



SACRED HEART KIDS' CLUB STAFF EXPECTATIONS & CONTRACT

2024-2025 Weekly Club Meetings

Your Commitment as a Sacred Heart Kids' Club Staff Member includes:

- **Attending Staff Orientation:** Thursday, October 3, 3:00-7:30 pm
- **Helping at club meetings on Thursdays from 3:00 – 6:00 pm**
 - **Participating** in all club activities, encouraging all the children to participate
 - **Being attentive, focused & following directions**
 - **Assisting as a Small Group Leader**
- **Being a role model of authentic Christian living**
- **Dressing modestly**
- **Attending all Staff Meetings** and communicating clearly to the Sisters which **Time Blocks** you will serve in. You may miss one meeting within each time block.
- **Contacting the Sisters** at least 1 day ahead by text if you are unable to attend or need to be late
- **Checking your e-mail/text messages** on Wednesdays for any updates
- **Helping with projects** occasionally, outside of Club Meetings (these hours can be included as service hours)
- **Allowing one week** for the Sisters to sign/approve your service hours
- **Being accountable** to give progress updates & complete projects
- **Have fun and bring God's joy to others!**

Service Hour Time Block 1	Service Hour Time Block 2	Service Hour Time Block 3
From Oct 10 - Dec 12, 2024	From Jan 9 – Feb 27, 2025	From Mar 6 – May 8, 2025
9 weeks = 27 service hours	8 weeks = 24 service hours	7 weeks = 21 service hours

Preparatory Meetings:
Sept 19, Sept 25 from 3:00-6:00 pm

Mandatory Orientation:
Oct 3 from 3:00-7:30 pm (dinner included)

Service hours may be logged for all of these events

Staff Party - for all staff regardless of which time block(s) you served in: **May 15, 2025**