

## Youth Ministry Office Support Volunteer

### Attendance Sheets: (Weekly)

The office of Youth Ministry tracks attendance of all students who are registered in the Middle School and High School ministries. The middle school ministry and the high school ministry meet once a week. Attendance is taken by either a sign-in sheet the students use, or by the small group adult leaders depending on the ministry. In assisting the Youth Ministry office, the Attendance Sheet Volunteer would:

- a. Take the attendance information gathered at each ministry session and create an active spreadsheet to track each student by grade/program to see who has missed sessions and when.
- b. The spreadsheet would need a space to record how and when the student and family have been contacted if or when a student misses a session.
- c. Maintain this list each week throughout the academic year. Active communication between the Youth Ministry staff and the students and parents is important to the student's success.
- d. Communication Structure:
  - One missed class – e-mail from small group leader
    - *This is automatically done by the small group leader and no communication from the Attendance Sheet Volunteer would be needed.*
  - 2<sup>nd</sup> consecutive missed class – postcard from Paul  
Attendance Sheet Volunteer would:
    - *Pull appropriate postcard and give to Paul to sign.*
    - *Using a label, properly address the postcard and run through postage meter to be mailed in the days after the missed session.*
  - 3<sup>rd</sup> consecutive missed class – call from small group leader  
Attendance Sheet Volunteer would:
    - *E-mail small group leader and remind them to call the student at their home phone #. When e-mailing the student's small group leader, copy Paul.*
  - 4<sup>th</sup> consecutive missed class – call from Paul  
Attendance Sheet Volunteer would:
    - *Look up home phone number for student and e-mail Paul the names and phone number of the students for Paul to call that week.*