

**Immanuel Bible Church Home Educators
Service Opportunities**

IBCHE Leadership

<p>Co-Presidents</p> <ol style="list-style-type: none"> 1. **** 2. **** 	<ul style="list-style-type: none"> • Member of Immanuel Bible Church • Sign and uphold the IBCHE Statement of Faith • Lead and shepherd the group • Find speakers/plan monthly meetings • Attend meetings of board and IBCHE • Pray for group regularly
<p>Secretary</p> <ol style="list-style-type: none"> 1. 	<ul style="list-style-type: none"> • Take notes at monthly meetings • Email notes to newsletter editor • Send thank you notes to speakers • Attend occasional board meetings • Regular attender of IBC • Pray for group regularly
<p>Treasurer</p> <ol style="list-style-type: none"> 1. **** 	<ul style="list-style-type: none"> • Manage IBCHE account • Reimburse group members • Report to board regarding account information • Attend occasional board meetings • Regular attender of IBC • Pray for group regularly
<p>Newsletter Editor</p> <ol style="list-style-type: none"> 1. **** 	<ul style="list-style-type: none"> • Publish monthly newsletter view email to group • Send monthly newsletter to web POC for inclusion on the IBCHE home page • Attend occasional board meetings • Regular attender of IBC • Pray for group regularly
<p>New Member Coordinator</p> <ol style="list-style-type: none"> 1. **** 	<ul style="list-style-type: none"> • Greet and introduce new members at meetings • Call new members when they join • Update new comers packet • Receive phone calls from people contacting HEAV seeking more information about our group and home schooling in general • Receive phone calls from people contacting IBC seeking more information about our group and home schooling in general • Attend occasional board meetings • Regular attender of IBC • Pray for group regularly

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Administration

Database Administrator 1. ****	<ul style="list-style-type: none"> • Maintain registration database • Update database as necessary
Etree 1. **** 2. ****	<ul style="list-style-type: none"> • Forward appropriate emails to group on a daily basis
HEAV Convention 1.	<ul style="list-style-type: none"> • Submit HEAV convention information for inclusion in the IBC bulletin • Hang convention posters around church (obtain permission first!) • Coordinate list of people going to convention from our group
IBCHE Web Site 1.	<ul style="list-style-type: none"> • Update the IBCHE web site monthly and as needed • Work with Ron Hilbig and Susan Nothduft of IBC to coordinate IBCHE web site
Meals Coordinator 1.	<ul style="list-style-type: none"> • Coordinate meals or other services for members in need (such as new baby, illness, etc.)
Ministry Sunday Sept. 9, 2007 (FS1 & 2) 1. **** (8) 2. 3. 4. 5. 6. 7. 8.	<ul style="list-style-type: none"> • Coordinate table and workers (2 per each service) during Ministry Sunday at IBC
Publicity 1.	<ul style="list-style-type: none"> • Email IBC POC with meeting dates, times, etc. • Coordinate flyers for special events • Provide new member information to IBC Information Booths • Keep IBCHE information rack filled in the ### wing of IBC
Historian 1. 2.	<ul style="list-style-type: none"> • Keep digital pictures of various IBCHE events • Submit digital pictures for inclusion on IBCHE web site and display board as appropriate

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Room Coordinator 1. ****	<ul style="list-style-type: none"> • Serve as the point of contact to submit building use request forms for various IBCHE activities
Sunshine Coordinator 1.	<ul style="list-style-type: none"> • Send card to group members who have suffered a bereavement, had major illness, or who are leaving our group at the end of the year • Send card/small gift from IBCHE to members moving away
Testing 1. **** 2. **** 3. **** 4. 5.	<ul style="list-style-type: none"> • Submit building use form to IBC • Send information letters • Bubble tests • Supervise testing • Return materials to BJU
New Member Tea 1. 2.	<ul style="list-style-type: none"> • Plan/host afternoon tea for new members of group and their children. This is NOT a formal event—mainly a chance for people to get to know one another
Military Mentor Moms 1. 2.	<ul style="list-style-type: none"> • Plan casual get together for other military moms in our group. Since very few of our military families live on base, it gives you a chance to meet and encourage one another!

Fine Arts

Kennedy Center Upper Grades 1. **** 2.	<ul style="list-style-type: none"> • Obtain performance schedule from Kennedy Center • Select performances and notify group • Collect fees (must be willing to charge large sum to credit card which will be reimbursed by members) • Schedule performances and notify members via email • Take cancellation calls/emails from participants
Kennedy Center Lower Grades 1. 2.	<ul style="list-style-type: none"> • Same as Kennedy Center Upper Grades
Theater Works at GMU 1.	<ul style="list-style-type: none"> • Order tickets for the group, email teaching guides, directions/info, coordinate meeting place/time for each show, designate contact person for each show since the group is admitted on one ticket

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Field Trips*

***Field trips are an easy and fun way to serve our group! It can be as easy as planning a trip to your local nature center, a state park, post office, whatever is of interest to you!**

September Field Trip 1. (lower) 2. (upper)	<ul style="list-style-type: none"> • Schedule and publicize field trip • One person to coordinate field trip for upper grades, one person for lower grades
October Field Trip 1. (lower) 2. (upper)	<ul style="list-style-type: none"> • Schedule and publicize field trip to Cox Farm
November Field Trip 1. (lower) 2. (upper)	<ul style="list-style-type: none"> • Same as September Field Trip information
January Field Trip 1. (lower) 2. (upper)	<ul style="list-style-type: none"> • Same as September Field Trip information
February Field Trip 1. (lower) 2. (upper)	<ul style="list-style-type: none"> • Same as September Field Trip information
March Field Trip 1. **** (lower) 2. (upper)	<ul style="list-style-type: none"> • Same as September Field Trip information
April Field Trip 1. (lower) 2. (upper)	<ul style="list-style-type: none"> • Same as September Field Trip information
May Field Trip 1. (lower) 2. (upper)	<ul style="list-style-type: none"> • Same as September Field Trip information
Hidden Pond Nature Center 1.	<ul style="list-style-type: none"> • Coordinate trips to Hidden Pond Nature Center

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Mentoring Opportunities

Being a “Milano’s Mom” is an easy and important way to serve our group. Help to facilitate discussion at a Saturday morning breakfast (8:30 AM) at Milano’s restaurant in Springfield, VA. Very low key, no prep, great way to encourage a younger mom and get to know others in the group.

October 20, 2007 1. 2.	<ul style="list-style-type: none">• Attend breakfast at 8:30 AM at Milano’s restaurant in Springfield, VA. Come prepared to share your home school experience!
November 17, 2007 1. 2.	<ul style="list-style-type: none">• Attend breakfast at 8:30 AM at Milano’s restaurant in Springfield, VA. Come prepared to share your home school experience!
January 19, 2008 1. 2.	<ul style="list-style-type: none">• Attend breakfast at 8:30 AM at Milano’s restaurant in Springfield, VA. Come prepared to share your home school experience!
February 16, 2008 1. 2.	<ul style="list-style-type: none">• Attend breakfast at 8:30 AM at Milano’s restaurant in Springfield, VA. Come prepared to share your home school experience!
March 15, 2008 1. 2.	<ul style="list-style-type: none">• Attend breakfast at 8:30 AM at Milano’s restaurant in Springfield, VA. Come prepared to share your home school experience!
April 19, 2008 1. 2.	<ul style="list-style-type: none">• Attend breakfast at 8:30 AM at Milano’s restaurant in Springfield, VA. Come prepared to share your home school experience!

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Outreach

<p>Outreach and Service Opportunities</p> <ol style="list-style-type: none"> 1. **** 2. 3. 4. 	<ul style="list-style-type: none"> • Implement/coordinate outreach opportunities with the Food Pantry ministry of IBC. IBC point of contact is Dee Dee Collins.
<p>Samaritan's Purse</p> <ol style="list-style-type: none"> 1. **** 2. 	<ul style="list-style-type: none"> • Coordinator sending "shoeboxes" through Samaritan's Purse

Parties

<p>August Kick-off Picnic</p> <ol style="list-style-type: none"> 1. **** 2. **** 3. 4. 	<ul style="list-style-type: none"> • Schedule, plan, and publicize kick-off picnic in August
<p>Christmas Party</p> <ol style="list-style-type: none"> 1. 2. 	<ul style="list-style-type: none"> • Schedule, plan, and publicize Christmas Party in early December • Group traditionally carols at Leewood Nursing Home before returning to IBC for party
<p>Valentine Party</p> <ol style="list-style-type: none"> 1. 2. 	<ul style="list-style-type: none"> • Plan, and publicize Valentine Party
<p>Mother/Daughter Tea</p> <ol style="list-style-type: none"> 1. 2. 	<ul style="list-style-type: none"> • Schedule, plan, and publicize mother/daughter tea event in the spring
<p>Father/Son Outing</p> <ol style="list-style-type: none"> 1. 	<ul style="list-style-type: none"> • Schedule, plan, and publicize outing for the dads/sons

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Special Events

End of Year Picnic 1. 2.	<ul style="list-style-type: none"> • Informal “potluck” picnic at IBC • Schedule, plan, and publicize event • Set up/tear down for event
International Day 1. 2.	<ul style="list-style-type: none"> • Schedule, plan, and publicize this annual spring event • Participants create presentations for different countries
Presentation Day 1. 2.	<ul style="list-style-type: none"> • Schedule, plan, and publicize monthly presentation day
Science Fair 1. 2.	<ul style="list-style-type: none"> • Advertise/inform IBCHE members regarding the HOPE Science Fair.

Literary Events

Book-It 1. ****	<ul style="list-style-type: none"> • Register members for program • Distribute Book-It coupons in September to registered families • Coordinate end of year Book-It pizza party
Box Tops for Education 1. ****	<ul style="list-style-type: none"> • Collect Box Tops from group • Advertise this fact in the IBCHE newsletter and at meetings • IBCHE receives money from this activity and HEAV gets half of it!
God’s World Coordinator 1. ****	<ul style="list-style-type: none"> • Order God’s World magazine and distribute to subscribing members
Scholastic Book Club 1. ****	<ul style="list-style-type: none"> • Publicize and coordinate book orders

Physical Fitness

Park Day 1. ****	<ul style="list-style-type: none"> • Schedule and publicize monthly gathering at variety of local parks
Physical Education Co-op/ Presidential Physical Fitness Program 1.	<ul style="list-style-type: none"> • Organize and publicize physical education co-op focusing on building a habit of daily exercise • Includes end of year testing for Presidential Achievement Award
Tennis Class Coordinator 1.	<ul style="list-style-type: none"> • Publicize and coordinate tennis class

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Clubs

Lego Club 1.	<ul style="list-style-type: none"> Legos currently stored in IBCHE closet at IBC
Odyssey of the Mind 1. ****	<ul style="list-style-type: none"> High School Team
Math Team 1.	<ul style="list-style-type: none">

Miscellaneous

Microscope Coordinator 1. ****	<ul style="list-style-type: none"> Maintain IBCHE microscope and check it out to members upon request Give workshop in fall regarding use of microscope
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Other Ideas

We are open to other service opportunities if there is nothing on this list that fits your needs. Please contact Cheryl Cantanio at cherylcant@verizon.net , 703-536-0476 or Kathy Tozier at rktozier@verizon.net , 703-691-8027 to discuss this.	
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