

Psalm 127 Home-school Co-op Handbook

Rules and Regulations

Updated 5/2020

Statement of Faith

Kennebec Baptist Church is a conservative Bible believing Southern Baptist Church. We believe the Bible is the inspired Word of God and the guide for faith and life. We believe that Jesus Christ is the Son of God and is the only way to Heaven.

We believe Jesus died on the cross so that our sins can be forgiven if we place our faith and trust in Him alone. The result is forgiveness, eternal life, (which is living life at it's maximum potential in this life) and eternal life with God forever in Heaven. Eternal life can not be earned, it's by grace through faith alone. This salvation is freely offered to all.

Our Faith and Belief

*Excerpts taken from the Baptist Faith and Message, a statement adopted by the Southern Baptist Convention on June 14, 2000

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation, for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creature, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His Church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor and deacon is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ, which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the Savior, the believer death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine memorialize the death of the Redeemer and anticipate His second coming.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities of the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

IX. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms or sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst of knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to complete spiritual programs for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the preeminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth..

XIV. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel or sexual expression according to biblical standards. And the means for procreation of the human race. The husband and wife are equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to his people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Description of Psalm 127 Home-school Christian Co-op

Arrows

Psalm 127 Home-school Christian Co-op meets every Tuesday morning from 9:30-11:30 am. The year is divided into two semesters of sixteen weeks each. The co-op day is divided into two periods. First period students age 4-12 are placed in a class with their age group. Second period 4-12 year old students choose from several classes and will be mixed ages. We have a Chat room for you to have a break during the period you are not teaching.

Warriors

Psalm 127 Home-school Christian Co-op meets every Tuesday from 9:30-3:30 pm. The year is divided into two semesters of eighteen weeks each. The co-op day is divided into five periods. First period and second period are during the morning and third through fifth period are in the afternoon with a lunch break in between.

Co-op Commitment

Arrows

Each family helps in some way and all family members participate in a low-cost cooperative manner. Each parent is required to work with one co-op class and to sign-up on a committee. Each committee manages a series of "jobs". These "jobs" are necessary to keep the co-op operating smoothly. A parent or guardian must remain on campus at all times for safety.

Warriors

Each family helps in some way and all family members participate in a low-cost cooperative manner. Each parent is required to work with at least one co-op class. You may be required to help with more. There are a few "jobs" that we will ask for a volunteer for. These "jobs" are necessary to keep the co-op operating smoothly. A parent or guardian must remain on campus at all times for safety.

Everyone is expected to be punctual; the co-op opening begins at 9:30 am. Please arrive early to set up your class if you teach first period. Please be in the sanctuary for the opening before 9:30 am. Everyone is expected to be committed to the entire term of the semester. While sicknesses and absences cannot be eliminated we do ask that you make every possible effort to attend and teach your class. After two unexcused absences, you will be asked to sit out the following semester. Other excuses will be judged by case. CO-OP TIMES Arrows: Opening 9:30- 9:40 pm 1st class 9:45- 10:35 pm 2nd class 10:40-11:25 am WARRIORS: Opening 9:30-9:40, 1st pd: 9:45- 10:35, 2nd pd: 10:40- 11:25, Lunch: till 12:30, 3rd pd: 12:30- 1:20, 4th pd: 1:25- 2:15, 5th pd: 2:20- 3:05

Psalm 127 General Information

CO-OP Times

Arrows Times:

Opening: 9:30-9:40

1st pd: 9:45- 10:35

2nd pd: 10:40- 11:25

Warrior Times:

Opening: 9:30-9:40

1st pd: 9:45- 10:35

2nd pd: 10:40- 11:25

Lunch: till 12:30

3rd pd: 12:30- 1:25

4th pd: 1:30- 2:25

5th pd: 2:30- 3:25

Participation in Co-op

Arrows

Your oldest child participating in the co-op must be at least 7 years old. All younger siblings are welcome. Your young children will need to stay in their assigned class while you are teaching so that your class is not disrupted. If your child is not 7. membership will be decided case by case. Each parent must teach one period and each class will have two teachers.

Warriors

Your student must be in 6th-12th grade to participate. If your student does not want to participate in one period they may sit in a study hall. They must do something quietly. Each parent must teach at least one period. Each class will have two teachers.

Co-op Rules

- Respect Others.
- Manners matter - No shouting, name- calling, hitting, foul language, etc.
- No cliques, gossip, etc. - everyone is welcome.
- Words are friendly and encouraging - Use please, thank you, you're welcome, excuse me, I'm sorry, etc.
- Only one warning will be given by the teacher. (Parents will be involved if the offense is serious and repeated.)
- Adults have the last word.
- Maintain a listen and learn environment.
- No interrupting, No backtalk.
- Dress must be modest
- No weapons are allowed on church property. If one is seen it will be taken and you may retrieve it from Lesa Egen.
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Playground Rules

1. Parents need to supervise their children.
2. No sticks
3. Respect one another
4. The fenced in playground is for 8 and under.
5. Take care of the playground equipment
6. Watch out for younger children
7. Pick up your trash before leaving.

Caring for the Church Property

You are responsible for the classroom you teach in. It must be set back up the way it was before we arrived. Make sure tables & chairs are clean and if needed vacuum. Empty the trash can and set the bag in the hallway.

Attendance Sheets are provided for your convenience. You may use them if you wish to track your students. A diagram of your class is also provided so you can set it up in the original arrangement for the church.

Copier

You may use the church copier for co-op related copies. You must use co-op paper.

Email Loop

- When posting off-topic subjects on the loop add OT to the subject line.
- Be specific in your subject line, don't just put "tomorrow". Make it so your target readers will read the email. Example..."Parents of 6/7 elections blue class"
- Reply "off the loop" for personal replies when necessary.

Inclement Weather Policy

We follow the Harnett County public schools during bad weather. If they are closed we are closed. If they are delayed the board will determine if there is reason enough to cancel co-op. We will notify members of a closing by posting a message on the loop.

Absentee and Substitution Policy

We understand that there are unexpected circumstances and that absences will occur. We do ask that you try to minimize these. After two unexcused absences, you will be asked to sit out the following semester. Excused absences include contagious sickness (not just the sniffles) and death in the family. Other excuses will be judged by case. By minimizing the absences it will help classes to run smoother and those who are faithful not be overburdened.

Arrows

Everyone is expected to sub when necessary. Our coordinator will rotate each person. A list will be posted each week on the loop prior to co-op. If you know you will be out please let the coordinator know before. If there is an emergency please contact someone as soon as possible. Contact your teaching partner; they will need to be prepared.

SUBSTITUTE TEACHING INFORMATION

The sub-coordinator keeps a list of all the teachers broken down by periods. We rotate through that list as you sub for the period you are available. We will keep track of how much and where you sub so that no one is doing all the subbing and some are doing none. Do realize that you may sub a number of times in a semester. It all depends on how many absences we have. Your turns may be spread out or may come bunched together, again depends on whom and when they are absent. We do our best to keep it fair. Most generally the sub becomes the assistant for the class unless other arrangements are made. When you are going to be absent, please notify the sub-coordinator. If you have planned absences let the sub-coordinator know ASAP, such as vacation plans, doctor appts. etc. It makes everyone's lives easier when we can plan for things. However, there are always unplanned absences, generally due to sickness or vehicles. We understand. It happens to all of us. Just let us know as soon as you can. Our sub-coordinator will check her email up till 8:30am on Tuesday mornings or you can call as early as 8 am. If you need to let us know after 8:30 am call the Sub Coordinator on her cell phone. Please contact someone and let them know. Every week the sub-coordinator will send out an email stating who is on call for the week's subbing needs. You may be used, you may not. It depends on how many people we need. If we know you will be needed it will state your name and a class will be listed next to it. If it is just your name listed it means you are on call and not needed at the point the list was posted. Please remember there will be times we won't know you are needed until that day.

Arrows

Everyone is expected to sub when necessary. Our coordinator will rotate each person. A list will be posted each week on the loop prior to co-op. If you know you will be out please let the coordinator know before. If there is an emergency please contact someone as soon as possible. Contact your teaching partner; they will need to be prepared.

Warriors

Everyone is expected to sub when necessary. The 2nd teacher in the class will become the main teacher. Our coordinator will rotate each person. If you know you will be out please let the coordinator know before. If there is an emergency please contact someone as soon as possible. Contact your teaching partner; they will need to be prepared.

Active and Non-Active Members

You may sit out one semester and still be an active member. This allows you to remain on the loop, keep an extra job, and participate in other co-op activities. However, if you sit out more than one semester you will be removed from the loop and any job positions. We always welcome you back and you may sign-up with us again during another semester.

Dress Code

As participation in Psalm 127 group activities continues to grow, we believe it is important to address the topic of appropriate and modest attire. We ask that you would prayerfully identify any areas in your own family that need to be addressed. As a group of believers we want to encourage each other in our homeschooling journey and our personal walk with the Lord. As parents we need to take responsibility for training our children in modesty and humility as we interact in Christian fellowship. We ask that the following guidelines for dress be observed at all Psalm 127 functions by all Psalm 127 children, however, they won't be enforced for the younger children (those under 11), but will serve as a model for them:

- Pants must be worn at waist level. No boxers or midriffs showing.
- Please avoid tank tops, low V-neck tops, halter-tops, or tight fitting tops, etc. This means no bare shoulders or tops that draw attention to your figure. We do not want to be a stumbling block to our brothers and sisters in Christ.
- Please avoid miniskirts, short dresses, short shorts and all tight fitting clothes of any kind. Remember, your clothes reflect on who you are and should not be a distraction in any way.
- Please be careful regarding appropriate choices in t-shirts with logos and/or symbols. Consider how these might impact others in the group. We have as our goal to be edifying and respectful to kids of divergent backgrounds and want to do all we can to avoid offense.
- We want to encourage proper etiquette in all members and so request that you do not wear any hats of any kind during any inside activities. The only exception to this would be biblical head coverings. Please talk with anyone in leadership or a board member if you need clarification.
- Due to the innocence and naiveté of young girls, you may want to encourage your young girls to wear shorts under their dresses in order to introduce modesty at an earlier age. This way if they are playing on a playground or sitting inappropriately, there is no cause for embarrassment or concern. Any clothing choices that are contrary to these simple rules will be dealt with on an individual basis. If inappropriate tops are worn, then leaders will provide large T-shirts for the student to wear over their present clothing in order to allow the youth to continue to participate at the event. In the case of any disagreements over the appropriateness of attire, the discretion of the leader will prevail.

Promotion of Healthy Christ-Like Relationships

We as a home-school co-op strive to set an example for those around us. *1 Corinthians 8:9 Be careful, however, that the exercise of your rights does not become a stumbling block to the weak.*

We desire every member to view every relationship as an opportunity to model Christ's love and to demonstrate a mutual respect for one another as brothers and sisters in Christ. It is our sincerest wishes to support the youth of our co-op and foster healthy relationships and friendships. For this reason we ask that all parents talk to their teen about the importance of being a role model to our younger groups and consider all actions while at co-op in that manner."

During co-op on or any co-op sponsored activity there is to be no PDA. PDA is "Public Displays of Affection, this includes holding hands, tickling, hugging, embracing, kissing, and or any questionable

displays of affection. If you are unsure if it is acceptable, then it probably isn't. At no time should children of opposite sex be alone together anywhere on the church campus.

If you witness something you believe to be inappropriate between students, please try to handle this in a Christ-like manner. Seek out the parents and discuss this with them. This will allow parents to decide if it was inappropriate to their family and allow them the opportunity to discuss it with the child.

Dealing With Problems

Christian beliefs and morals are expected, encouraged and are to be displayed by both the adults and students so that our co-op can be a positive learning and social experience. Since this is a co-op, parents will not always be with their own children to correct and guide them. So, all parents are expected to guide, correct, and oversee not just your own children, but all of the students as well as enforce and follow the co-op rules. Likewise, all students are expected to listen to and obey all of the adults. In addition, as a parent, you will need to accept the guidance and correction of your children from another parent. 1. When a problem arises teachers should first talk with the parent, or parent should talk with the teacher. 2. If the problem persists please take your concerns to a board member.

CLASSES

Choosing Classes

Arrows

During the Spring semester a planning meeting will be held to discuss and vote in classes. Member input is very important. Each class suggestion must have a curriculum recommendation. Once classes are chosen a teacher sign-up will be posted. If there is a concern over a class and whether a teacher will be found the Board has the right to change a class. Then, a one day member registration, even if there are still teaching positions open, will be available. After that registration will be open to everyone. Registration is a first come first serve. If a class reaches capacity it will be closed to registration. If after the end of the registration period there is a class that is not full the board has the right to cancel that class. You will be notified if that happens. During the fall semester there will not be a planning meeting for the spring classes, but just a review. Then a teacher sign-up, member registration and finally open registration. Each student will need to purchase required curriculum for each of the classes they sign up for. There will be extra fees for some classes such as science for labs.

Warriors

Members input is very important. Before classes are chosen; a time of discussion will be planned. Members may make suggestions. Classes will be selected by the Director and the Board and presented to current members for a vote.

Each student will need to purchase required curriculum for each of the classes they sign up for. There will be extra fees for some classes such as science for labs.

Extracurricular Activities

Extracurricular Clubs

Psalm 127 desires to promote academic rigor. This includes the creation of extracurricular clubs. The club must be sponsored by an adult, who is currently attending Psalm 127 Homeschool Co-op. The following information must be submitted to the co-op board by the adult sponsor before the club will be considered:

- Adult sponsor-who will attend and supervise all meetings
- Need for the club-why should this club be started and how it will add to the academic rigor of the co-op
- A timeline for the club-when this club will meet, how often, and how long
- Agenda for the club-what will occur in the club for the co-op calendar year

If the club is approved by the board, the group may send emails on the co-op loop. The co-op will not provide financial/liability support for the club. If the club is not approved clubs may initially advertise on the loop and post their contact information so that other co-op members can contact them and be involved in their club outside of the co-op. These clubs, after a time set by the board, may then choose to create their own email loop (yahoo/google group) to share information on the club.

Psalm 127 Home-School Co-op Board

Membership of the Board

The board consists of a Director, an additional member of Kennebec Baptist Church (if possible), and 2-5 approved members of co-op.

Requirements for the board members:

1. Member for 2 semesters
2. A commitment to 2 semesters, Fall and Spring
3. Active in Church with same doctrine or beliefs and must sign the Statement of Faith

Election of Board

Members

1. If a member would like to serve on the board, they should submit their name to the Director during the spring semester.
2. The board will approve the nomination. During the last meeting of the spring semester, the board will either present the new member to co-op or bring it before the group for a vote.

Board Responsibilities

1. To help make decisions for co-op as a whole, with co-op's best interest in mind.
2. Each member will be a Committee Chair and help oversee the committee and help those who have volunteered for the jobs.

Board Meetings

The board will meet before co-op and board members will be available during chat throughout the semester. If necessary the board may meet at other times.

Committees & Responsibilities

You must sign up for a committee on the registration. It takes each one of us to help our co-op function at its best. A board member will serve as the Committee Chair. Before the semester begins your Committee Chair will contact you and allow you to sign up for a “job” within that committee.

Lesia Egen Warriors Director & Church Liaison

1. Registration Day: Prepare sign-ups, organize and process registration
2. Create Co-op calendar
3. New Parent Orientation

Toni Swaim Arrows Director

1. Registration Day: Prepare sign-ups, organize and process registration
2. Create Co-op calendar
3. New Parent Orientation
 - a. Lead Parents and older children on guided tour
 - b. Watch younger children
4. Create directory
5. Google Group

Committee 1

1. Chat Room Snacks: Provide snacks for chat room, setup and cleanup of snacks and maintaining snacks within set budget.
2. Co-op Cafe: Organize and plan for, purchase supplies, set up and tear down of event.

Committee 2

1. Opening Ceremony MC: make announcements, lead pledge and prayer
 2. Opening Ceremony Music: lead opening song, setup and take down audio equipment
 3. Fall Semester End Program: organize stage presentations and table displays and manage/organize decoration, set up, clean up and food, dessert only
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4. Spring Year End Program: organize stage presentations and table displays and manage/organize decoration, set up, clean up and food, dessert only

Committee 3

1. 1. Clean-up Crew: ensure that rooms are back to their original setup, ensure tables and chairs are returned, vacuum, gather trash, chat room is clean and fellowship hall is locked, check all bathrooms, take down any attendance sheets and return all co-op supplies to the storage area.
2. Clean-up Day: Oversee the detailed cleaning of the church grounds. Provide cleaning supplies and direct what needs to be cleaned and check what has been cleaned. Tables, chairs and walls need to be scrubbed.

Committee 4

1. 1. Playground Monitors: watch over children until all parents are able to come out.
2. Nursery Coordinator: purchase and keep snacks and supplies stocked for each class; make sure nursery is sanitized and clean after co-op, take care of sheets in cribs. Keep children in nursery for clean-up crew if necessary.
3. Pool Party: Choose date and reserve venue, Give the payment details to Toni, Get drinks, ice and paper goods, Clean-up after the party, Give gratuity to guards.
4. Christmas Party: organize, plan food, games and crafts

Positions of Board Members

- Arrows Board: Melisa Ramsey, Melissa Daily
- Warriors Board: Amanda Huff
- Arrows Sub-Coordinator
- Church Liaison, Treasurer, Warriors Registration, Testing, Web Page: Lesa Egen
- Arrows Registration, web page: Toni Swaim
- Co-op Loop:
- T-Shirts:
- Box Tops:

Contact for Directors

Director Warriors : Lesa Egen

- Email: toeverythingaseason@gmail.com
- Cell 919-395-2777

Warriors Board Members:

- Amanda Huff
 - Email: alh9104@hotmail.com
 - Phone: 919-201-1597

Director Arrows: Toni Swaim

- Email: toni.swaim@gmail.com
- Phone: 919-210-3320

Arrows Board Members:

- Melissa Dailey
 - Email: mkmdailey@yahoo.com
 - Phone: 518-265-6876
- Melisa Ramsey
 - Email: memesramsey@embarqmail.com
 - Phone: 919-989-8463

