

Hall Monitors

St. Mary of Nazareth

2009-2010



Dear "Hall Monitors,"

We are so thankful for your help in volunteering to be a "Hall Monitor" this year at St. Mary of Nazareth. You help RE by being a Hall Monitor before, during and after classes. You are also a key player in communication with office staff for little things and big things.

Thank you for being part of our team!

As you probably know, classes start this coming Wednesday the 9th and then Monday the 14th. This will be your first night on the job. Please arrive 15-20 minutes before class time. When you arrive, please sign in--and grab your walkie-talkie (if you are stationed at church). Once you have signed in you can head to your post. If you are at church, please sit in the *gathering space* in between the entrances, in the middle of the area. If you are in the hall, please sit near the *doors on the East* side of the gathering area close to the drinking fountain/bathrooms.

Your task is to be an adult presence. It is important to keep vigilant and be aware of what's going on in your building. Check the bathrooms, help parents and students find classrooms, make sure strangers aren't poking around and keep an eye on the children in the halls. Also, make sure people are quiet around the classrooms . . .

If you have any problems or need assistance, find me in the hall or office OR use your walkie-talkie to get help from me or our RE secretary. If there is a stranger in the building, tell me in person or use your walkie-talkie to announce that "the bishop is in the building." This is the diocesan wide code for intruders.

You may be asked to escort a student or briefly assist a catechist/teacher. Your job, *though most of the time meant to be Uneventful*, is so important!!

When classes are over you will ring the bell for your building. We use cell phone time and ring the bell exactly at the end of classes.

If you have any questions, do not hesitate to call or email me. Again thank you for sharing your time and talent with St. Mary's!

Yours in Christ,

Anne Phillips
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