



BELLEVILLE
MENNONITE SCHOOL

Volunteer Guide

2022



BMS is a faith-filled community. BMS is a family. BMS is a team striving toward a goal. BMS is a gift from God. A healthy school functioning under the direction of our LORD is a place of joy, encouragement, challenge, comfort, and deep relational connection!

Community. Family. The Body of Christ.

These concepts involve many individuals with distinct gifts accomplishing tasks for one purpose. At Belleville Mennonite School, that mission is to **develop minds, build faith, and be disciples**. Families choose to enroll their children at BMS and not only make investing in a Christian Education a financial priority, but also actively participate in the work that accompanies the fulfillment of Belleville Mennonite School's mission and vision.

Tuition dollars cover approximately 70% of the costs associated with providing a quality education at BMS. The school's development staff and parent volunteers help to generate the remaining cost of education. Volunteers help to keep the cost of tuition low and improve the overall quality of education at BMS.

Throughout its 75 years of educating young people, parents, students, faculty and staff members, church congregations, and community members have come together to support, sustain, and improve education at Belleville Mennonite School. These individuals have invested their time, talents, and finances in Christian Education and have created the educational community known as Belleville Mennonite School.

The work continues. The intent of this handout is to thoroughly and clearly communicate how you can effectively invest time and talents in the work of Belleville Mennonite School. **Thank you for investing in your children's educational, spiritual, and character development at Belleville Mennonite School.**

Committees

Advancement Committee

Meets 1st Monday of every month for ~1 hour

Meets to identify and oversee implementation of the school's strategic plan. New committee members are appointed by the current committee members to serve a three year term.

Athletic Committee

Provides assistance to the Athletic Director as needed relating to concession stands, fundraisers, and home athletic events.

Alumni Association

1-2 meetings per year

Helps to plan and organize the annual Faith Promise Dinner and Homecoming Weekend, and assists with BMS alumni relations.

Auction Coordinating Committee

3-5 meetings per year; as needed

Oversees the coordination of the Annual Auction and its various sub-committees. (4 year term)

Board of Directors

Meets 3rd Monday of every month for ~3 hours

Meets monthly with the Superintendent to conduct the business of the school. Members of the committee are elected annually by the patron body to serve a three-year term.

Finance Committee

Meets 2nd Monday of every month for 2-3 hours

Meets each month to oversee school finances, recommend an annual budget, recommend annual tuition schedule and annually review salary and benefit packages for school personnel. The committee consists of five members with at least one Board Member and at least two patrons appointed by the Board.

Golf Tournament Committee

Meets 1 hour each month April-July

Meets with the Development Director to plan and implement the Annual Golf Tournament held each summer. Committee consists of 4-7 golf enthusiasts.

Property Committee

Meets 1-2 hours at least 4 times a year

Meets throughout the school year to assess and oversee the school's property and building needs. Makes recommendations about remodeling and building projects. The Property Committee reports monthly to the Board of Directors.

Athletics

Admissions

2 hours per basketball game

Collect money for admission to home basketball games. Volunteers report to the Athletic Director.

Apple Pie Making

2-4 hours; late Fall

Contribute to the apple pie fundraiser by rolling pie dough during the weekend of the fundraiser.

Concessions

2-4 hours during athletic events

Prepare and sell food at the concession stands during athletic events. Profits benefit the athletic fund at BMS. Volunteers report to the Athletic Director.

Scoreboard

2 hours per basketball game

"Run the clock," which involves keeping the score, number of fouls, possession arrow, etc., at home basketball games.

Banquets

Kitchen Helpers

3 – 4 hours per banquet

Help to serve food and clean up after the meal.

Servers

2-3 hours per banquet

Serve banquet guests.

Thunder Café

Kitchen Volunteer

4-5 hours once a month (or as desired)

Assist Café staff with meal prep, service and cleanup. Typical time commitment is 9:30-2:00.

Elementary

Field Trip Chaperones

Several hours during school; upon teachers' request

Travel with teachers and students to field trip destinations. Help monitor and care for students. *All volunteers must submit required clearances.

Librarian

Several hours weekly during school

Help to keep the elementary library organized, re-shelve books, and help students check out books during library times.

Race for Education

Address Mailers

4 – 6 people working 4 – 8 hours each; last week of January

Fold, tape, stamp, affix address label and sort mailers to be ready for mailing the first of February.

Race Day Volunteers

1-2 hours on the Race days

Help to count and record laps completed.

Service Day Volunteers

2-6 hours on the Service days

Help to oversee service projects at assigned locations.

Process Race Donations & Receipts

Several hours weekly throughout February & March

Process sponsor donations, write thank you notes/receipts and file records.

Annual Auction

ALL Families are asked to contribute one of the following:

Solicit: Contact at least 3 businesses asking for auction donations. Follow up with businesses and pick up donations. Materials, training, and information will be provided!

Donate: Donate items or gift cards from your favorite store or restaurant. (\$75 value)

Underwrite: Make a \$75 cash donation to help underwrite purchased auction items.

***There are a wide variety of ways to be involved with the Auction!
May 27 & 28, 2022***

Ag & Outdoor Coordinator

Communicate with area farmers and ag businesses to coordinate any cattle and ag donations.

Auction/Clerical Volunteers

Serve as runners during the auction, work at registration or check out.

Children's Activities

Assist with children's activities and provide oversight of children during the Auction.

Food Stand Coordinator

Oversee strawberry pie, ice cream, salads, baked goods, or lunch stands at the Auction. Recruit volunteers for each stand.

Food Service Volunteers

Assist with the preparation or service of Friday's meal, wait on tables, serve Saturday's breakfast, wash dishes in the kitchen, or work at various food stands.

Kitchen Coordinators

Oversee breakfast or lunch served at the Auction. Recruit kitchen helpers and dining room servers.

Quilt Committee

Organize quilt donations, display and sale. Assist with scheduling community quilting. Help display quilts during auction.

Solicitation Coordinator

Oversee solicitation process. Delegate responsibility to individual solicitors. Monitor donations in Auctiontrak database and prepare items for auction.

Technology Coordinator

Works with the BMS Technology Director to set up all auction technology (registration, clerk and cashier stations) and oversee all volunteers.