

# VCHG SERVICE REQUIREMENT

*“In everything set them an example by doing what is good. In your teaching show integrity...” Titus 2:7*  
*“Teach me to do your will, for you are my God; may your good Spirit lead me on level ground.” Ps. 143.10*  
*“A student is not above his teacher, but everyone who is fully trained will be like his teacher.” Luke 6:40*

In accordance with both the mission statement and the vision statement of this group, teachers, aides and substitute teachers are expected to foster learning in a loving, Christian environment. As such, please adhere to the following basic guidelines:

**All Members:** 2 hours of service are required for the AM classes and 2 hours of service are required for the PM classes (including lunch service.) Veritas is a cooperative effort, no free hours will be guaranteed.

**Teachers:**

**Be prepared.**

- Take attendance during each class. Update the attendance sign located on the door as needed.
- Complete provided syllabus and return to VCHG Secretary by the *first day of the trimester*.
- Provide each parent of your student with a copy of the syllabus.
- Have all materials ready ahead of class time- including materials to be copied. Give your very best efforts to your students; we want to pursue excellence in education!
- Submit class supply list to VCHG Membership/Registration Coordinator to post for parents/students on the website.
- In case of your absence, a substitute lesson plan and all required materials should be in designated box for the substitute teacher taking your place. These are due by the *first day of the trimester*.
- Give your very best efforts to your students as unto the Lord. Teach your students at the same standard you expect your child(ren) to be taught. Mediocrity is not an option- pursue excellence in the education of our children.

**Be joyful, kind, patient and gentle.** Do your best to avoid showing any favoritism or frustration with your students.

**Attend assembly in sanctuary.**

**Establish class rules for conduct and performance, communicate them clearly and enforce them.**

- Please provide the parents of your students with a written copy of your class rules, expectations for completion of assignments, supply list, etc.
- There is an established discipline policy provided in every member handbook. Please follow this policy in addressing problems within your classroom. Contact a member of leadership if you need assistance in any regard.
- Leave your classroom tidy for the following teacher/class.

**Curriculum Policy:** *A small portion of funds is budgeted for each year. All sources should be investigated before making a purchase such as the public library, borrowing from other homeschoolers, used material on the Internet, suggestions from leadership. Should a purchase be made, comparison-shopping for the best possible price is necessary. Any curriculum purchased without prior approval by leadership will not be reimbursed. Curriculum must be consistent with the VCHG statement of faith.*

**Aides:**

Assist teachers with lessons and maintain a controlled learning environment for the students.

In case of lead teacher's absence assume responsibilities as lead teacher.

**Substitutes:**

Serve as lead teacher or aide when one or both are absent.

Check substitute list on bulletin board upon arrival at Veritas.

If not substituting in a class, make yourself available to assist with church bulletins.

Questions or concerns should be directed to Care & Events person.

**I have read, understand and will fulfill the service requirements outlined above. I have also read, understand, and agree to the policies and procedures set forth in the VCHG Membership Handbook.**

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Name

Signature

Revised 05/10