

Maranatha Kids Volunteer Scheduling Policies

It is our desire to run a program that is worthy of the God that we serve. We therefore take the responsibility of serving His children very seriously. Please understand that you are making a commitment when you chose to serve in the Children's Ministry at Maranatha. On the weeks you will be serving please report **at least 20 minutes** prior to the start of service for announcements and prayer.

Volunteer Schedules:

Weekly – This is the preferred schedule as it allows for the greatest impact on the kids and families. Serving weekly does not mean we expect you to serve 52 weeks a year. We understand you will have absences due to travel, vacation, illnesses, etc. Please do your best to let us know of your absences **at least one week in advance**.

Every other week – If you chose this schedule we will pair you with someone to rotate weeks. Please be sure to show up on the week you are scheduled. If you need to switch weeks you may coordinate a switch with your assigned partner who serves on the opposite week you are serving. It is expected that one of you will be at the service on a given week. If you are unable to coordinate a switch with your partner please contact your ministry lead **at least one week in advance** to let them know you will be absent.

On Call – If you chose this schedule it will be expected that you remain current on training and your understanding of the service expectations. We will call you with scheduling needs to fill in for volunteers that have alerted us of their absence. You will have the option of accepting or declining a particular service opportunity, and we will call you as needed.

What to do if you are unable to serve on a week you are scheduled

As a courtesy to those in the classroom with whom you serve, it is important to let them know of any absences. To fulfill your responsibility as a member of the Children's Ministry at Maranatha please follow the guidelines below.

Planned Absence:

Contact Pastor Jonathan Elliott via text at **858-761-5876**. Include your full name, and the date(s) you will be absent. Please let him know **at least 1 week** in advance if you plan to be absent.

Unplanned Absence:

Any situation that arises within a week of your scheduled service that causes you to miss serving is considered an unplanned absence. Contact Pastor Jonathan Elliott via text at **858-761-5876** ASAP. Include your full name, date(s) you will be absent and the reason for your absence.

Unplanned absences should be for emergency situations only, such as, unexpected illnesses, car trouble, family emergencies, etc. Know that your absence does affect our ability to minister to kids and families effectively. Please be mindful of your schedule to keep unplanned absences to a minimum.