

## Sub Procedure

Follow these steps when needing to find a sub to cover you during an absence.

1. Log in to CCB(Community Church Builder).
2. Once the home page appears, on the right side of the screen under "My Groups" find and click on your group for RBfK ministry.
  - If you serve on the Preschool side it will be labeled RBfK Preschool Teachers.
  - If you serve on the Elementary side it will be labeled RBfK Elementary Teachers.
3. When your group page opens up, on the right side of the screen under "Actions" find and click on "Send a message".
4. A Send a message box will appear. Fill out the subject line and message box explaining to other team members you will be gone. Make sure you include the date you will need a sub, the service time you serve, and the class you serve in.
5. Once you are done filling out the message hit send. Don't check any boxes under message options because we want everyone to be able to comment and view responses.
6. Once the message has been sent all members who belong in your group will see this email. They can then respond to the message if they are available to cover for you.
7. **If the date of your absence draws near and no one has responded you must get in contact with your coordinator at least 48 hours prior to your leaving and let them know that you are having problems finding a sub.** This will allow the coordinators time to help you find a sub and make sure your classroom is covered during your absence.