

UNITED CHURCH *of* UNDERHILL

Ministry of Christian Education

Hall Monitor

What it is:

Thank you for agreeing to be a hall monitor for Sunday School.

The job of hall monitor is to accompany children downstairs after the children's service, to bring snack and visit each classroom to help us comply with our Safer Sanctuaries policy, and to help teachers know when to go back upstairs for communion on communion Sundays.

Why we do it:

Having a "floating" adult helps us make sure that our Sunday School program is in compliance with our Safer Sanctuaries policy and helps provide our Sunday School teachers with a second set of hands when needed.

What we do:

Guidelines for Hall Monitor:

- Smile and have fun.
- Accompany children downstairs after children's sermon.
- 1st Sunday of month is communion- monitor service –alert teachers with 5 minute warning-to proceed upstairs for the start of communion.
- Take attendance when kids are dismissed by grades to their classrooms.
- Count offering, seal in envelope, label Sunday school, put in upstairs offering plate.
- Dispense snack and water in cups provided in the kitchen. Deliver to the 2 younger classrooms. (Open one and yellow one).
- Visit each classroom (3) and nursery at least 1x during the 30 minute class period. When you deliver the snack.
- Assist teacher if asked- run an errand or watch class if teacher needs to leave the room. After your 1st visit, you may return to the service if you wish.
- Help ensure all children and adults are safe and we are meeting our Safe Sanctuary Policy. 1 teacher per class means we must have a "roamer," a 2nd set of adult eyes to maintain the safety of all.
- Report to Bonnie or Pastor Kevin any suspected physical, sexual, or emotional abuse either taking place at UCU or off grounds (the above suspected to place away from UCU).

Requirements:

- You must fill out 2 short forms- volunteer application and criminal background check.
- You must have attended UCU for a minimum of 6 months.

Time Commitment:

Approximately 45 minutes.

Number of volunteers needed:

One per Sunday.

How to sign up / for more information:

Contact Bonnie Belfield, Director of Christian Education, at 899-4964 to choose a date or two.

Thank you for being a Hall Monitor!