

Starting Strong in Released Time

1. Secure and provide leadership and fill all RT positions prior to starting. Involve all staff (and students) in the recruiting of additional staff and students. Challenge everyone to invite someone to visit, observe, and join the RT team.
2. If a RT is lacking personnel for the key positions, make sure there is enough staff to fill all critical roles. Roles must be well-defined as to who is going to do what and when.
3. If short-staffed, have a plan as to how you will handle registration. Consider having a waiting list prior to starting so that everyone knows up front that you are in need of more volunteers to run smoothly.
4. SCs meet face-to-face with school staff (principal, secretaries, and other office staff). Taking in some token of appreciation is highly recommended (i.e. a plate of cookies, popcorn, a card signed by all the RT staff, etc.) If it seems appropriate, share you will be praying for them!
5. Verify with the school their literature distribution policy. Identify a contact person at the school that your will regularly communicate with. Together, determine how many brochures are needed and how and when RT brochures will be distributed. Ask school contact person if it would be possible to make an announcement about the RT brochures being available to eligible students. Follow up to confirm brochures were distributed.
6. Verify RT details (dates, pick-up times, pick-up locations, etc.) with the school, church, drivers, and all other volunteers.
7. Develop a seating chart for in the church and make sure adults are assigned to sit with their students.
8. Maintain a current list of all students for the bus or transportation vehicles.
9. Create and use name tags for students and adults.
10. Begin the RT year with a staff orientation meeting with devotions and prayer and without students. Do a mock "walk through" making sure everyone knows their roles and responsibilities. Go over the marking of student cards. Consider doing a prayer walk around the school and/or church.
11. Emphasize with the staff at the beginning of the year the importance of:
 - a. being on time for staff meeting, devotions, and trainings
 - b. connecting with the children and focusing on them during the RT hour, not visiting with each other
 - c. functioning as a team throughout the year
 - d. their value as RT volunteers
 - e. abiding by **Joy El Ministries'** policies and rules- i.e. card marking, prompting, etc.
 - f. being solution oriented when challenges surface.
12. The first week with students should include staff introduction (and possibly a few testimonies), rules, and no lesson. You may want to assign students to their teacher group and listener group.
13. Greet students as they enter the church door, debriefing, I Proclaim, staff help recruit (index cards), call former students
14. Conclude each week with a WRAP UP time.

Starting Strong in Released Time- School Coordinators

1. Fill RT staff positions prior to starting. Challenge all volunteers to write the names of two or three people to invite to visit, observe, and join the RT team. Follow up with them.
2. If a RT is lacking a volunteer for a key position, make sure duties are distributed and well-defined among remaining staff.
3. If short-staffed, have a plan as to how registration will be handled. Consider having a student waiting list and enrolling on a first come, first served basis.
4. Meet face-to-face with school principal and secretary to:
 - a. identify a contact person to regularly communicate with
 - b. verify RT details (opening and closing dates, pick-up time and location, RT calendar, etc.)
 - c. verify their literature distribution policy
 - d. determine how many brochures are needed and how and when they will be distributed
 - e. ask school to announce RT
 - f. follow up to confirm brochures were distributed.
 - g. Provide school with list of RT students
 - h. consider giving a gift of appreciation (cookies, popcorn, a card signed by the RT staff, etc.) to school staff.
 - i. share you will be praying for them
5. Develop a seating chart for students and assign adults to sit with their students.
6. Maintain a current list of all students for the bus or other transportation vehicles.
7. Create and use name tags for students and adults.
8. Begin the RT year with a staff orientation meeting without students. Have a devotion and time of prayer, and do a "walk through" RT class making sure everyone knows their roles and responsibilities. Go over the marking of student cards. Consider doing a prayer walk around the school and/or church.
9. Emphasize with the staff the importance of:
 - a. their value as RT volunteers
 - b. being on time for staff meetings, devotions, and trainings
 - c. intentionally greeting, connecting with, and focusing on students during the RT hour, and not visiting with each other
 - d. functioning as a team throughout the year
 - e. abiding by **Joy El Ministries'** policies and rules regarding:
 - i. card marking
 - ii. prompting
 - iii. gift giving
 - iv. candy
 - f. being solution oriented when challenges surface
10. The first class should be a time of introduction, rule review, and no lesson. You may assign students to their teaching group, if applicable, and/or their listening group.
11. WRAP UP each week with your staff:
 - a. Worship
 - b. Reflect
 - c. Appreciate
 - d. Pray
 - e. Unify
 - f. Praise

In other words, do not go home until you have had a meaningful, brief conversation about what took place at RT that day.