

2018 - 2019 LOGOS Handbook for Our Parents & Staff

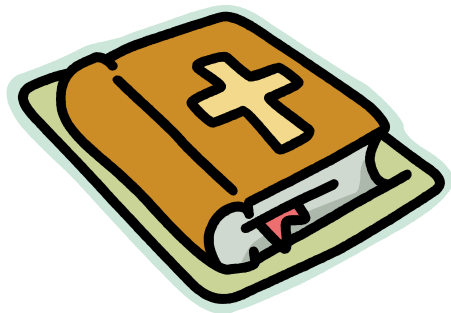


Worship Arts



Family Time

LOGOS



Bible Study



Recreation

**Peace Lutheran Church
2084 County Road N
Baldwin, Wisconsin
715-684-2770**

Table of Contents

	Page number
Section 1: The LOGOS Program	
• What is LOGOS?	3
• The Basics of LOGOS	3
• LOGOS as part of Confirmation	3
Section 2: The Four Main Parts of LOGOS	
• Worship Arts Time	3
• Recreation Time	3
• Family Time	3
• Bible Study Time	3
Section 3: Tuition fees & registration	
• Tuition fees	4
• Parent Meetings	4
Section 4: Fundraiser	5
Section 5: Parent Responsibilities	
• Parental contributions/participation	5
• The LOGOS Parent Covenant	6
Section 6: Policies and Procedures	
• Transportation	6
• After School & Before LOGOS	6
• Weekly Closing	6
• Attendance	6
• School Activities	7
• Inclement Weather	7
• Visitors	7
• Electronic Equipment/Devices	7
• Non-members of Peace Lutheran Church	7
Section 7: Discipline Policy & Guidelines for Behavior	
• Behavior expectations	7
• The LOGOS Youth Covenant	8
• Discipline Guidelines	8
Section 8: LOGOS Teambuilders and Staff	9
Section 9: Weekly Schedules	9
Section 10: Dinner Themes	9
Section 11: Choir Schedule	9

Section 1: The LOGOS Program

What is LOGOS?

LOGOS is a program of Christian education and nurture-based on a model of youth ministry developed more than 30 years ago. It is a four-part, mid-week program that enables the church to offer its young people the positive aspect of a retreat on a weekly basis. Young people enjoy Christian fellowship through creative recreation, participation in worship & choir, study of contemporary and Biblical values and sharing a meal together.

LOGOS also provides an opportunity to explore one's identity in a Christian environment. The program is a valuable tool for family involvement and renewal as well, as parents, and other members of the church are drawn into active participation by giving everyone a chance to share and serve others.

LOGOS is neither a substitute for, nor a replacement of, standard Christian education programs as Sunday School or Vacation Bible School. Rather, LOGOS seeks to support and supplement these ongoing efforts. It is another unique area of Christian nurture that strongly enhances the total Christian education program of the church.

The Basics of LOGOS

As a member of the LOGOS System Associates, Peace Lutheran Church of Baldwin will maintain certain basis standards of procedure in administering our LOGOS program:

- All children and youth in grades 1 through 7 are eligible to participate in the entire program.
- The program is financially self-supporting through tuition and annual fundraiser.
- Parent and congregational support and participation are essential to the success of the program.

Section 2: The Four Parts of LOGOS

Worship Arts Time:

The goal of the Worship Arts portion of LOGOS is to develop responsibility for and practice in worship arts because worship is our primary service to God as disciples. Youth will be introduced to various worship arts which may include but will not be limited to choir, skits, music, puppets and other forms of worship. Choirs will participate in worship services approximately twice a month.

Recreation Time:

The goal of the Recreation Time portion of LOGOS is to experience great fun at the expense of no one. Relationships are developed as children, youth and adults reveal themselves in play. Recreation Time is designated for fun, and since that means different things to different people, we try to offer as many choices as possible. These activities will include games, crafts, or other activities giving everyone the chance to try something new each week. Crazy games that get everyone moving and laughing allow athletes and non-athletes an equal chance for fun.

Family Time:

Family time is the one period in which all LOGOS participants are together. It gives an opportunity for all to experience being a part of the family of God. Dinner is served family style around tables led by Table Parents. During dinner, everyone is given a chance to share, to serve others and to use table manners. Dinner is hosted by a Dinner Dean who leads the group in grace, table games, and thanks to the cooks. "Holy hilarity" (known as noise to some of us) is known to occur during this segment of LOGOS.

Bible Study Time:

Bible Study is the heart of the LOGOS program. It is designed to be creative, relevant and interactive. The goal of Bible Study Time is to nurture children and young people into obedient, intelligent, Biblically informed discipleship. It also provides the model for building and sustaining Christian relationships.

Childcare:

Childcare is available for those children younger than 1st grade who have a parent helping as part of the LOGOS staff. Due to current staffing, it is only available during those times a parent is helping with his/her area of the LOGOS program.

Section 3: Tuition fees and registration

Tuition fees:

The LOGOS program costs include both a monetary fee and a commitment of time from a least one parent or guardian of each participant. The fee covers a portion of the cost of Bible study materials, meals, additional supplies & equipment transportation and the annual LOGOS national membership fee. The LOGOS program is primarily financially supporting through tuition fees paid for each participating youth. For the 2017 – 2018 LOGOS program year, fees are established as follows:

Each child	\$135/year
Nursery (only available for helpers)	Free
Maximum per family	\$405/year

Tuition can be paid in four equal installments based on the following payment schedule:

Parent meeting	25% of total outstanding balance
October 15 th	25% of original balance
November 15 th	25% of original balance
December 15 th	25% of original balance

For those families enrolling in January 2017 for only the 2nd semester, the following payment plan is available:

Parent meeting	50% of total outstanding balance
February 15 th	Remaining balance due

Envelopes will be provided at registration with the various payment due dates if requested.

Those families still owing money for the 2017 – 2018 LOGOS year will need to have that paid prior to starting the 2018 – 2019 LOGOS year.

LOGOS Scholarship Program:

It is the belief of the LOGOS TeamBuilders that all families should have the opportunity to be involved in LOGOS. No one is ever turned away from LOGOS because of financial need. Payment plans and partial scholarships are available by speaking to any member of the LOGOS TeamBuilders and will be kept confidential.

Because of the generous people in the congregation and their families, there are funds available as scholarships for families with financial hardships or unexpected situations. However, it is the philosophy of the LOGOS program that a commitment is important to the success of the family and the program. The following criteria are applied to those requesting scholarship funds:

1. Each family (parent) must decide what they are able to pay towards the tuition. It is important that each family pay something so monies are available to everyone in need of assistance.
2. Each family (parent) receiving a scholarship must be sure to fulfill the commitment in assisting with the program by teaching, helping in the kitchen or other areas in need of adult volunteers.

If these requirements are not met, your family will not be eligible for scholarships in the future.

Parent Meeting:

Attending a parent meeting is the ONLY way your child(ren) can be registered for LOGOS.

During parent meetings you will be asked to:

1. Complete registration materials for your child(ren), including medical releases and transportation authorizations.
2. Pay tuition fees (see above for tuition fees).
3. Understand the parental commitment as described. Parents must help weekly or as assigned in the kitchen and at closing.
4. Sign a parent covenant.

That's your part. Our part is to show you what involvement in the LOGOS program can mean to your child(ren) and to you. Parent meetings will be held on the following dates:

- Wednesday, September 13^h at 7:00pm
- 2nd Semester meeting – by appointment - only for those **new** students enrolling for the 2nd semester.

Section 4: Fundraisers

Since 2014 we have held very successful Dessert Silent Auctions. For the coming year, we have decided to have another Dessert Silent Auction on Sunday, February 3rd, 2019.

Section 5: Parent Responsibilities

Parental Contributions/Participation:

Parent meetings and fees are just two components of each parent's responsibility toward the LOGOS program. Parental participation is the key element to the success of our LOGOS program. A well-run program depends upon, throughout the year, hundreds of volunteers. Volunteers are not just the teachers. Volunteers include the parents that help as part of the Parent Squad. Parental participation is an expectation of LOGOS for two reasons. The first is obvious – we need your help! The second reason is less obvious and is sometimes lost in the shuffle, but is actually more important. When our children see us devoted to them, they thrive and intuitively understand that "Hey, this LOGOS program is really important!"

The following list contains some of the basic ways the LOGOS program can use your participation. You are in the best position to know exactly when your schedule allows you to help and where your gifts lie. Please take both into consideration.

- Kitchen assistant: preparing food, serving & cleanup duties from 4:30 – 7:30pm
- Nursery & preschool assistants
- Provide snacks/desserts or be a snack organizer after school
- Teach craft/hobby – share your talents
- Wash dishtowels
- Decorate or set the dinner tables
- Meeting kids at the schools to ride the bus out to church
- Be a table parent
- Homework supervisors, hall monitors & playground monitors
- Direct a choir or be a choir parent
- Teach a bible study or recreation time
- Photographer – Bulletin board updates

LOGOS TeamBuilders will work with parents to find a volunteer commitment for every parent.

- **Every family must sign up to help on a regular basis in one of several areas from the kitchen to the classroom to closing or you will be assigned a rotation in the kitchen.**
- **You will be responsible for finding a sub if you are unable to help due to an emergency, vacation or illness. A sub could be a grandparent, uncle, aunt, neighbor that's a member of Peace or another LOGOS parent.**
- **If you miss more than two of your scheduled times to assist with the program, a meeting with you, Pastor Hanson and the LOGOS Director will be scheduled. A plan of action will be developed at that time.**

Parents can also help in other ways:

- Insist on your child(ren)'s regular attendance in the program and at Sunday morning Worship services.
- Fulfill your commitment in your assigned areas of the LOGOS program. Staff members in LOGOS are not paid, but are working for their Lord in committing this time for the development of young people. By giving of your time, you render a vital service to our youth.
- Arrange for prompt payment of LOGOS tuition.
- Encourage and participate in daily Bible reading and prayer.
- When your child is scheduled to participate in worship, it is important that you help your child fulfill his or her commitments by getting to the church on time.
- Stress the importance of courtesy and good behavior at LOGOS. Emphasis on these matters at home will greatly ease the work of our staff.

The LOGOS Parent Covenant

I/We will support our child, _____, in his/her participation in the Peace Lutheran Church LOGOS Program by:

- Encouraging my child to attend LOGOS every week it is offered;
- Attending Sunday church services regularly with my child;
- Ensuring my child attend each service in which the LOGOS group participates;
- Taking responsibility for the task I have volunteered to complete as my contribution to the LOGOS program's success;
- Stressing the importance of courtesy, good behavior, and respect at LOGOS every week.

Signed _____

Section 6: Policies and Procedures

Transportation

The LOGOS program is excited to be using the church's bus for the upcoming year. This will allow us to get everyone to church at the same time and eliminate the many vehicles traveling to church each week. Three parents will be needed to escort the kids from the schools to the bus and accompanying them to church. A transportation release will need to be completed as part of your child(ren)'s registration packet.

If more than two discipline incidences occur on the bus, transportation will no longer be provided by the LOGOS Program for your child for the safety of all our youth.

After School and Before LOGOS

Recognizing that some students may arrive a little early because of transportation (arriving by school bus, coming with siblings or parent volunteers), a time called "Tween Time" has been established. During this brief time, students will be able to do homework, play quiet games or just hang out and talk. Youth in "Tween Time" must remain in the designated quiet area, which will be supervised. **We will not be requiring students to work on homework during this time but allowing them the time to do it if they choose.**

Weekly Closing

Parents will be required to attend closing for all students through 7th grade and sign their child(ren) out each week. There are many important announcements and notes that you need to receive. Youth will only be released to their parent(s) after he or she has been signed out at closing. There will be three or four parents assisting with this each week. If someone else will be picking up your child(ren), a signed permission slip must be provided to the LOGOS TeamBuilders.

Once your child has been signed out, you are responsible for him or her if they remain at church with you.

In addition to the LOGOS programs, church meetings and Senior Choir are also held on Wednesday evenings. It is important that those programs not be interrupted.

Attendance

Attendance is taken at each school prior to boarding the bus. All LOGOS participants are asked to report to Tween Time in the Fellowship Hall upon arriving at the church to receive a small snack. LOGOS Team members will dismiss youth to the leader of their first activity.

All youth are expected to be where they are supposed to be for the duration of LOGOS unless an absence for one of the four parts has been prearranged with the LOGOS Team. The LOGOS Program assumes responsibility for the safety of our youth during program hours and will be contacting parents or the emergency contact person should a student not arrive for any one of the four parts during the course of the LOGOS evening.

Please call the church office at 715-684-2770 by 2:00 on Wednesday if your child(ren) will not be attending LOGOS for the evening. If your child is not at school and the church has not been notified, we will begin contacting the parents or emergency contact person.

School Activities

LOGOS youth in grade 5-7 that are also involved in after school activities may arrange to arrive at LOGOS immediately after the school activity has ended. Our goal is to have these youth experience as much of LOGOS as possible. The bus will pick up the middle school students in after school activities at Viking Middle School at 5:00pm. Students are expected to return to full LOGOS participation once the particular school activity is over for the year. **Please let the LOGOS Director know of these situations.** Further, music lessons, dental appointments, etc. can usually be scheduled on other weekday afternoons.

Inclement Weather

Should inclement weather close schools for either the entire day or the afternoon, you can assume LOGOS will also be cancelled. If in doubt, please contact the church office at 715-684-2770.

Electronic Equipment/Devices

Cell phones, pagers, iPods, or any other electronic equipment or device will only be allowed at the discretion of the teachers (such as for activities in classes). Any violation of this rule will result in the confiscation of the item with its return after that evening's closing.

Visitors

Visitors to our LOGOS program are always welcome. To assure that we are prepared for the extra participants, those who are inviting a friend must call the church office to register the visitor by 3:00pm the Monday before LOGOS on Wednesday.

Visitors are expected to stay with the member(s) who invited them throughout the entire program scheduled for that particular evening and are to participate fully in all aspects of the program for the evening. The cost of the meal for the visitor is \$5.00/child.

Visitors may attend once per semester during the LOGOS year. If, after attending, the visitor is interested in joining LOGOS and does not have a church home, please contact a LOGOS TeamBuilder for the next registration date.

Non-members of Peace Lutheran Church

Youth who are not members of Peace Lutheran Church and do not have a church home are welcome to join LOGOS. The expectation is that they will participate in the Sunday morning worship time for which they and their fellow LOGOS members have prepared.

Section 7: Discipline Policy & Guidelines for Behavior

Behavior Expectations

It is not unusual to need to address behavior when numbers of people gather. The principle of the LOGOS program is that EACH PERSON (YOUTH AND ADULT) IS RECOGNIZED AND TREATED AS A CHILD OF GOD.

The Bible tells us that, as children of God, we need to be reminded and guided. All of us do our best when

- Expectations are positive, clear and consistent;
- Challenges are lofty yet achievable;
- Positive feedback is a natural and ongoing part of our conversations;
- Each person is valued (even when his/her behavior may be a concern);
- Consequences are known and used.

LOGOS youth will be asked to enter into the covenant printed below. As LOGOS parents, we are all challenged to help our children be faithful to the covenant.

The LOGOS Youth Covenant

As a Child of God

I expect to be happy and to be treated

With kindness in this room.

This means no one will laugh at me,

Ignore me or hurt my feelings.

I expect to be myself in this room.

This means no one will treat me

Unfairly for any reason.

I expect to be safe in this room.
This means no will hit me, kick me,
Push me or pinch me, or in
Any way be unkind to me.

I expect to hear and be heard in this room.
This means no one will yell, scream or
Shout, and my opinions and desires will
Be considered in any plans we make.

I expect to learn about myself in this room.
This means I will be free to express my
Feelings and opinions without being
Interrupted or punished.

As a Child of God, I will treat every person
In the room this way.

Discipline Guidelines

The LOGOS Teambuilders have adopted a discipline program based on the Precision Request Model. It is a positive approach to discipline where the child is asked to stop the inappropriate behavior and redirected to the task at hand. Under this program, situations will usually be resolved in less than 5 minutes allowing for the other children to be able to spend their time on their Bible study lesson, recreation or singing.

The following guidelines will be used by LOGOS staff when dealing with discipline issues:

- **First incident:** Redirect the behavior to the task at hand
 - Example: "Johnny, please stop talking and listen to the story being read."
- **Second incident:** Issue instructions to be followed
 - Example: "Johnny, you need to stop talking and listen to the story."
- **Third incident:** Youth will be sent to a supervised "Time Out" area
 - **Youth through 2nd grade** will be assisted in completing the following questions by the Discipline Leader:
 1. What did I do wrong?
 2. Why is that wrong?
 3. What should I do?
 4. What good things will happen to me
 - **Youth 3rd grade and older** will complete the above questions prior to discussion his or her behavior with the Discipline Leader. An additional essay may be requested to be copied at the discretion of the Discipline Leader answering the same questions to reinforce the appropriate behavior. We want the child to understand what is appropriate and why. Sample essays are available for parents to review.
 - Once the sheet is completed and signed by the child, he or she will be returned to his or her classroom.
 - A copy of the sheet will be given to the parent at closing. The original sheet will be kept by the LOGOS Teambuilders.

If your child is sent to the "Time Out" area more than once, a meeting will be scheduled with the LOGOS Director, Pastor Hanson, parent(s) and the child. Behavior improvement action plans will need to be developed. This could include requiring your attendance at LOGOS with your child each week for all or a portion of the program.

Expected Behavior

1. Treat everyone as a Child of God
2. Speak only kind words
3. Respect everyone's differences
4. Be considerate of those around you
5. Keep your hands and feet to yourself
6. Listen when someone else is speaking
7. Treat the church property with respect
8. Be kind
9. Be safe
10. Be respectful
11. Always try

LOGOS TeamBuilder Support

We realize that everyone has different expectations for behavior. We hope the examples we have provided will give you some of our expectations. It will also help to keep things somewhat consistent for our children and youth. If you ever have any questions or concerns, please contact one of the TeamBuilders. We have stressed the importance of parental support of the discipline policy and guidelines. We will support our teachers, leaders and staff!

Section 8: LOGOS TeamBuilders and Staff

Julie Hanson	Director & Worship Arts Coordinator	715-220-5149
Kari Wangen	Family Time Coordinator	715-505-2585
Carla O'Connell	Family Time Coordinator	715-698-3725
Amy Larson	Bible Time Coordinator	715-684-9935
Renee Dykhous	Recreation Coordinator	715-441-9294
Heidi Dumond	8 th – 12 th Grade Recreation Coordinator	715-338-8409

(after being updated, this info also needs to go on church website)

Section 9: Weekly Schedules Weekly Schedules

(see handout for review)

Section 10: Dinner Themes

(see handout for review)

Section 11: Choir Practice Schedule

Psalm 100 Kids: 1st - 4th grades (4:00pm – 4:40pm)

“J” Crew: 5th - 7th grades (5:15pm – 6:00pm)

(except during lent)

Choir schedules can change throughout the LOGOS year so

please check your family folder weekly
for announcements and changes to the schedule.