



GIFTS CATALOGUE 2020-2021

A new season of service for our community.

*As each has received a gift, use it to serve one another,
as good stewards of God's varied grace. (1 Peter 4:10)*

TABLE OF CONTENTS

ABOUT JOHN KNOX CHRISTIAN SCHOOL	3
MISSION STATEMENT	3
VISION STATEMENT	3
OUR VALUES	3
THE GIFTS PROGRAM: GETTING INVOLVED FOR THE STUDENTS	4
DEFINITION OF KEYWORDS	5
SCHOOL ORGANIZATION	6
Cohort Community Leader	6
Contract Partnership Committee (CPC) Member	7
EDUCATIONAL SUPPORT	8
Library Resources	8
STUDENT AND SCHOOL ACTIVITIES	9
Noble Volunteers	9
Parents' Prayer Group Coordinator	10
SCHOOL COMMUNITY	11
Development Team	11
Supply Purchasing	12
SENIOR GRADUATION	13
Grade 7 Parents Graduation Committee	13
Grade 8 – Graduation Committee	14

BOARD OF DIRECTORS	15
OVERVIEW	15
CHAIR	15
VICE-CHAIR	15
SECRETARY	15
TREASURER	16
BUILDING & MAINTENANCE REPRESENTATIVE	16
IT REPRESENTATIVE	16
CONTRACT PARTNERSHIP REPRESENTATIVE	16
HOW DO I REGISTER?	17

ABOUT JOHN KNOX CHRISTIAN SCHOOL

As a community of Christian parents/guardians, teachers and supporters, drawn together from many churches, we believe that we are called to provide an education for our children which acknowledges the sovereignty of God, the Lordship of Christ, the authority of God's Word and the power of the Holy Spirit in all of life. Parents, members and supporters are committed to involvement in all aspects of our school. This includes sharing the financial responsibility for its operation and providing a multi-use facility as is necessary for the school's need, growth and excellence.

MISSION STATEMENT

Igniting Wonder for God, Neighbour and Creation

VISION STATEMENT

Our vibrant Christian school community will grow:

- Academically stimulated and joyful students
- Professionally engaged staff
- An economically, ethnically and denominationally diverse membership

OUR VALUES

- Nurturing joyful and competent staff members
- Growing our intimacy with Jesus Christ
- Serving our neighbours habitually
- Celebrating each student
- Cultivating life-long learning
- Investigating life's diversity

THE GIFTS PROGRAM: GETTING INVOLVED FOR THE STUDENTS

John Knox Christian School is made up of more than 340 individual students, 220 families and 50 staff. Individually we make up our classrooms and our student body. Together we make up the John Knox Community.

Volunteering is an integral part of the John Knox community. The GIFTS program encourages the participation of our membership and builds the strength of our community.

Through this GIFTS Program the experience, talents, and time of each family are woven into the fabric of the John Knox community. Not only does this program remind us of the importance of service to others, as commanded by God, but it also helps to keep down the operational costs of the school. Experience has also shown that parent participation with and/or within the school has a direct positive impact on student performance. The GIFTS program demonstrates to our students the importance of our school community and the teaching of our Lord that to give is a show of our faith and you shall reap what you sow.

This year, many of our volunteer roles are on hold due to COVID-19 restrictions. We have carefully reviewed all volunteer roles to determine which activities are essential and can be safely performed while adhering to stringent COVID-19 protocols.

The GIFTS Program will be co-ordinated by the Volunteer Co-ordinators, and overseen by the Principal of John Knox Christian School. Any questions, comments or concerns are to be addressed to the Volunteer Co-ordinators via e-mail at volunteer@jkcs-oakville.ca

*“You will be made rich in every way
so that you can be generous on every occasion
and through us your generosity
will result in thanksgiving to God.” (2 Corinthians 9:11).*

DEFINITION OF KEYWORDS

HOME	This role can be completed at home.
SCHOOL	This role requires attendance onsite at the school.
CLASSROOM	This role works in the classroom
DAYTIME	This role has responsibilities during daytime/school hours.
EVENING	This role has responsibilities during evening hours.
COORDINATOR	This is a coordinator's role. You will lead and work with a team.

SCHOOL ORGANIZATION

Several JKCS Committees support the operation of the community as a whole. Seats on these Committees are available when vacancies arise, usually one or two a year.

Cohort Community Leader *DAYTIME / EVENING / HOME*

When and Where	Do you enjoy building community and bringing people together? Are you looking for a fun and meaningful volunteer role at JKCS?
Time Commitment	A monthly commitment to help JKCS parents connect socially. Approximately 3 hours per month.
Number of Team Members	20 volunteers needed -- 1 parent per cohort
Reports To	Direct report to the respective teacher <ul style="list-style-type: none"> • Teachers will ensure parents with at-home learners are assigned to one of the classroom cohort groups
Training/Special Skills	None required
Job Description	<p>This year, many of the events and activities that strengthen and unite our school community are on hold due to the COVID-19 pandemic. Cohort Community Leaders will plan social opportunities for JKCS parents to connect with one another. These activities might include:</p> <ul style="list-style-type: none"> • Devotions and prayers • Fun, virtual gatherings on ZOOM • Outdoor activities that allow for social distancing <ul style="list-style-type: none"> ○ Hike/walk ○ Meet at a park for coffee and a chat • Assistance to new parents, as needed <ul style="list-style-type: none"> ○ Help them understand Sycamore, Classroom Connection, etc. ○ Provide information about JKCS traditions and events <p>The role will involve reaching out to the other parents in your child's cohort on a regular basis. (Once a month at a minimum.) Our hope is that JKCS families will connect and develop friendships despite the COVID-19 restrictions in place this year.</p>
Supplies	None required. All supplies for bulletin boards will be supplied by the teachers.
Police/Criminal Record Check and Child Welfare Attestation Required	No

Contract Partnership Committee (CPC) Member
EVENING

When and Where	Attendance at 3-4 meetings at the school, as scheduled.
Time Commitment	2-4 hours/month
Number of Team Members	Advertised Vacancies - 0
Reports To	Board of Directors
Training/Special Skills	A background in Human Resources or Finance is an asset.
Job Description	The Contract Partnership Committee reviews remuneration packages for employees. Members meet on an "as needed" basis approximately 3-4 times each year.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

EDUCATIONAL SUPPORT

Library Resources

SCHOOL

When and Where	During school hours, as pre-arranged with the JKCS Office. This role is ideal for a parent who has time when they drop off or pick up their child at the school
Time Commitment	1 hour weekly, Monday or Thursday mornings (8:30 - 9:30 am)
Number of Team Members	2 volunteers required
Reports To	Student Support Services
Training/Special Skills	No special skills required, though knowledge of the Dewey Decimal System is an asset.
Job Description	You will assist with book shelving.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

STUDENT AND SCHOOL ACTIVITIES

Noble Volunteers SCHOOL / DAYTIME

When and Where	We need volunteers to escort our grade 5 and 6 students between Noble Hall and JKCS at mid-day.
Time Commitment	Once per week (on the same day each week)
Number of Team Members	10 volunteers required
Reports To	Noble Hall Teachers
Training/Special Skills	This role takes place outdoors in all weather, so appropriate outdoor clothing and comfortable footwear is a must. A love of fresh air and exercise are an asset.
Job Description	<p>Volunteers will arrive at Noble Hall by 12:40 pm to walk the students over to JKCS.</p> <ul style="list-style-type: none"> • The walk takes between 5-7 minutes • You will use the sidewalk at all times • There are no roads to cross • You will have another adult with you <p>Once at JKCS, volunteers will help supervise the students on the playground.</p> <p>At approximately 1:20 pm, volunteers will walk back to Noble Hall with the students.</p>
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Parents' Prayer Group Coordinator
 HOME / SCHOOL / COORDINATOR

When and Where	The requirements of this role may be primarily completed in the convenience of your home. You are required, however, to attend each of the Parents Who Pray meetings on Monday mornings at the school.
Time Commitment	1 hour commitment each Monday, as well as 1 hour each month coordinating each of the prayer meetings.
Number of Team Members	1 volunteer required
Reports To	JKCS Principal
Training/Special Skills	None required
Job Description	Working with the school Principal and the Communications Director, the Parents' Prayer Group Coordinator is responsible for implementing and coordinating a group of parents to offer prayer and support in a small group format for our students and school community. You will act as shepherd in leading the prayer group through weekly prayer readings/lessons that you choose and prepare. You are responsible for coordinating the room location for the prayer group to meet each week, and advertising the opportunity to join the prayer group and/or submit requests or needs for prayer. You will encourage and strive for participation from all parent members of the JKCS Prayer Group. You appreciate and will honour the request and/or need to keep confidential information private.
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

SCHOOL COMMUNITY

Development Team

HOME / SCHOOL

When and Where	Do you like working with others, planning events, soliciting donations, decorating venues, sharing exciting visions and plans for our school? If one or more of these activities interest you, consider joining our team.
Time Commitment	Evening meetings and event attendance (2 to 3 hours per month) MANDATORY Event Days (subject to change): <ul style="list-style-type: none"> • Celebration Dinner – November 2020 • 2020 Golf Tournament – June 2021
Number of Team Members	6 volunteers required
Reports To	Director of Development
Training/Special Skills	No training or skills are required; roles are varied.
Job Description	<p>The responsibilities of this committee require a year-long commitment from members. However, there are down times in September, December, early January, and early April.</p> <p>Committee members must be available during the day to help with preparation of events, as well as attend the event to assist with various jobs.</p> <p>*New this year: There will be fewer evening meetings at the school and more conference calls and sharing information via Google Docs.</p>
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	No

Supply Purchasing
HOME / SCHOOL

When and Where	This role is perfect for a stay-at-home parent.
Time Commitment	1-2 hours each week to purchase supplies for school requirements and events.
Number of Team Members	2 volunteers required: 1 volunteer, September - December / 1 volunteer, January - June
Reports To	Office Administrator
Training/Special Skills	No training or skills are required, though a Costco membership would be an asset.
Job Description	Based upon a list of supplies provided to you by the Office Administrator, you will purchase groceries and supplies for school requirements and events. Often buying in bulk, your ability to find a “great deal” is appreciated. All receipts for purchases will be presented to the Financial Administrator for reimbursement.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

SENIOR GRADUATION

The annual Grade 8 Graduation, held in June, celebrates the accomplishments of our Grade 8 students and their departure from JKCS as they move on to High School. This celebration includes an evening church service followed by a dinner and reception.

Grade 7 Parents Graduation Committee

Please note that this committee is open to parents of Grade 7 students only.

HOME / SCHOOL

When and Where	The work of this role is limited to the final term of the school year, culminating in the Graduation Day.
Time Commitment	One initial evening meeting will be held in the second term. The Staff Coordinator and members of the Graduation Day team are required to attend on Graduation Day and the day before Graduation Day.
Number of Team Members	10 volunteers required
Reports To	Danielle Appleby, Director of Development
Training/Special Skills	No skills required
Job Description	This team is an integral part of the success of the Grade 8 Graduation ceremony and reception. To allow the Graduation Day celebration to be enjoyed by all students and their families, your team assists with all aspects of the Grade 8 Graduation ceremony and reception, including set-up, decoration, and clean-up at both the church and banquet hall locations.
Supplies	All supplies are provided
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Grade 8 – Graduation Committee

Please note that this committee is open to parents of Grade 8 students only.

HOME / SCHOOL

*In the spirit of “graduating” and leadership, we have essentially graduated you from the GIFTS Program! We appreciate all that you have given to JKCS and the community over the years and hope that by contributing to the graduation festivities it will make your last year with us the most memorable year for you and your child. *If you have a current role within the GIFTS program which you prefer to remain engaged in please let the Volunteer Co-ordinators know.*

When and Where	The work completed by this committee is based, primarily, on decisions made by the committee during their regular meetings.
Time Commitment	3 MORNING meetings will be conducted in January, March, and May. The majority of communication is conducted via email/conference calls once the initial vision for the ceremony is finalized. A Google Doc will be used for the committee to track their work and provide updates to the group.
Number of Team Members	10-12 meetings
Reports To	Office Administrator and Director of Development
Training/Special Skills	No special skills are required, though the ability to lead a team and event plan are assets for this role.
Job Description	You will work with a team of Grade 8 parents to plan and coordinate the Grade 8 graduation ceremony and reception. You will ensure all necessary steps are completed for the sourcing and purchasing of all decorations for the church and banquet hall, source and liaise with the photographer and videographer, compile and sort forms for all students and guests, and work side by side with the Grade 8 Graduation Staff Representatives.
Supplies	All supplies will be provided. Should you be required to purchase any supplies, all expenses will be reimbursed upon presentation of receipts, invoices and/or proof of purchase.
Police/Criminal Record Check and Child Welfare Attestation Required	No

BOARD OF DIRECTORS

OVERVIEW

These positions are filled from amongst the JKCS membership and elected each year at the Annual Membership Meeting. Board members sit for a three-year term, unless they step down or are removed earlier in accordance with the JKCS Bylaws. The Board consists of nine members. All Board members must be 18 years of age or older, and not currently involved in a personal bankruptcy under Ontario law.

All Board members are required to sit on adjacent committees to fulfill their volunteer obligations as outlined by the GIFTS program.

CHAIR

- The President shall call and preside at all meetings using accepted parliamentary procedure.
- You will prepare agendas for Board and General meetings and ensure distribution.
- Are a signing officer for the corporation; can be required to bind the corporation.
- The President is the primary spokesperson for the organization as well as the liaison to the Principal.
- You are responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their governance responsibilities as well as conduct board business effectively and efficiently.
- Along with your fellow Board members, you are responsible for managing the strategic development of JKCS while adhering to the bylaws and mission statement, ensuring the needs of the membership are met.

VICE-CHAIR

- In the absence of the President, the Vice president shall call and preside at all meetings, prepare agendas, act as spokesperson etc.
- The Vice President will assist the President in the performance of their duties and act as Chairperson of certain committees as designated by the President.
- Willingness to serve on at least one committee, as deemed timely or appropriate by the newly elected Board.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel would be an asset to this position.

SECRETARY

- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- You will record minutes of meetings, ensure their accuracy, and availability, propose policies and files in Policy Manual and remind Board members of various reports and their reporting deadlines.
- Requirements of minutes may vary with the jurisdiction but should include at a minimum:
 - o date, time, location of meeting
 - o list of those present and absent
 - o list of items discussed
 - o list of reports presented
 - o text of motions presented and description of their disposition.
- Your overall role is to ensure good communication among the Board and the Membership on behalf of the Board.
- The Secretary will prepare the Annual Board calendar.

TREASURER

- This position is one of the most demanding positions on the board as far as time goes.
- The Treasurer is required to attend all board meetings (1 per month), all finance meetings, attend and present financial information at membership meetings.
- The Treasurer is a member of the Finance Committee and may or may not act as the chair of this committee.
- It is not mandatory but strongly recommended that the person taking this position has an accounting background as they are ultimately responsible for the full financial operations of the school as in accordance with 5.05 of the by-laws.
- A good majority of the actual day to day working for this position is completed by the Financial Administrator who answers directly to the Treasurer. Thus making it even more important to have the financial background to be able to quickly and effectively oversee this position.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities

BUILDING & MAINTENANCE REPRESENTATIVE

- Ensure the JKCS school facility is maintained according to generally accepted standards regarding frequency and quality of work.
- The Building & Maintenance Committee on which the Representative sits, reports significant activity directly to the Board
- Where maintenance and improvement expenses are deemed to be material by the Committee, the Committee must first receive approval from the Board before they proceed.
- Work with the JKCS Facility Director in identifying maintenance issues and areas where facility repairs and improvements are necessary.
- Review and maintain the janitorial contract as well as other service contracts, including Snow Plowing, Grass Maintenance, Garbage Service, HVAC Maintenance, Security Services, and other contracts as they arise.

IT REPRESENTATIVE

- This Board position oversees the planning and executing of IT
- The IT Representative is required to be a Member of the IT Committee.
- This position reports directly to the Board on any activity with regards to the IT curriculum as well as the equipment belonging to JKCS.
- Frequently on call to staff and outside vendors in the absence of the Administrator.

CONTRACT PARTNERSHIP REPRESENTATIVE

- The CPC Representative reports monthly to the Board on activity or changes involving various JKCS contracts; including, but not limited to, staff and personnel contracts and teacher pension issues.
- The CPC Committee on which the Representative sits reports to the Board on the annual contract procedure and assists the Board in the development of staff related policies. They ensure that staff contracts are managed in accordance with the chart.
- Advisement of annual salary increases is also a requirement of this role.

HOW DO I REGISTER?

Send your preferred volunteer role(s) in an e-mail to volunteer@jkcs-oakville.ca.

In your email, please identify which parent in your family will be completing the role, and whether a police check and welfare training are complete and on file with the office.

Only submissions received via e-mail will be accepted and considered. The Volunteer Co-ordinators will do their utmost to match everyone with something which fits their needs.

Should you have any questions regarding this process, specific job duties, a change in your schedule, or any other questions, please feel free to contact the Volunteer Co-ordinators at volunteer@jkcs-oakville.ca