

*“Serve wholeheartedly, as if you were serving the Lord, not men,  
because you know that the Lord will reward everyone  
for whatever good he does...”  
Ephesians 6:7,8*

## **Portland Christian Schools**

### **“HEART OF A SERVANT”**

### **2009-2010 Program Directions**

PCS provides a number of opportunities for families to fulfill their \$495 service fee through 30 hours of service to the school. We call this, the “Heart of a Servant” program; most people refer to the 30 hours of service as the “service block.” **If you plan to fulfill your “service block” through volunteer opportunities, please follow steps 1-3.** If you wish to pay the \$495, mail or take your check, made out to Portland Christian Schools, to any campus office or call Cheryl Jarvis at the Business Office to make arrangements before November 5, 2009.

1. Decide on volunteer assignments you are interested in, choosing from options in the Service Block Catalog, if you do not see a volunteer assignment listed that you are interested in, please contact your local campus or Cheryl Jarvis at the Business Office (503) 256-3960 ext 0.
2. **CONTACT THE LISTED COORDINATOR YOURSELF AND SET UP A WORK SCHEDULE.** You may not be called by the coordinator to fulfill your service block. It is your responsibility to contact each coordinator, and be aware of the dates you will be working. **In the case of “designated” or “appointed” committee positions, let the committee chair or coordinator know of your desire/ability to serve. Simply choosing these options does not guarantee that you will be appointed to serve. Committee chairs and chairpersons must also fill out one voucher indicating their position and send it in to the Business Office so we may credit you with that programs’ longevity.**
3. When you complete ten hours of service, turn in or email one of the three service block vouchers for credit AS LISTED: 10 hours due by November 10<sup>th</sup>, 2009; 10 hours due by February 9<sup>th</sup>, 2010; and the final 10 hours are due by May 10<sup>th</sup>, 2010; unless previous arrangements have been made. All hours must be completed and received before May 7<sup>th</sup>, 2010 at the latest, unless previous arrangements have been made, **or you will need to pay for any unfulfilled service block hours due at that time.** (This is especially important for families with graduates).