

Immanuel Lutheran School – Volunteer Handbook

THANK YOU

The quality of the educational program offered to students at Immanuel Lutheran School would be severely reduced were it not for the many hundreds of hours of volunteer assistance provided by so many people. Each year, literally hundreds of important school functions are performed by our volunteers.

To you and to every person who assumes the role of volunteer helper at our school, we say thank you!!! We are in your debt. We deeply appreciate your willingness to join hands with us in providing a Christ-centered, quality education for children. Your help is invaluable, and we do not take it for granted. Rather, we treasure the partnership that exists among our school staff and our volunteers. May God continue to bless our joint efforts on behalf of the boys and girls enrolled in Immanuel Lutheran School!

VOLUNTEERS - WHY?

We ask for the help of volunteers, so that we can give more attention to individual students. A larger number of adults working together to conduct our school program means that individual students can receive a larger measure of individual attention.

We ask for the help of volunteers, because as volunteer workers fulfill various school functions, teachers are often freed to perform diagnostic functions, to plan more thoroughly, and to provide a more effective learning environment for children.

We ask for the help of volunteers, because volunteerism provides a means by which parents and others can participate in the education of our boys and girls. Our school program is strengthened by such a partnership, and children benefit as well.

We ask for the help of volunteers, because volunteerism provides opportunities for individuals to use their God-given talents to help others. Hopefully, those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.

We ask for the help of volunteers, because the service provided by volunteers complements our educational program while keeping costs at a more reasonable level. We simply could not afford to maintain our present level of school programming without volunteer help.

We ask for the help of volunteers, because relationships are strengthened as school staff and volunteers work together. Our hope and prayer is that our volunteers and our staff members will learn to know and understand one another better.

We ask for the help of volunteers, because we hope that through their service to children and to

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the school, their support for our ministry will grow. Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of Immanuel Lutheran School.

BASIC PRINCIPLES TO BE UNDERSTOOD BY VOLUNTEER SCHOOL HELPERS

School Mission and Objectives - It is our desire that all school programs and activities are conducted in adherence to the Mission and Objectives of our school. It is imperative, then, that all volunteer helpers carry out their responsibilities in a manner consistent with our school Mission and Objectives:

Mission of Immanuel Lutheran School

In response to the redeeming love of our Lord Jesus Christ, and in obedience to His Commission to make disciples of all nations, Immanuel Lutheran School teams with parents and the church in purposefully shaping the spiritual, intellectual, social, physical, and moral growth of children, within the context of a distinctively God-centered and high quality Christian educational program.

Objective of Immanuel Lutheran School

The objective of Immanuel Lutheran School is to assist and support parents and the church in bringing children up in the nurture and admonition of the Lord. More specifically, we desire...

1. That through the power of the Holy Spirit, the child's faith in Jesus Christ as personal Savior will be nurtured and strengthened.
2. That the child will gain and exhibit a growing knowledge of the Triune God, the Holy Scriptures, and Lutheran Christian doctrine.
3. That the child will be surrounded by a loving Christian environment, and that she/he will gain and exhibit attitudes of love, acceptance, and forgiveness in her/his relationships with others, and a desire to live a life of Christian service toward others.
4. That the child will exhibit Spiritual, intellectual, social, physical, and emotional growth, having been exposed to a continually upgraded and well-rounded elementary school curriculum, and having been provided the best possible instruction in all areas of that curriculum by competent Christian teachers.
5. That the child may become a "good citizen" of the church and the world by gaining and exhibiting wholesome attitudes and skills in such areas as Christian stewardship, Christian witness, self-discipline, respect for human dignity, courtesy, initiative,

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respect for authority, and cooperation.

6. That the child may develop a wholesome self-image, so that she/he exhibits a reasonable understanding of her/his own strengths and limitations, and a full understanding of what it means to be a sinner-saint in Jesus Christ.

Being Chosen As A Volunteer - In some instances, there are more volunteer workers available than there are positions to fill. It is our hope that the volunteer understands that we are grateful for her/his willingness to serve, and that she/he is not offended when she/he is not called upon for a particular task. We ask that she/he continue to volunteer, as we are continuously seeking names of helpers for various positions. We would like to stress that volunteer positions are filled for no longer than the duration of one school year. From year to year our needs change and it cannot be assumed that because a volunteer filled a particular role during a given school year, that she/he will automatically be asked to fill the same role during the succeeding school year. When a “new person” is asked to fulfill a function formerly performed by another volunteer helper, it should never be assumed a volunteer’s services in the past were not appreciated or were not satisfactory.

General Qualifications - Volunteers need to be friends to children, to listen to them, and to give them attention, encouragement, and praise whenever possible. Volunteers should respect both the privacy of children and school policies (even those with which they may disagree).

Commitment - We will be most grateful to our volunteers for making every effort to honor the commitments that they have made. If, for some reason, a volunteer cannot meet his commitment, we ask that she/he inform the teacher or other staff person who is depending upon his help. This should be done as early as possible, so that alternate arrangements can be made.

Responsibility - Because all volunteers serve in a helping role, they work under the direction of our school staff. This is particularly true of those volunteers who work directly with students (i.e. teacher aides, athletic team coaches, yearbook staff advisors, operetta directors, etc.) Volunteers are encouraged to share ideas or concerns with the teachers or other staff persons under whom they work. We hope that such ideas and concerns will always be received in a spirit of openness and teamwork. Ultimately however, teachers, under the supervision of the Principal and the Board of Christian Education, retain the responsibility for the direction of the school’s educational program and extracurricular activities.

Please Don’t - Although athletic team coaches will need to maintain discipline among their team members, under most circumstances it will not be necessary or expected that our volunteer helpers impose disciplinary measures upon any of our students. Concerns about behavior problems or academic needs are to be discussed with the teacher or principal. Scheduling of events (meetings, rehearsals, fund-raising programs, photo sessions, athletic team practices or games, etc.) which involve our students, should be done only with prior approval from a teacher or other staff person responsible for leadership of the particular program. Likewise, any gifts or awards should be presented to students only with staff approval.

Confidentiality - Volunteer school helpers often have opportunity to observe interaction among

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students, among teachers, or between teachers and students. They are sometimes party to privileged information which needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. It is also a breach of ethics to discuss confidential school situations with other parents.



Volunteers at Immanuel Lutheran School are expected to serve as Christian role models for students.

Regular Volunteers: These are volunteers who regularly work at school. However their work with students is on a limited impersonal basis. This includes volunteers who assist with school maintenance, on-going athletic contest management (e.g. announcing, scorekeeping,...), volunteers who work with students in a private setting on limited basis, and volunteers who accompany students on formal school sponsored overnight trips (Outdoor Education, Washington, D.C.,...). Regular Volunteers are required to sign the commitment to the school’s statement of beliefs and code of conduct. Regular volunteers will complete a background check through the Michigan State Police ICHAT. The service of volunteers who do not meet these requirements will be discontinued.

Occasional Volunteers: These are volunteers who work at the school on a limited and irregular basis (e.g. assisting in the concession stand at school events, assisting with admissions to the school events, specific building maintenance tasks, assisting with small classroom tasks such as field trips). Occasional volunteers are not required to sign a statement upholding the school’s statement of beliefs and code of conduct. Occasional volunteers are required to submit to a background check through the Michigan State Police ICHAT. The volunteers who do not meet these requirements will be discontinued.

JOB DESCRIPTIONS FOR VOLUNTEER POSITIONS

Volunteer Position: TUTOR

Description: - Volunteer tutors can help us to provide academic assistance to individuals or small groups of children. Among such tutoring possibilities are the following: reviewing memory work assignments, drilling children with flash cards, reviewing specific skills with children on a one-on-one basis, reviewing spelling words with children, assisting children with various school assignments and projects, etc.

Qualifications: - Love for children, ability to work with people, and commitment to our

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school objectives and policies.

Responsible To: - Our Learning Consultant and/or one of our teachers.

Time Commitment: - Will vary, depending upon the needs of particular students and the availability of the volunteer. Typically, a volunteer tutor might come into a classroom for a one or two-hour period of time on a once-or-twice-per-week basis.

Volunteer Position: **READER**

Description: - Volunteer readers come into classrooms to read stories to entire classes or to small groups of children.

Qualifications: - Love for children, ability to read well orally, and commitment to our school objectives and policies.

Responsible To: - One of our teachers.

Time Commitment: - Typically, a volunteer reader might come into a classroom for a half-hour period of time on a once-every-several-weeks basis.

Volunteer Position: **VOLUNTEER TEACHER AIDE**

Description: - Volunteer teacher aides can assist our teachers in many ways.

Qualifications: - Love for children, ability to work with people, and commitment to our school objectives and policies are the necessary qualifications.

Responsible To: - One of our teachers.

Time Commitment: - The time commitment required of our various teacher aides will vary, depending upon the needs of the teacher and the availability of the volunteer.

Volunteer Position: - **COACH OF ATHLETIC TEAMS OR CHEERLEADING SQUADS**

Description: - Our school's Athletic Director and our teachers have primary responsibility with respect to coaching sports teams and cheerleading squads.. Coaches are responsible for planning and leading team practice sessions, and coaching teams during games. All scheduling of practices and games will be done by our School Athletic Director in consultation with our coaches.

Qualifications: - Love for children, ability to lead and teach children, knowledge and experience with respect to particular team sports or cheerleading, and willingness to

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conduct coaching responsibilities fully within the guidelines outlined in the Immanuel Lutheran School Handbook for Student Athletes, and under the direction of the school's Athletic Director, the School Principal, and the Board of Christian Education.

Responsible To: - The School Athletic Director.

Time Commitment: - As many as 2 one-and-a-half hour practice sessions per week during a given sports season, plus approximately 10 or more games during the season, plus planning time, plus travel time to games, plus meeting time with our School Athletic Director.

Volunteer Position: - **SCOREKEEPER & TIMER**

Description: - Our school sports program requires the services of volunteer scorekeepers and timers. Scorers and timers are needed for soccer, volleyball and basketball games, and track meets.

Qualifications: - (Scorekeepers and timers) love for children, knowledge of the game.

Responsible To: - The School Athletic Director.

Time Commitment: - Depending upon availability of the volunteer, service can be offered at a few or many games and/or track meets.

Volunteer Position: - **LIBRARIAN**

Description: - Our library is staffed exclusively by volunteers. Each volunteer agrees to be "on duty" for a period of 2 to 4 hours once each week. Time is spent helping children select books, checking books into and out of the library, cataloging books, sorting and shelving books, etc.

Qualifications: - Love for children, ability to work with people, interest in working with books and promoting student interest in reading.

Responsible To: - Teachers/Principal

Time Commitment: - Usually 2 to 4 hours per week during the school year and occasionally substituting for other librarians.

Volunteer Position: - **DRIVER TO SCHOOL-SPONSORED ACTIVITIES**

Description: - Because we usually need to make use of private cars for transporting children on class field trips, we call upon volunteers who are willing to serve as drivers for

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such trips.

Qualifications: - Love for children; person 21 years of age or older; licensed driver; careful and good driver who consistently and faithfully follows all traffic laws; and access to a car which is in good working order, which has seat belts in both front and back seats, and which is properly insured. Any car used must be insured to a minimum liability rate of \$100,000/\$300,000. Volunteer driver information forms must be completed and on file in our office.

Responsible To: - The teacher who has organized a particular class trip.

Time Commitment: - Drivers are lined up on a trip-by-trip basis. Depending upon interest and availability, volunteers might serve as drivers for one or a few or many class trips.

Volunteer Position: - **PARENT-TEACHER LEAGUE PRESIDENT**

Description: - The parents and teachers of children enrolled in Immanuel Lutheran School are automatically members of the Immanuel Lutheran Parent-Teacher League. The organization exists to bring about close cooperation between the parents and the faculty, and to foster growth among members in Christian parenting and teaching skills. The Parent-Teacher League President serves a one-year term of office, beginning June 15, following a one-year term of office as President-Elect. This President works with the P.T.L. officers, the School Principal, and sometimes a P.T.L. program committee in planning a year-long Parent-Teacher League program. The President is responsible for overseeing all of the Parent-Teacher League activities, and for chairing P.T.L. meetings and P.T.L. executive board meetings.

Qualifications: - Love for children, ability to communicate with and lead people, ability to plan and organize, commitment to the objectives of our school, and commitment to fostering growth in Christian parenting and teaching skills.

Responsible To: - The Parent-Teacher League and to the dictates of the Parent-Teacher League Constitution.

Time Commitment: - As many as 10 to 20 hours or more per month throughout the school year. Some time is required on one or two evenings per month. Other work can be done during daytime hours.

Volunteer Position: - **PARENT-TEACHER LEAGUE PRESIDENT-ELECT**

Description: - The Parent-Teacher League President-Elect serves a one-year term of office, followed by a one-year term as President. The President-Elect works with the President and other officers in planning and coordinating a year-long P.T.L. program.

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Qualifications: - Love for children, ability to communicate with and lead people, ability to plan and organize, commitment to the objectives of our school, and commitment to fostering growth in Christian parenting and teaching skills.

Responsible To: - The P.T.L. President and the Parent-Teacher League, and to the dictates of the P.T.L. Constitution.

Time Commitment: - As many as 5 to 10 hours or more per month throughout the school year. Some time is required on 1 or 2 evenings per month. Other work can be done during daytime hours.

Volunteer Position: - **PARENT-TEACHER LEAGUE SECRETARY-TREASURER**

Description: - The Parent-Teacher League Secretary-Treasurer serves a two-year term of office, running from June 15 of a particular year through June 14, two years later. The Secretary-Treasurer works with the President and other officers in planning and coordinating a year-long P.T.L. program. The Secretary-Treasurer keeps records and takes minutes at Parent-Teacher League meetings. He or she also handles the P.T.L. financial affairs, writing checks and keeping records as necessary.

Qualifications: - Love for children, ability to communicate with people verbally and in writing, ability to plan and organize, commitment to the objectives of our school, and commitment to fostering growth in Christian parenting and teaching skills.

Responsible To: - The P.T.L. President and the Parent-Teacher League, and to the dictates of the P.T.L. Constitution.

Time Commitment: - As many as 5 to 10 hours or more per month throughout the school year. Some time is required on 1 or 2 evenings per month. Other work can be done during daytime hours.

Volunteer Position: - **ORGANIZER OF BOX TOPS**

Description: - Many persons send their Box Tops to us so that we can redeem them for school equipment. One or several volunteers are needed to trim and count and bundle labels in groups of 500.

Qualifications: - Friendly

Responsible To: - Our School Secretary.

Time Commitment: - 1 or 2 hours each month.

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Volunteer Position: - **BOOK FAIR COORDINATOR**

Description: - In the fall of the year we conduct a book fair in conjunction with parent-teacher consultation sessions. Coordinator is needed to arrange setting up the books, enlisting individuals to work the book fair, arrange to take down the display after the fair, and all responsibilities related to it.

Qualifications: - Ability to work with people, interest in promoting among children an interest in reading.

Responsible To: - The School Principal and/or the School Secretary.

Time Commitment: - Various hours



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Faculty, Staff, and Volunteer Affirmation of the Statement of Beliefs

(This statement will be signed annually)

School faculty, staff, and volunteers are expected to serve as Biblical role models for students and community. As role models faculty, staff, and volunteers will not act contrary to the school's statement of beliefs including those on Marriage, Gender, Sexuality, and the Sanctity of Human Life; and will abide by the school's standards of conduct. The failure to do so may result in disciplinary action up to and including termination of employment or discontinuation of volunteer service. The full policies are included in the faculty, staff, and volunteer handbooks. The following statements are a summary of these policies:

About God:

- We teach that God speaks through His word, the Bible. We believe the Bible is the inerrant word of God.
- We teach the Triune God – Father, Son, and Holy Spirit.
- We teach that God created the earth in six days as described in Genesis.
- We teach that Jesus is both God and man. That He was born of the Virgin Mary, lived a life without sin, was put to death for our sins, and rose from the dead on Easter morning.
- We teach that the Holy Spirit is present and active in this world, nurturing the seeds of faith that are planted through the reading and hearing of God's word.

About the Human Condition:

- We teach that people are by nature sinful (original sin); however, thanks to the sacrifice of Christ, that sin is forgiven. Unfortunately, sin still results in consequences that disrupt our lives.
- We teach it is important that we both hate the sin and love the sinner. In so doing we treat each other with dignity and respect even when it is necessary to confront sinful behavior.
- We teach that life begins at the moment of conception and ends at God's appointed time. All life is precious.
- We teach that God created humans, male and female, and to reject the birth gender is not as God planned.
- We teach that sexual relations are a gift of God and part of his plan for us.
- We teach that God's intent is that these relations are appropriate only within a marriage between a man and a woman.

Signature

Date

Printed Name