

## **SUBSTITUTE AND VOLUNTEER SICKNESS POLICY**

### **Classroom Stewardship:**

We understand that everyone runs into scheduling conflicts, sickness, travel plans, etc. Volunteers are responsible for adhering to the All Saints Children's Ministry Substitute Policy for everyone's benefit.

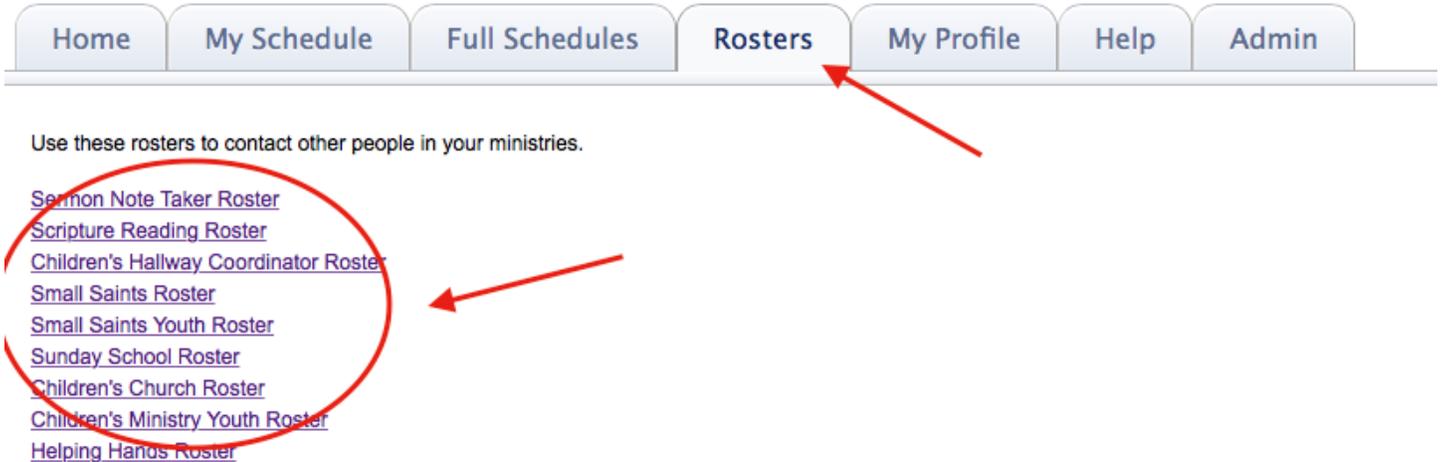
### **Substitute Policy:**

Substitutes are the volunteer's responsibility to coordinate in the event that he/she is unable to fulfill his/her commitment on a scheduled Sunday.

### **Steps for Finding a Substitute:**

Look at your calendar at the start of each volunteer scheduling period as well as each month to plan for any possible conflicting dates. After you have identified conflicting dates, follow these steps in order.

1. **Email your current teaching team** to see if anyone can trade or cover the week you will be gone. To access that information, [log on to your MSP portal](#), click on the 'Rosters' tab at the top, and select your ministry roster to view everyone who serves on your team.



2. **Contact fellow All Saints members** you know to see if they can cover for you. Several ideas: fellow Sunday School class attendees, family at All Saints, friends of your children, and friends who are members. All substitutes must fill out online volunteer form and have a background check performed prior to subbing.

- Update MSP** After you have secured a sub, update the information for your scheduled date in MSP by selecting 'My Schedule' and then 'Request a sub' next to the conflicting date. Please have your substitute log on to MSP, click on the 'Full Schedule' tab, search for the date/time that they're filling in for you and select 'ACCEPT' or 'VOLUNTEER NOW'. Please also email your ministry coordinator to let her know you've found a substitute.

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Export to: 31 Google calendar | 9 iCal / Outlook

You are scheduled to serve at All Saints at the following times.

- [Sunday, Jan 7, 9:15 AM - Staff on Duty \(request sub\)](#)
- [Sunday, Jan 7, 11:00 AM - Staff on Duty \(request sub\)](#)
- [Sunday, Jan 28, 9:15 AM - Staff on Duty \(request sub\)](#)
- [Sunday, Jan 28, 11:00 AM - Staff on Duty \(request sub\)](#)
- [Sunday, Feb 18, 9:15 AM - Staff on Duty \(request sub\)](#)
- [Sunday, Feb 18, 11:00 AM - Staff on Duty \(request sub\)](#)

Helping Hands	Michelle Baker (sub requested) - <b>ACCEPT</b>	Tricia Allgyer Blair Burton Joanne Moore (sub requested) - <b>ACCEPT</b> Natalie Rodriguez Grant Shurtz
	Jim Berkey Marilyn Berkey Dianne Blackburn Julie Bland David Whitley Megan Whitley Jaime Ziehr Matt Ziehr	

- Email your Ministry Coordinator** to let them know of arrangements made. You can also email them if you have trouble updating sub information in MSP or need an emailed copy of your teaching team.

**All Saints Children's Ministry Coordinators:**

**Lida Payne**

Early Childhood Coordinator (ages 0-4)

[lpayne@allsaintsaustin.org](mailto:lpayne@allsaintsaustin.org)

**Melissa Pardue**

Elementary Coordinator (ages 5-10)

[mpardue@allsaintsaustin.org](mailto:mpardue@allsaintsaustin.org)