

2022-23 Friday Service Task descriptions

All study halls are indoors in Grace Community Church.

Please do not leave your position without first making arrangements with the Friday Coordinator.

Thursday set-up position

- Families that choose to set-up will need to coordinate a time with Kathy Nelson (and the other set-up families) that will occur on Thursdays between the hours of 4:30-8:00. Once that time is decided, it will stay at that time (except emergencies) for the remainder of the slated work period. The set-up has classically taken between 30-60 minutes for four people.
- Depending upon the time chosen, the set-up crew may be using the building at the same time as the church members. We must be quiet and respectful of any simultaneously used space.
- There will be three main rooms to set-up. Tables and chairs will need to be brought to each room and set according to instructions. Pictures will be forthcoming so that you have an exact image of what each room should look like. Anyone taking this position should be able to lift at least 15lbs and preferably not have back issues.
- During the school year we should be able to have five tables left standing each week which will significantly decrease the time required. The first day set-up and the set-up after Christmas break will take the longest.

8:30-10:30 position: Hall monitor

- The monitor should sit in the back hallway at a table near Room 101 with full view of the hall/bathrooms and doorway from the church office. Students will be in classes and should only be in the hallway to use the facilities and return to their classroom.
- Occasionally Church officials may pass through the hall; they are to be greeted politely but questioned to ensure that they DO belong to the church and have authority to be there.
- The main purpose of this position is to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom. It is also to keep the building secure.
- The monitor can also use this time for private work or study.

10:30-12:30 position: Hall monitor/lunch monitor

- The monitor should sit in the back hallway at a table near Room 101 with full view of the hall/bathrooms and doorway from the church office. Students will be in classes and should only be in the hallway to use the facilities and return to their classroom.
- Occasionally Church officials may pass through the hall; they are to be greeted politely but
- questioned to ensure that they DO belong to the church and have authority to be there.
- The main purpose of this position is to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom. It is also to keep the building secure.

- The monitor can also use this time for private work or study. The hall monitor (during this period) must have a watch/timer/phone to set as there is no bell system at this facility.
- At 12:05 the lunch period begins. The hall monitor needs to watch and ensure that all students proceed to the Main Auditorium for lunch.
- The monitor should check the rooms (even those not used by a class that period) to ensure that all students move to the lunch area.
- Once the hall monitor has ushered all students into the Main Auditorium, he/she will remain in the Main Auditorium to observe students during the lunch period. He/she should then assist the Friday Coordinator in observing the lunch room.
- Monitors should help to give a five minute warning at 12:20 for students to begin picking up their lunches. Be sure students clean up after themselves and leave no trace of their lunches/trash.

12:30-2:30 positions: Hall monitor

- As of 12:30, this monitor should sit in the back hallway at a table near Room 101 with full view of the hall/bathrooms and doorway from the church office. Students will be in classes and should only be in the hallway to use the facilities and return to their classroom.
- Occasionally Church officials may pass through the hall; they are to be greeted politely but questioned to ensure that they DO belong to the church and have authority to be there.
- The main purpose of this position is as listed above and additionally to help breakdown and reset the church to its original state.
- The Friday Coordinator will begin the breakdown with any classrooms that are no longer being used for this final period. As soon as classes have ended, the hall monitor will assist

with the classroom breakdowns. Students will be asked to assist. Monitors will need to help move tables and chairs.

12:30-2:30 positions: Front desk monitor

- The front desk monitor will need to greet any parents entering the building for sign out and pick up.
- He/she should ensure that all students have been signed out.
- This monitor will be responsible for collecting the trash from the front bathrooms and taking down any CCS signs.

At the end of the day, **all monitors are responsible to:**

- Pick up any trash on the floor of the bathrooms.
- Empty the trash cans from all of the classrooms and the bathrooms into the main, large, black trash can.
- Ensure that all toilets have been flushed.
- Review the sign-out folders to ascertain that all students have been signed out. Contact any student who was signed in but not signed out by contacting the parent on file.
- Sweep the floors/pick up any trash on the floor.
- Stack all chairs and put away all tables (as specified).
- Remove all CCS signs from doors/walls/etc.
- Permanent Friday Monitor will provide direction.