

St. John's Lutheran Church and School

Volunteer Handbook



St. John's

LUTHERAN CHURCH & SCHOOL

St. John's Lutheran Church & School Volunteer Handbook

The staff and children of St. John's Lutheran Church & School welcomes active and visible volunteer involvement in the life of the church and school. Volunteerism enriches the learning environment of our children and the lives of those donating their time. Volunteers make many of our programs and activities possible.

St. John's Lutheran Church operates the school for one purpose-Equipping a life with a foundation of faith. St. John's Lutheran Church & School is maintained and supported by St. John's Lutheran Church to aid parents in fulfilling their God-given charge (Ephesians 6:4) to bring up their children in the training and instruction of the Lord. The school strives to meet the needs of the whole child by teaching needed physical and mental skills, and by teaching the child to use his/her life in the honor and service of his Lord and Savior, Jesus Christ.

St. John's Lutheran Church & School Desires to Provide:

A loving, Christian environment:

- To teach children about the love of Jesus Christ, that through the Holy Spirit, they may come to know Jesus as their Lord and Savior.
- To provide a warm, safe, and caring environment in which our children can learn and develop.
- To build within our children an understanding of God's great love for them and a desire to be witnesses of that love and good news as they share it with others around them.

A talented, caring staff:

- To build an atmosphere of caring and sharing, where children learn to respect one another and build the necessary social skills that will enable them to attain success.
- To utilize the abilities of teachers, parents, children, staff, and others to achieve these goals.

Excellence in education:

- To provide the children of our day school with a challenging, motivating, and innovative curriculum, taught by teachers who care about the children's best interests.

Development of the whole child:

- To assist parents and cooperate with them in the task of educating their children in becoming useful and productive Christian citizens.
- To allow each child the chance to discover his/her God-given talents and abilities, and to allow those talents and abilities to flourish.

Welcome!

Dear Volunteer,

Thank you for your support of the ministry and mission of St. John's Lutheran Church & School. The staff, children, and administration appreciate the generous donation of time that you give and how it contributes to the long-term health of the experience that we provide for our children.

For many years, volunteers have made up the fabric of our church and school, bringing many talents and a passion for equipping a life with a foundation of faith. In an effort to continue to provide an excellent experience for our children, staff, and volunteers, we have created these guiding principles. These guiding principles are intended to support and protect our volunteers and our children.

It is our responsibility as a community of faith to protect God's children and His people. Any person planning to volunteer at St John's Lutheran Church & School is asked to read this handbook and the Code of Conduct *within our Parent/Child Handbook*. Certify the statements on the acknowledgement page and return that page. This handbook provides our volunteer policy, acknowledgement page and volunteer waiver that must be *signed annually*.

Once completed, a person would then be ready to volunteer at St. John's Lutheran Church & School under the supervision of a staff member.

We pray and share in the joy of your service to God's children to equip lives on a foundation of faith.

Blessings,



Greg Snow, Senior Pastor

Blessings,



Kendra A. Gilmore, Principal

Purpose:

The mission of St. John's Lutheran Church & School is making disciples of generations for generations. Volunteers play a very important role in this mission. We welcome and encourage our community to consider volunteering time and talents to the children of St. John's Lutheran Church & School. Through volunteers, we continue to be a vibrant faith community where we equip children to be world ready and faith secure.

Specifically, volunteers benefit our church and school:

- Strengthen church/school/parent/community relations.
- Provide positive, Christian role modeling and participation.
- Enhance the overall experience at St. John's Lutheran Church & School

This handbook provides an overview of procedures and guidelines for St. John's Lutheran Church & School volunteers. Our policies promote a safe environment for our children, protecting and upholding the mission of St. John's Lutheran Church & School. After you have carefully read this manual and volunteer waiver, please sign, and return to the office.

Volunteer Policy:

At St. John's Lutheran Church & School, we recognize that volunteer assistance enriches the educational program, increases positive, Christian role modeling, grows a foundation of faith, and contributes to safety while enhancing the overall experience. St. John's Lutheran Church & School encourages parents/guardians, congregation members and the community to share their time, knowledge, and abilities.

The following guidelines are designed to foster a safe and nurturing environment in which children can learn and grow in a strong educational and Christian environment.

Volunteers at St. John's Lutheran Church & School take the responsibility to the church/school and their fellow volunteers seriously, which involves adhering to certain rules of conduct. The purpose of these rules is to uphold excellence in our environment so as not to compromise the experience for our children, staff, and fellow volunteers.

The acknowledgement at the end of the Volunteer Handbook and our Volunteer Waiver establishes that the volunteer guiding principles must be reviewed and signed before volunteering can take place. Once these are completed, a person is considered registered as a volunteer. Volunteers will be inducted, trained, and supervised according to established policies and procedures.

The Volunteer policy explains the legal rights of volunteers and the responsibilities of St. John's in managing volunteers. This policy does not supersede the responsibility of appropriately assessing the suitability of a volunteer and ensuring that they comply with any reasonable direction of staff.

Volunteer Definition:

- A volunteer is a person who voluntarily participates by offering a service to the school without payment or reward.

Screening and Assessing Volunteer Suitability:

- A volunteer is expected to comply with any reasonable direction of staff (or their nominee). If a volunteer does not follow a reasonable direction, the volunteer arrangement can be ended and/they can be required to leave the premises.
- Volunteers should be inducted, trained, and supervised according to the procedures for staff or volunteer induction. This includes being familiar with procedures for identifying and reporting any conduct that is not supported by our code of conduct.

We are committed to:

- Welcoming volunteers
- Informing them about their volunteer event
- Providing materials
- Encouraging and celebrating their contributions

Volunteers are committed to:

- Respecting school rules, procedures, and conduct.
- Performing assigned volunteer efforts to the best of their ability
- Collaborating with staff and seeking clarification when necessary

Volunteer Opportunities Requiring Registered Status:

St. John's may require additional information and steps from volunteers based on the frequency and length of the volunteer engagement and where there is more direct interaction. The following are examples of areas for volunteer involvement:

- Clerical helpers
- Classroom help
- Field trip chaperones
- Recess and Cafeteria Volunteers
- Shadowing in a classroom
- Assisting in the kitchen
- Parent Teacher League (PTL)
- All For One Committee
- Extracurricular coaches
- Sunday School/VBS volunteers
- Providing childcare

Volunteer Requirements:

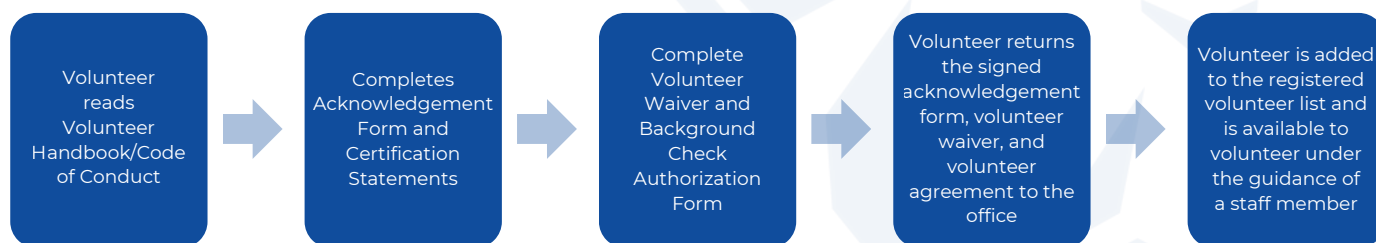
- Volunteers will not be unsupervised.
- **All volunteers, including coaches, with regular access to children must submit to a background check.**
- Volunteers may not drive individual children to or from activities. A child should not be alone with a volunteer in their vehicle. This is for both the safety of the child and the volunteer.

Benefits of Volunteering:

- The opportunity to equip lives on a foundation of faith through positive, Christian role models.
- The opportunity to serve God by serving His children.
- The opportunity to strengthen relationships with our faith community (church, parents, guardians, and staff)

Process For Volunteer Registration:

The signature on the acknowledgement page of this handbook also indicates the volunteer's agreement to abide by the Code of Conduct set forth in this document.



Disqualification Criteria:

Any felony, theft, violent crimes, drug-related crimes, sex offenses, serious motor vehicle offenses.

Expectations of Volunteers at St. John's Lutheran Church & School:

- Complete registration process (Volunteer Handbook Acknowledgement, Volunteer Waiver, Background Check Authorization) By signing these, you are agreeing to the Volunteer Code of Conduct and Ethics.
- Follow building sign-in and sign-out procedures.
- Wear a Visitor Identification badge.
- Uphold confidentiality regarding children, fellow volunteers, and staff.
- Exercise professionalism if there is a scheduling change that prohibits volunteering.
- Be punctual and dependable for volunteer events.
- Notify the church/school if arrested for a misdemeanor or felony, sex, drug, or weapon related offense as well as any ordinance violation involving illegal substance.

Volunteer Conduct Guidelines:

Confidentiality

- Volunteers must honor confidentiality. Breaching confidentiality can be harmful to a child, their family, and the staff.
- Volunteers may make observations on interactions among children, staff, or between children and staff. They are sometimes party to privileged information which needs to remain confidential. If you observe something that is a concern, talk to a staff member or inform the pastor or principal if appropriate.
- Confidentiality is a priority in your relationship as a volunteer. Any question concerning a child's behavior, achievement and/needs should be immediately directed to staff.

Commitment

- We appreciate your time, talents, and contributions as volunteers.
- For any reason, if a volunteer cannot meet a commitment, please inform the teacher, or staff person so appropriate arrangements can be made.
- Due to schedules that contribute to enriching education experiences, please be punctual.

Field Trips

- All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience.
- Children not enrolled in the school should not accompany the class field trip without prior permission.
- All chaperones for field trips need to be age 21 or over. Chaperones will be responsible for assigned groups of children, their safety, and whereabouts.

Health and Safety:

Accident or Injury

- Any accident or injury must be reported to the parent/guardian. The volunteer should report to staff giving details of how the accident occurred who can then fill out an accident report form.
- Do not leave an injured child to seek assistance, send a child or another adult to report you need assistance.

Medication Procedures

- The administration of medications is not permitted to be dispensed by a volunteer at any time. This includes any over the counter medications. Assigned staff will administer medications.

Crisis Intervention/Safety Procedure

- St. John's has a detailed crisis intervention/safety procedure manual. Volunteers (parents/guardians) may review this manual by making an appointment to do so.

Training/Volunteer Induction

- During orientation, the volunteer process will be overviewed and forms available to register.
- *All extracurricular/athletic coaches will complete training on basic first aid.*

Dependability

- We rely on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Dress Code Appearance

- Volunteers should follow good hygiene practices and dress professionally. Hats, short skirts and shorts, exposed midriffs, low cut blouses, and inappropriate graphics/language on t-shirts are not allowable for children, let alone volunteers.

Prohibited

- Drugs (prescription and over the counter) Our church and school are drug free workplaces. Drugs of any kind are not permitted to be in the presence of children.
- Volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering.
- Volunteers are prohibited from the use, possession, or sale of an illegal controlled substance in any quantity.
- For the safety of our children, volunteers are prohibited from the use of marijuana for any purpose other than medicinal purposes.

Tobacco

- Tobacco use of any kind is not permitted on church or school grounds (including the parking lot); this includes evening and weekend times.

Child Discipline

- As with all employees, volunteers may not touch a child in an aggressive, disciplinary, or sexual manner. It is the staff's responsibility to discipline children. Any concerns that you have about individual children and how to manage their behaviors should be brought to staff.

Social Media

- Refrain from engaging in social networking with children via Facebook, Instagram, Snapchat, Vine, Twitter, or other social networking websites.
- Volunteers are prohibited from taking photos of children without permission from a staff member. Only photos or videos taken by staff are permitted to be uploaded to any social media platform.

Weapons

- Pursuant to the St. John's Weapons Policy, all weapons or instruments that have the appearance of a weapon are prohibited within St. John's Lutheran Church & School including buses, field trips, or any other activity. Weapons include, but are not limited to: firearms, knives, clubs, tasers, metal knuckles, nun chucks, mace, explosives, etc. Any violation of this weapons policy will be met with quick and immediate actions.