

Start or revitalize a ministry in your church

QUICK START GUIDE



HOME AND SCHOOL



Quick Start Guide for the Home and School Association Leader

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Introduction

Welcome to your school's education team! As the Home and School Association leader, you are a vital part of Seventh-day Adventist education. In fact, the Home and School Association is at the very heart of the program. Students, parents, teachers, buildings, and equipment are important, but without the active and encouraging support of a Home and School Association, all these components will fail to mesh into one smoothly running body.

Whether you are a new or experienced leader, you've probably already realized the importance of being organized. This guide will assist you with that. It also includes ideas and resources that other leaders have successfully used.

Overview

The Importance of Home and School

It has always been God's purpose for education to occur in a climate consistent with His character. He initiated the first school in the Garden of Eden when He allowed His children to explore the wonders of the world in which they lived. In the Old Testament, the followers of God received instruction in all significant areas of life: civic order, social justice, purposeful work, healthful living, and the deeper meaning of God's divine character and law (Duet. 6:1-25).

Today this is the continuing mission of the Seventh-day Adventist school system: to provide children and youth with a balanced physical, mental, social, spiritual, and vocational education with God as the source of all moral value and truth. The goal of this education is the restoration in each person of the image of the Creator, resulting in the optimum development of the whole person for both this life and the life hereafter.

But teachers alone do not bear the responsibility of leading young people to salvation, knowledge, and maturity. The most effective education will take place when teachers, parents, and church members work together to provide an environment where children can learn and grow. The apostle Paul compares the church to a body in which all the parts "should have equal concern for each other.

If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it" (1 Cor. 12:25-27). When parents and church members support the church school and the teachers, everyone is honored and everyone rejoices.

Qualifications

A successful Home and School Association leader must, first and most importantly, be strongly committed to a growing personal

"Everyone helped his neighbor and said to his brother, 'Be of good courage!'"
(Isaiah 41:6)



relationship with Jesus Christ. Next, he or she needs to demonstrate a firm commitment to the Christ-centered philosophy and objectives of education endorsed by the Adventist church. A Home and School leader also needs to be able to work as a team with the pastor, principal, teachers, parents, school board members, and volunteers, communicating effectively with each one and encouraging them in their individual roles. Bonus qualities include successful experience working with children and having an open mind toward new ideas and ways of doing things.

The three most important words of the Home and School Association are communicate, communicate, communicate!

Time Commitment

The amount of time required to lead your local Home and School Association successfully will vary greatly depending on the size of your school, the number of activities planned yearly, and the amount of work that may have already been accomplished in organizing the association. Discussing expectations with your school principal and school board chair will help you answer this question.

Job Description

There are five basic areas encompassed by the ministry of Home and School leaders:

1. Promoting Adventist education
2. Planning meetings and events
3. Communicating with the church
4. Encouraging parents and teachers
5. Raising funds

Getting Started

Home and School Association membership includes all church members and patrons of the school. Officers usually include a leader, an assistant, a secretary/treasurer, a librarian, and your church's educational secretary. The school principal is an ex officio member by virtue of position.

The association should be organized and conducted in accordance with the policies outlined in the Seventh-day Adventist Church Manual. For continuity, it is helpful to reelect some officers for second terms. The officers need to work closely with other personnel from the local church, including the family life coordinator and the directors of children's and youth ministries, as well as the pastor, principal, and school board chair.



Promoting Adventist Education

A large part of leadership is influence. As a Home and School leader, you can use your influence to advance Christian education in your community through your example of support and enthusiasm for your school.

If your association has functioned effectively in recent years, there is probably already a clear mission statement and list of objectives in place. That gives you a solid base on which to continue building. Simply ask each officer to be in charge of specific areas in which they are interested (fundraising, communications, coordinating volunteers, etc.) and you're well on your way.

However, if you have been asked to resurrect an old association or start a new one, you will need to spend time analyzing your situation and developing a clear set of objectives in harmony with the mission of your school. In this situation, it would be wise to meet with your pastor, principal, and school board to align the goals of your association with those already established for the church and the school. Working together on this initial step is crucial to the success of the association. It also prepares you for promoting the ideals of your school to your church and community.

The Home and School Association should earnestly endeavor to assure that every child in your church has the opportunity to attend an Adventist school. One way of doing this is by giving high visibility to Adventist education in your church.

- Celebrate Adventist Education Week with promotional activities.
- Participate in baby dedications by giving a certificate or t-shirt with an appropriate message welcoming the child as a future student.
- Give timely and enthusiastic reports to church members of the school's activities.
- Send press releases to local media regarding community projects or events in which your students participate. (Work closely with your local church communication director for developing public relations.)

Other good ways of connecting with parents and children (especially during the summer) include holding:

- Vacation Bible School
- Neighborhood Bible clubs
- Play groups/picnics at the park
- Craft days
- Story hours
- Puppet Ministries

BIBLICAL LEADERSHIP PRINCIPLES

1. Remember that God is the real leader.
2. Lead with a view of restoring God's leadership.
3. Distinguish between role and status.
4. Realize that leadership is a Godlike function requiring high standards.
5. Lead humbly because you are human.



A changing society requires new methods that may mean nudging some of us out of our comfort zones. It pays to remember that while principles do not change, the application of them must if we are to be successful in today's world. If you are willing to try new methods of promoting your church school but those around you aren't, be patient. Try to think of creative ways to inspire them. Most of all, pray for the Holy Spirit to lead their thoughts.

Planning Meetings and Events

Traditionally, the Home and School Association has hosted monthly meetings focusing on family-centered topics. However, due to our busy lifestyles, other approaches to strengthening family values may be more effective. Look for activities that bring the whole family together in some way.

Whether you host one event a year or several, here are a few tips:

- Plan programs that are interesting, practical, and dynamic.
- Start and end on time.
- Ask students to provide the first and last feature of the program.
- Plan supervised activities for children, such as music, crafts, games, and nature stories.

Look for and use the available talent around you in planning events and activities throughout the school year. It pays to choose carefully the times, topics, and places that will be most convenient and appealing for the majority of potential attendees. You can also increase program attendance by advertising widely and well in advance of the date. Put invitations in your church bulletin, mail postcards, or hand-deliver invitations the students have made. Ask students to design colorful posters to display in the school and church with all the pertinent information included. Try awarding gifts solicited from community businesses as door prizes.

Topic Ideas for Programs, Guest Speakers, and Newsletter Articles

- Family worship ideas
- Budgeting
- Family communication
- Building positive self-worth
- Parents' role in academic achievement
- Positive discipline
- Issues of adolescence
- Health issues
- Importance of routine for children

SMART PLANNING INCLUDES MAKING YOUR OBJECTIVES...

- Specific** – outlined in concrete steps
- Measurable** – able to help you monitor progress
- Attainable** – high, but within reach
- Realistic** – within available resources
- Tangible** – can be seen or measured



- Latchkey children
- Peer pressure
- Emotional health
- Nutrition
- General parenting tips

Recruiting Volunteers

It usually isn't hard to come up with programming ideas or projects. Often the bigger challenge is finding people who are willing to help implement them. Many parents and church members are too busy, are too burned out, or feel they lack the needed skills.

To attract volunteers, you must help them see the importance of what they will be doing. When volunteers realize the significance of their impact, they are more likely to give their time and energy. You can help retain volunteers from year to year by sincerely thanking them for their efforts and giving them appropriate recognition, including displaying pictures of volunteers in action on church and school bulletin boards and on your school's website. Seeing what the volunteers are accomplishing encourages everyone.

Not only will people show up for your activities, they will be more likely to volunteer to help an organization that consistently represents excellence.

Note: Because of our society's problems and litigation issues, schools must screen all volunteers working directly with children and youth. Your association should also have a printed set of guidelines to give to volunteers.

Remember these guidelines when recruiting volunteers:

- Don't recruit a volunteer whom you have known less than six months.
- Never leave children for whom you are responsible unsupervised.
- To protect yourself, have at least two adults present at all times.

THREE APPROACHES TO RECRUITING VOLUNTEERS

1. One project at a time. Ask for volunteers to be in charge of just one event. Give them both the responsibility and the authority to get the job done well.
2. One talent at a time. Find volunteers who have specific talents your program needs, such as organizing the calendar, working on the budget, or producing your newsletter.
3. One student at a time. Ask volunteers to take special interest in individual students, to pray for them, mail cards to them on their birthdays, and just talk with them at church or school functions.

"All who engage in ministry are God's helping hand. They are co-workers with the angels...Angels speak through their voices, and work by their hands" (*True Education*, page 169). Remember, it's not how much you do, but how well you do it. Be organized, well prepared, and efficient.



Maximizing the Ministry

Communicating with the Church

A major part of your role is to communicate information to various groups of people, including church members, parents, teachers, and school board members. Several times during the school year you (or someone you appoint) should promote Christian education before the entire congregation. This will help create enthusiasm for the work of the association.

If you truly believe in the importance of prayer, you will have a dedicated team of prayer warriors surrounding everything connected with your school.

Often members who have no children in the church school will still be willing to support the association's projects, both financially and by volunteer work, when needs are presented. Use posters, newsletters, bulletin announcements, postcards, phone calls, email, and the church and school websites to keep members informed of progress made and challenges remaining.

Encouraging Parents and Teachers

While parents have the ultimate responsibility for raising their children, there is much the church and school can do to encourage and support them. According to Value Genesis research, the most important thing the church can do for parents is encourage them to be faithful in having family worship time. Life is hectic, and a surprising number of families don't have family worship—some don't even know how. The Home and School Association can play a big role in strengthening families by conducting seminars on this topic.

You can also build your library/resource center by adding new quality items for parents and teachers. Advertise these acquisitions in your newsletter, school website, or other means of communication. Most parents want to improve their parenting skills; some just don't know how to go about it. The Home and School Association can be of great service by providing resources and encouragement.

The Home and School Association can enhance parent-teacher relationships by:

- Inviting parents to visit the school
- Assisting teachers in presenting special programs, including an open house scheduled at a time to accommodate working parents
- Recruiting dependable room parents
- Including helpful articles regarding parent-teacher interactions in the newsletter
- Encouraging teachers (in consultation with the principal and parents) to make annual visits to students' homes

HOW CAN ROOM PARENTS HELP?

- Put up bulletin boards
- Assist with fieldtrips
- Help with classroom parties
- Duplicate materials
- Correct certain assignments



Teacher Appreciation Week

Teacher Appreciation Week is a great time to focus on improving parent-teacher relationships and thanking and encouraging teachers. Below is a list of popular ways Home and School Associations celebrate Teacher Appreciation Week:

Even self-motivated people are encouraged by a supportive atmosphere.

1. Hang a banner in the school entryway that say something like, "Teacher Appreciation Week – SUPER TEACHERS work here!"
2. Collect notes or pictures of appreciation from parents and students to give to teachers as part of a gift basket.
3. Host a breakfast or luncheon for teachers and staff.
4. Present teachers with flowers, gifts, or certificates from the Home and School Association.
5. Plan an all-constituent potluck supper and program to honor teachers.
6. Treat teachers to lunch at a local restaurant and an afternoon off while volunteers supervise classrooms. (This is a good time to have students make cards or gifts for their teachers.)
7. Decorate a bulletin board in honor of your teachers and staff.
8. Ask parents to provide a special lunch for both students and teachers.
9. Help students to decorate a cake or cookies with words of appreciation. Serve the food at a surprise party for the teachers.
10. Have students make posters for Teacher Appreciation Week in art class. Give them a theme or title to develop. Display the posters throughout the school or at local businesses.
11. Older students can write "teacher appreciation recipes" listing the ingredients that describe their teachers. (It helps to have a few examples for them.) Have the students read their recipes aloud to their teachers.
12. With the cooperation of the principal, assist the students in making a short video or PowerPoint presentation on the value of teachers. Show it at a school assembly held in honor of Teacher Appreciation Week.
13. Try to do something special each day of the week. Remember to send a schedule/press release to your local media.

"Gratitude and cooperation on the part of parents will lighten the burden of teachers and brighten their paths" (*True Education*, page 129).



Raising Funds

The Home and School Association can enhance the regular academic program of the school by creatively raising funds for items such as audiovisual aids, library resources, computers, and playground equipment. Ask your principal, teachers, and school board chair to assess the current needs of the school and present their recommendations during your planning meeting.

Ideas for successful fundraisers include:

- Hosting a school “shower”
- School fairs (spring or fall)
- Fruit and nut sales
- Walk or bike-a-thon
- Car washes
- School hot lunch program
- Hobby shows
- Lyceums
- Pancake breakfasts
- Flea markets
- Spaghetti dinners
- Canned goods labels/Box Tops for Education

Be sure the secretary/treasurer keeps careful records not only of your goals, but of how much funding is needed and received. Funds should be channeled through the church or school treasurer, kept in a separate account, and audited in harmony with denominational policy. Being organized and responsible with funds will help build trust. And by uniting parents and the school in projects to improve the educational process, you will also gain more cooperation and understanding between home and school.

Yearly Calendar of Program Ideas

The following ideas can be adapted to the needs of your school. One major Home and School sponsored activity per month is generally a reasonable expectation.

August

- Improve the school library.
- Hold a Meet Your Teacher program and open house.

“Never will education accomplish all that it might and should accomplish until the importance of the parent’s work is fully recognized, and they receive a training for its sacred responsibilities” (*True Education*, page 171).



- Assist with registration (this is a good time to sign up volunteers). Organize a teacher/student/parent consecration Sabbath program. Host a pie social and handshake.
- Hold a salad supper and get-acquainted time for teachers, school board members, and Home and School officers.
- Plan a “Welcome Back” corn/potato roast. Parents can bring salads.

September

- Report school enrollment and upcoming plans to church members. Have a bake sale.
- Host a back-to-school potluck and open house (if you didn’t do it in August). Organize a fall picnic.

October

- Plan a Fall Festival or other fundraiser. Participate in a community service project.
- Host a Harvest Party or a Pumpkin Patch Fun Fest.

November

- Coordinate Adventist Education Week activities (usually the third week in November).
- Have a taffy pull and bob for apples. Sell cider and popcorn. Play old-fashioned games.
- Host a Thanksgiving dinner for students and staff at the school. Hold a fundraising event.

December

- Assist teachers with Christmas program. Serve hot drinks afterwards. Host a holiday party for students.
- Have a Christmas dinner for students and staff. Hold a bake sale at the Christmas program.

January

- Plan a family values emphasis weekend at your local church (could include a guest speaker for seminars or a vespers program).
- Buy and promote new materials for your parent education library. Host a Saturday evening family social.
- Have a fundraiser.

February

- Sponsor a courtesy week and call it “Manners Matter.” Host a talent show.
- Participate in a community service project. Have a fundraiser.



March

- Sponsor a Red Ribbon Week (all about drug-free living). Sponsor a Grandparents Day.
- Hold a talent show.
- Have a fundraiser.

April

- Coordinate Teacher Appreciation Week activities (fourth week of April). Sponsor a Christian Education Day (fourth Sabbath of April).
- Assist teachers with science, social studies, or art fairs. Help with kindergarten and first grade round-up activities.

May

- Host a Mother's Day brunch. Have a spring picnic.
- Host a last-day-of-school party. Help with the graduation program.

Evaluating the Association

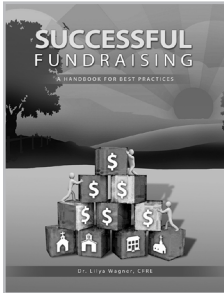
As time goes by, you will want to evaluate the ministry of the Home and School Association. Is it operating effectively? Is it accomplishing the established goals? It may help to solicit feedback from parents, teachers, and church members as you study your challenges and opportunities and refine your ministry plan for the future.

It is necessary to plan, encourage, and communicate effectively. It is necessary to recruit and manage carefully and wisely. These efforts, combined with the power of God's Spirit, will result in a Home and School Association that strengthens and builds up your church school and helps it fulfill its God-intended mission.



Resources

The following resources are available from AdventSource. For a complete list, visit AdventSource.org or 402.486.8800.

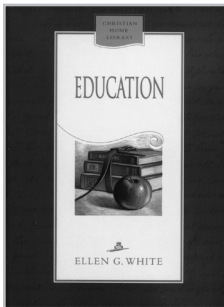


Successful Fundraising

By Dr. Lilya Wagner

Fundraising is an organized practice and a logical process. It that takes time and careful thought to implement, and this handbook can help. Read it to learn about grant proposals, capital campaigns, annual funds, donor relations, transparency and accountability, and more.

Product #419279

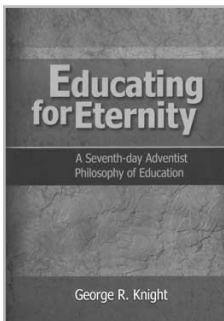


Education

By Ellen G. White

This classic work on education presents the unique and challenging idea that “the work of education and the work of redemption are one.” Readers will find insights to guide not only parents, students, and teachers, but all who seek true education in the great school of life.

Product #602170



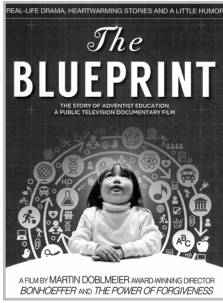
Educating for Eternity

By George Knight

Writing both for the educational layperson and the professional educator, George Knight outlines the active, intentional, and redemptive purpose of Adventist education.

Product #050647





The Blueprint DVD

Directed by Martin Doblmeier

How does a faith-based, private school system, in operation since the 19th century, continue to produce outstanding results? Watch The BLUEPRINT to learn the incredible story of Adventist education!

This one-hour documentary visits schools across America including Holbrook Indian School, Bronx-Manhattan School, Loma Linda Academy, and more. Each story shows how the “whole child” approach to education—teaching the body, mind and spirit—is transforming lives.

Product #050610

Online Resources

- **North American Division Department of Education**
AdventistEducation.org
 - **National Parent Teacher Association**
PTA.org
 - **National Association for the Education of Young Children**
NAEYC.org
 - **Christian Schools International**
CSIOOnline.org
-



Home and School Association Ministry Description

Introduction

Adventist church schools have been established under the direction of God. It has always been God's purpose to educate His children in a climate consistent with His will. He planned the first school in the Garden of Eden where His children were to learn the wonders of the world they lived in. The church operates a school system to provide children and youth with a balanced physical, mental, spiritual, social, and vocational education, with God as the source of all moral value and truth. The stated interest of the church is the restoration in each person of the image of the Creator, resulting in the optimum development of the whole person for both this life and the life hereafter.

Early in the Old Testament instruction was given that followers of God were to be taught in all significant areas of life; healthful living, civic order, social justice, purposeful work, and the deeper meaning of God's divine character and law (Deut. 6:1- 25). This is the continuing mission of the Seventh-day Adventist school system.

But teachers alone, even loving, Christian teachers, cannot do the work of leading young people to salvation, knowledge, and maturity. The most effective education will take place when teachers, parents, and church members work together to provide an environment where children can learn and grow. Paul compares the church to a body in which all of the parts "should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it" (I Cor. 12:25- 27). When parents support the church school and the teachers, everyone is honored and everyone rejoices.

Duties of the Home and School Association

The ministry to which a person is called when he or she becomes a Home and School Association president can be described in the following duties.

1. **Plan meetings.** The Home and School president should plan for regular Home and School meetings for parents, teachers, and other interested church members during the school year. Careful thought should go into setting a time and place of meeting that will be the most convenient for the majority of the members.
2. **Promote Adventist education.** Your association should seek to assure that every child in your church has the opportunity of attending a Seventh-day Adventist school. Show support for the principles of Christian education by your example and leadership.
3. **Raise funds.** The Home and School Association can enhance the regular academic program of the school by creatively raising funds for items such as audio-visual aids, library resources, computers, and playground equipment. By uniting the parents and the school in a project to increase the effectiveness of the educational process you will also gain more cooperation and understanding between home and school.



4. **Communicate with the church.** Several times during the school year you, or someone you appoint, should appear before the entire congregation to promote Christian education and create enthusiasm for the work of the Association. Many members with no children in the church school will be willing to help support both financially and by volunteer work when they see the needs of the school and are aware of the work projects being done.
5. **Encourage both parents and teachers.** Parent education classes need to be offered to teach parents how to instill right character traits and lead children toward heaven. Any classes that will strengthen the home or encourage family worship will be a blessing for the children of your church. Planning events to honor the teachers in your school will be a great encouragement to the Christian teachers who work with the children. Also encourage teachers to better themselves by attending seminars and retreats.

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Home and School

This Quick Start Guide for Home and School is full of important information to help you start or revitalize a ministry at your local church. This guide contains a job description, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to this ministry or an experienced volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your local church.

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