

# A Quick Start GUIDE

## HOME AND SCHOOL ASSOCIATION LEADER



**Quick Start Guide – Home and School Association Leader**

Available from:  
AdventSource  
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Lincoln, NE 68506  
800-328-0525  
[www.adventsource.org](http://www.adventsource.org)

Manuscript Created By the North American Division Education Department  
Contributors: Debra Fryson, Sandy Mason

Design: Alan Eno

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Printed in the United States of America

ISBN #: 978-1-57756-533-8

## 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 do not 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 for His children to explore the wonders of the world in which they lived. In the Old Testament instruction was given for followers of God 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.

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**Everyone helped his neighbor and said to his brother, Be of good courage! Isa. 41:6**

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### **Qualifications**

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

### **Time Commitment**

The amount of time required to successfully lead your local Home and School Association will vary greatly depending on the size of the school, the number of activities planned yearly and the amount of work which 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 officer 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 personnel of 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.

### **Biblical Leadership Principles**

1. 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.

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 of attending 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.)
- Create a Worthy Student scholarship fund.

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

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. And 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.

**SMART planning includes making your objectives**

**S**pecific – outline concrete steps

**M**easurable – so you can monitor progress

**A**ttainable – high, but within reach

**R**ealistic – within available resources

**T**angible – can be seen or measured

Source: *Building Youth Ministry* by Barry Gane

**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

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, 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 appropriate recognition, including displaying pictures of volunteers in action on church and school bulletin boards and your school's website. Seeing what is being accomplished encourages everyone.

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**"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 p. 169). Remember, it's not how much you do,  
but how well you do it. Be organized, well-prepared and efficient.**

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

#### 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 on their birthdays and just talk with them at church or school functions.



- Never leave children for whom you are responsible unsupervised.
- To protect yourself, have at least two adults present at all times.

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

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## **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.

#### **How Can Room Parents Help?**

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

Often members who have no children in the church school will 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 remaining challenges.

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

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### **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.

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

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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.

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**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* p. 171**

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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

### **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:

1. Hang a banner in the school entryway: "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 Power Point 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.

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**Gratitude and cooperation on the part of parents will lighten the burden of teachers and brighten their paths. *True Education* p. 129**

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## Raising 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. 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 school library.

Meet Your Teacher program and open house.

Assist with registration (good time to sign up volunteers).  
Organize 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 courtesy week: Manners Matter.  
Host a talent show.  
Participate in a community service project.  
Have a fundraiser.

**March**

Sponsor Red Ribbon Week: 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 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 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

### Newsletters and Magazines

#### *UCC Home and School News*

Ideas and information from experienced Home and School Leaders. Published five times yearly by Upper Columbia conference. Nominal subscription fee.

Contact Sandy Mason at P.O. Box 19039 Spokane, WA 99219-9039

Phone: 509.838.2761

Email: [sandy@uccsda.org](mailto:sandy@uccsda.org)

#### *Christian Home and School* (published twice yearly)

3350 E. Paris Avenue, Grand Rapids, MI 49512-3054

Phone: 800.635.8288

Web: [www.csionline.org](http://www.csionline.org)

#### *Home and School Association Handbook* of the North American Division of Seventh-day Adventists Office of Education, 2001.

Web: [www.nadeducation.org/dynamic/files/1809.pdf](http://www.nadeducation.org/dynamic/files/1809.pdf)

#### *Our Children* (PTA magazine)

National PTA 541 N Fairbanks Court Suite 1300, Chicago, IL 60611

Phone: 312.670.6782

Web: [www.pta.org](http://www.pta.org)

### Organizations

#### *Family Matters Ministry*

Phone: 423.566.5007

Web [www.familymattersministry.com](http://www.familymattersministry.com)

#### *Focus on the Family*

Phone: 800.232.6459

Web: [www.family.org](http://www.family.org)

#### *NAEYC* (National Association for the Education of Young Children)

Phone: 800.424.2460

Web: [www.naeyc.org](http://www.naeyc.org)

#### *National Parent Teacher Association*

Phone: 312.670.6782

Web: [www.pta.org](http://www.pta.org)



## Additional Resources

For a complete list of resources visit [www.adventsource.org](http://www.adventsource.org) and select the ministry filter for Education or Home and School. These resources and many more are available by calling 800-328-0525 or visiting [www.adventsource.org](http://www.adventsource.org).

***Families at Worship*** by John and Millie Youngberg.

This kit includes CDs to host an 8-session seminar on dynamic family worship. Includes two audio CDs: Family Worship with Our Children and Transmitting a Religious Heritage.

*Catalog #351210*

***Growing a Child's Character God's Way Seminar*** by Donna Habenicht.

*Growing a Child's Character God's Way* will take you step by step from developing family values to helping your child making the right decisions. In this series of DVD seminars you will learn how to make God real, live your values, develop confidence, and much more. Each seminar includes group activities that will help you personalize what you have learned for your family.

*Catalog #010921*

***A Hug and a Kiss and a Kick in the Pants*** DVD series by Kay Kuzma.

This seminar teaches creative approaches to preventing disciplinary problems. In each of the thirteen 30-minute sessions, Kay Kuzma relates success stories of parents who have discovered disciplinary strategies that work.

*Catalog #803001*



## Home and School Association Leader

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 a seasoned 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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ISBN: 978-1-57756-533-8



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