

Supporters and Parents Involved in Christian Education Spice

(Revised September, 2009)

Mission Statement:

The goal of SPICE is to involve parents, teachers and other supporters in the lives of the children who attend Redeemer Lutheran School and Preschool, so that the children may grow in stature and in the admonition of the Lord. We are all “members”; this format merely facilitates a more concrete means to become involved in the lives of the children.

Philosophy:

SPICE has been developed to create maximum parent involvement in the life of the school, yet it requires minimal effort. It presents all volunteer opportunities that are available and attempts to minimize the need for meetings.

Structure:

SPICE is the umbrella under which all volunteers are organized. It is structured so that all volunteers work with the availability and, as needed, the assistance of a “Committee Chairperson.” The Committee Chairperson in turn, works together with the SPICE Chair and Vice-Chair as needed.

Positions:

Chair: Melinda Ewing
Vice-Chair:
Secretary:
Treasurer:
Members:
Chairpersons:

A. The Chair (1 year term) will:

- Update and supply SPICE handbook for back-to-school mailing.
- Coordinate the SPICE table at Back-to-School Night.
- Organize the committee structure and help facilitate the filling of Committee Chairpersons for the various activities.
- Act as a resource person for the Chairpersons.
- Oversee the monthly activities by way of a monthly meeting, e-mails, etc.
- Be responsible for having SPICE sign-up sheets available to parents during the First Day of School Coffee.
- Update SPICE handbook as needed.

B. The Vice-Chair (2 year term – one year as Chair) will:

- Help staff the SPICE table at Back-to-School Night.
- Help facilitate the filling of leadership positions for the various activities.
- Act as a resource person for the Chairpersons.
- Act as monthly meeting leader if the Chair is unable to attend.
- Prayerfully consider names for the next years' Vice-Chair position.

C. Secretary (1 year term) will:

- Record meeting minutes at the monthly meeting.
- Submit the meeting minutes to the Chair in a timely manner. Notes will be kept in the SPICE handbook.

D. Treasurer (1 year term) will:

- Maintain the yearly budget.
- Keep a detailed account of SPICE transactions such as deposits and withdrawals. Be the point person for all of these transactions.
- Maintain the checking/savings account.
- Present the budget at the monthly meeting.

E. Members at large will:

- Either commit to a Chairperson position or help the existing Chairperson perform the necessary duties needed to fulfill and activity.

F. Chairperson:

- **A Committee Chairperson is crucial in making SPICE function at its easiest and most effective potential, yet does not require a significant amount of time. This person will spearhead a specific activity and communicate to his/her committee members as needed. This person will also communicate to the principal all that is happening regarding the specific activity.**

Committees:

1. Room Parents Coordinator:

- Devises and publishes a master list of Room Parents for every grade.
- Is the point person for other committee Chairpersons.

2. Room Parent:

- Help with the school-wide Christmas and Valentine parties.
- Point person when teachers need assistance with special events in the classroom.
- Organize a birthday celebration for the teacher.
- Should an emergency occur for one of our families, organize how we can help, (i.e.) provide meals, child care, hospital visits etc.
- Organize a monthly teacher appreciation via grade levels.

3. Fine Arts Assistant:

- Assist the Teacher Director for the spring musical in one or more areas such as: set-design, costume sewing, coaching children with speaking parts, musical accompaniment, and volunteers to staff the event.

4. Book Fair:

- Organize a book fair at school to take place during the week of Conferences. All of the money raised will go towards updating the existing library.

5. Mom in Touch:

- Volunteers will meet once a week to pray for our school and children.
- Volunteers will promote the use of prayer request envelopes in the classroom throughout the entire year.
- Chairperson will be a resource for the staff person in charge of the prayer partner ministry.

6. Redeemer Wear:

- The Chairperson will choose a new set of items to be sold, (i.e.) clothing, gym bags, spirit wear etc. upon permission of the Principal.
- Chairperson will coordinate and help staff the Redeemer Wear table at Back-to-School night.
- Volunteers will create a permanent selling area within the school and market and sell Redeemer Wear throughout the school year.

7. New Family Welcome:

- Chairperson will coordinate the making of New Family Gift Bags.
- Chairperson will be responsible for making the necessary Mentor/Mentee connections within each classroom. The Chairperson will also check to see if the Mentor/Mentee connections are being made throughout the year.

8. Art Adventure:

- Chairperson will be responsible for setting up the classroom volunteers who will go into the classrooms and teach the lessons on a monthly basis. Responsible for conveying the Minneapolis Institute of Art's training schedule to the classroom volunteers.
- Responsible for setting up the field trip to the Minneapolis Institute of Art.

9. Socials:

A. First Day of School Coffee:

- Chairperson will be responsible for organizing refreshments before morning chapel.

B. Forms and Fellowship Night Supper:

- Chairperson will be responsible for organizing a complete supper during the Forms and Fellowship Night.

C. September Staff Appreciation Luncheon:

- Chairperson will be in charge of organizing an all staff luncheon on a specified date.

D. Faculty Meal for Parent/Teacher Conferences:

- Chairperson will be in charge of organizing an all staff meal during conference dates.

E. Christmas Program Reception:

- Chairperson will be responsible for organizing refreshments following the Christmas program.

F. Spring Program Reception:

- Chairperson will be responsible for organizing refreshments following the spring program.
- Organize any outgoing staff appreciations/recognitions following the spring program.

G. Last Day of School Coffee:

- Chairperson will be responsible for organizing refreshments before chapel on the last day of school.

H. All School Picnic:

- Chairperson will be responsible for organizing the picnic site for good weather as well as bad weather.
- Organizing food and all student activities.

10. Parties:

A. All School Christmas Party:

- Contact the Room Parent Chairperson for the list of Room Parents.
- Coordinate the various parties with the help of the Room Parents.

B. All School Valentines Party:

- Contact the Room Parent Chairperson for the list of Room Parents.
- Coordinate the parties with the help of the Room Parents.