the noise level is rising, you can:

   ~ Look pointedly at a noisy student, shake your head and put a finger to your lips.
   ~ You can just say the name of a student who is bursting into song, dance, percussion, or whistling and they will realize they need to stop.

~ Quietly walk over to one who is taking out his cell phone or work from another class, and gently remind him to put it away.

Often, little more than this is needed to maintain good order. More than this is really the mentor's job.

4. You are there in a safety capacity - if there should happen to be illness or an accident, you may have to accompany the sick or injured student out of the room, or you may be expected to stay with the class while the mentor leaves. Be ready for either.

5. If the mentor is delayed for some reason, you can help by settling students in their seats, asking them to take out their books and get ready for class. Collect work if it is due. Call on students to read through the current chapter aloud until the mentor arrives. This works better than silent reading because it focuses everyone's attention and eliminates the opportunity for private conversations and silliness. Then the mentor will come into an orderly room where students are already thinking about their work. This will save a lot of time!

6. It is a delight to be able to get to know students as an assistant, and you gain a great appreciation for the hard work and preparation the mentors do!