

Dear Prospective Vital Partners (VP's) and Ministry Volunteers,

**Thank you** for your interest in joining this valuable team supporting High Country Enrichment Classes (HCEC). The heart and purpose of HCEC is to graciously promote a safe environment that will facilitate the ministry of HCEC to a very diverse population of students of various ages and differing abilities, parents, siblings and staff.

VP's and Volunteers provide practical support in every area of HCEC. Some of these positions may offer guidance in an emergency, promote good stewardship of the New Life campus, equipment and policies, assist teachers in the classroom, care for our littlest ones, maintain a valuable prayer covering, serve hot meals to nourish body and soul, or act as a point of contact for those needing assistance.

All VP's and Volunteers should approach their various positions as *ministers* to the children, staff and adults present. As you minister to those you are serving, please thoughtfully and graciously demonstrate your authority wrapped in humility just as Jesus demonstrated how we should serve one another. Please look for opportunities to pray peace and blessings over HCEC. Offer praise, encourage good behavior and promote godly character even in the midst of gently redirecting those who have strayed from appropriate conduct.

"We always thank God for all of you and continually mention you in our prayers. We remember before our God and Father your work produced by faith, your labor prompted by love, and your endurance inspired by hope in our Lord Jesus Christ."  
~1 Thessalonians 1:2-3 (NIV)

If you have any questions or concerns please feel free to contact me in person at HCEC or by email at [ECOOperationsDirector@hche.org](mailto:ECOOperationsDirector@hche.org).

Blessings,  
**Nikki Rainey**  
**HCEC Operations Director**

<b>Vital Partner/Ministry Volunteer Position Worksheet</b>							
As a <b>Vital Partner</b> , you may schedule up to 1 VP hour for every 2 of your children's class hours (50%) during VP Registration hours, August 1 – 3, 2017. However, <b>after this initial placement</b> , you are welcome to add more VP hours at or after Student Orientation, August 17, 2017, if there are unfilled ministry positions. Please check with the Coordinator(s) for availability and approval.							
• <b>Vital Partner/Ministry Volunteer positions are scheduled subject to availability. Teacher's Assistant and Teachers' Tots Assistant positions are tentative until final enrollment numbers are established.</b>							
Day				Day			
	Choice	Ministry Area	Position Title or TA=Grade and Subject Pref.		Choice	Ministry Area	Position Title or TA=Grade and Subject Pref.
9:00	1			9:00	1		
	2				2		
10:00	1			10:00	1		
	2				2		
11:00	1			11:00	1		
	2				2		
12:00	1			12:00	1		
	2				2		
1:00	1			1:00	1		
	2				2		
2:00	1			2:00	1		
	2				2		

## Vital Partner/Ministry Volunteer Program Information

Vital Partners (VP) and Ministry Volunteers (MV) are an essential part of High Country Enrichment Classes' (HCEC) Leadership Team. The heart of HCEC is to match your gifts, talents and desire to serve with the various ministry positions that support our enrichment program each semester. Our goal is to coordinate ministry service with your children's class schedules. Positions are initially assigned on a first-come, first-served basis during Registration. Additional opportunities to add positions are available at Student Orientation and throughout the semester. We are so excited to have you serve with us!

### Qualifications

- ◆ Commitment to Christ • Involved member of HCEC • Familiar with HCEC Family Handbook • Attend Leadership Training
- ◆ Interviewed, background checked, and approved by Human Resources.

### Vital Partner Positions

- Guest Services
  - Front Desk Information Center
- Lunch Program (Volunteer positions also available)
  - Cashier, Food Service
- Program Support
  - Various Monitors, Floater, Lunchroom Cleaner
- Teacher's Assistant (Volunteer positions also available)
  - Classroom Support
- Teachers' Tots (Volunteer positions also available)
  - Assist in caring for preschool-aged children

### Ministry Volunteer Positions

- Dining Detective (Youth ages 12-18)
  - Lunch Program setup, food service, teardown
- Hand-in-Hand Ministry
  - Provide meals to families in need
- Prayer Ministry
  - Pray for HCEC families, participate in special prayer events
- Special Events
  - Food preparation, service and decorating for various meetings
- Youth Ambassador (Youth ages 14-18)
  - Program Support assistance - morning/afternoon, community service hours

### Vital Partner Benefits

- Priority Registration: VP's are eligible for priority registration, following Teachers, Team Leaders, and Staff, to provide every opportunity to serve.
- Availability of Teachers' Tots to care for preschool-aged children (3 hours max. per day) while you serve as a Vital Partner. *Please register for Teachers' Tots during VP registration.* Teachers' Tots forms are available online at [www.hche.org](http://www.hche.org).
- VP credits: \$48 credit per semester, toward class costs, for every hour served each week (1 hour x 12 weeks = \$48). *In order to give everyone the opportunity to serve: During Registration, you may schedule up to 1 VP hour for every 2 of your children's classes (50%). After Registration, you may obtain additional VP hours at or after Student Orientation if there are unfilled ministry positions.* Please note: VP Credit is subject to age restrictions.

### Ministry Volunteer Benefits

- Priority Registration: Volunteers are eligible for the same level of priority registration as our Vital Partners, following Teachers, Team Leaders, and Staff, to provide every opportunity to serve.
- Availability of Teachers' Tots to care for preschool-aged children (3 hours max. per day) while you serve as a Volunteer. *Please register for Teachers' Tots during VP registration.* Teachers' Tots forms are available online at [www.hche.org](http://www.hche.org).
- Discounts on food when serving in the Lunch Program.

### How to Get Involved

1. Complete the Ministry Volunteer Application process (includes interview and background check).
  - a. Applications are available online at [www.hche.org](http://www.hche.org) → *Enrichment Classes* → *Vital Partners*, at Guest Services during the semester, or by contacting Human Resources at 719-278-9135 ext. 2.
2. When the application has been completed and returned, you will be called for an interview.
3. Upon approval, you will be eligible for priority registration and position placement. *Please note that positions are subject to availability – an approval for placement is not a guarantee of placement.*
4. Attend *mandatory* Leadership Training every semester serving.

### ALL LEADERSHIP TRAINING ~ TUESDAY, August 16, 2016 ~ 6:00-8:30 PM

Event begins promptly at 6:00 p.m.-check in early! Light refreshments will be served. This event is for Administrative Staff, Lead Teachers, Teachers, Team Leaders, Vital Partners, Ministry Volunteers, Dining Detectives, and Youth Ambassadors. *Due to its compulsory nature, please contact your VP Coordinator should unforeseen circumstances prevent your attendance.* \*\* Childcare not provided. \*\*

### Vital Partner Coordinators' Contact Information

<p><b><u>Guest Services</u></b> Tuesday/Wednesday Patti Koch - 719-310-7903</p>	<p><b><u>Lunch Program</u></b> Tuesday - Kristy Hollinrake <a href="mailto:ecLunchProgram@hche.org">ecLunchProgram@hche.org</a> Wednesday - April Lopez <a href="mailto:EC_LunchProgramWednesday@hche.org">EC_LunchProgramWednesday@hche.org</a></p>	<p><b><u>Program Support</u></b> Tuesday – Liz Sperling 719-337-8400 Wednesday – Kristianna Andersen <a href="mailto:ECProgramSupportWednesday@hche.org">ECProgramSupportWednesday@hche.org</a></p>	<p><b><u>Special Events</u></b> Liz Sperling 719-337-8400</p>
<p><b><u>Teacher's Assistant Coordinator</u></b> Lisa Woodard – <a href="mailto:ectacoordinator@hche.org">ectacoordinator@hche.org</a></p>		<p><b><u>Teachers' Tots</u></b> Tuesday – Melissa Fuqua <a href="mailto:ECTeacherTotsTuesday@hche.org">ECTeacherTotsTuesday@hche.org</a> Wednesday – Michele Geisbert <a href="mailto:ECOoperationsmanager@hche.org">ECOoperationsmanager@hche.org</a></p>	

# Vital Partner/Ministry Volunteer Descriptions

## Prayer Ministry (Volunteer)

☆Coordinator: **Michele Collins: 719-596-5976**

Summary of Responsibilities: Participate in different levels of the prayer team covering the High Country ministry including submitted prayer requests, teen and children's prayer ministries, citywide prayer meetings, special events, and crisis prayer support.

## Program Support (VP)

☆Coordinators: **Tuesday – Liz Sperling 719-337-8400**  
**Wednesday – Kristianna Andersen**  
**ECProgramSupportWednesday@hche.org**

### Available Positions:

- Exterior Monitor
- Floater
- Lunchroom Cleaner
- Homework Room Monitor
- Main/Upper Floor Hall Monitors
- Playground Monitor

Summary of Responsibilities: Be a ministry representative of HCEC to the families and staff while maintaining order and safety throughout the facility. Prayer-walk while monitoring activity. Be prepared to respond and assist families with exiting facility in case of emergency. Encourage good stewardship of the facility. Be familiar with Program Support Handbook.

## Program Support Youth Ambassador (ages 14-18):

Summary of Responsibilities: Volunteer positions at 8:45 and 2:15. Hang signs, move equipment, stack chairs, and assist the Lunchroom Cleaner. Earn credit toward community service requirements.

## Lunch Program (VP and Volunteer)

☆ Coordinators: **Tuesday - Kristy Hollinrake:**  
**eclunchprogram@hche.org**  
**Wednesday - April Lopez:**  
**ECLunchProgramWednesday@hche.org**

### Available Positions:

- Food Server (VP's and Volunteers)
- Cashier (Adult VP)
- Sam's Club Purchaser (Adult VP)
- Dining Detective (Youth Volunteer, ages 12-18)

Summary of Responsibilities: Setup, food prep, manage and serve breakfast/lunch items, assist with lunch cards and payments, restock shelves and clean up. Adult Volunteers receive 20% discount on most items offered.

## Guest Services Assistant (VP)

☆Coordinator: **Tuesday/Wednesday –**  
**Patti Koch: 719-310-7903**

Summary of Responsibilities: Be a ministry representative of HCEC while welcoming families and performing administrative tasks such as filing, disseminating information, and answering phone calls.

## Hand in Hand Ministry (Volunteer)

☆Coordinator: **Jeanette Williams: echandinhand@hche.org**

Summary of Responsibilities: Assist High Country families in their time of need by providing meals as a practical help. This ministry compliments the Prayer Ministry.

## Teacher's Assistant (VP and Volunteer)

☆Coordinator: **Lisa Woodard**  
**ectacoordinator@hche.org**

Summary of Responsibilities: Understand and fulfill specific requests made by the teacher. Classroom disciplinship. Assist in maintaining an orderly classroom. Support teacher and students through prayer. Be prepared to assist teacher in evacuation of students in case of emergency.

Youth Teacher's Assistants to receive VP credit (ages 14-18) PLEASE

NOTE: Teacher's Assistant VP positions are subject to class enrollment minimums and therefore subject to change.

Qualifying minimums for TA are as follows: grades K-5 minimum of 10 students and grades 6-12 minimum of 12 students. *TA Volunteer positions are available – please inquire through Coordinators.*

## Teachers' Tots Assistant (VP and Volunteer)

☆Coordinators: **Tuesday – Melissa Fuqua**  
**ECTeacherTotsTuesday@hche.org**  
**Wednesday – Michele Geisbert**  
**ECOperationsmanager@hche.org**

Summary of Responsibilities: Minister to and care for children through spiritual and practical support by assisting the Lead Teacher with prayer and in using teaching materials provided by the Teachers' Tots department. Help maintain an orderly classroom as well as create a safe and clean ministry atmosphere. Be prepared to assist teacher in evacuation of children in case of emergency.

Youth Teachers' Tots Volunteer (ages 12-13)

## Event Volunteer

☆Coordinator: **Liz Sperling 719-337-8400**

Summary of Responsibilities: Help with the food preparation, serving, and decorating for special events. Adults and youth welcome.