

ONTARIO CHRISTIAN SCHOOLS
Growing Christian Leaders

Volunteers

In

Partnership



OUR GOD HAS A THOUSAND HANDS

Our God has a thousand hands. He uses them to teach our children, to write on the board, to cut material for bulletin boards, to tie shoes, to zip jackets, to grade papers, to play the piano, and to teach a child to play a brass or wood instrument. Our God could do all of those things, but He uses our hands.

Our God could write a letter, answer the phone, write a financial report, help teachers, board members, and principals do their jobs better, but He uses our hands.

Our God could take care of small children. He could wash them, clothe them, change their diapers, wipe a tear when they are sad, and punish them when they are naughty. But no, He uses our hands for that because, you see, our God has a thousand hands.

Our God could clean Ontario Christian and our homes. He could push a broom, wash the walls, clean the furniture, wash our cars, and paint our houses. He could even scrub the bathroom, but He uses our hands for all of that.

Our God could build an addition to Ontario Christian. He could do the architectural work, move the dirt, pour the foundation, lay the blocks and brick, hang the ceilings, and put in storage space. God could clean it so students could use it when it is completed. But He will use our hands for all of that.

You see, our God has a thousand hands. I have two of them and so do you.

VOLUNTEERS IN PARTNERSHIP

Welcome to **V.I.P.**, **V**olunteers **I**n **P**artnership, in Growing Christian Leaders. **V.I.P.** is a program designed to fill needs at Ontario Christian through our parent/family volunteers.

Your participation in this service directly benefits Ontario Christian by providing a better, more personable service. You are helping in an area that either would not get done, or would get done only by sacrificing some other necessary service.

Your participation in this ministry is also a witness to our students and community. Each time you volunteer you have an opportunity to witness that you are a steward of Christ. The world is a better place when you care for others and they care for you. Our students and community recognize the time, energy, prayer and commitment you make. They know of your love for them and your dedication to Christian education.

Our community knows that a distinctive characteristic of Ontario Christian Schools is that we have a partnership with our families. It is a unique witness to see parents, grandparents, and friends serving our school.

In order to provide the best atmosphere for volunteers, teachers, and students, the following guidelines have been established. Ontario Christian appreciates your attention to these matters. Thank you for your service and commitment to Christian education.

We trust that you will have joy and enthusiasm as together we serve our Lord in this ministry.

What Is An Ontario Christian V. I. P.?

A person who gives of his or her time to any aspect of the Ontario Christian ministry is considered a **Volunteer In Partnership**.

Voluntary services at Ontario Christian encompass a wide range of activities, from putting in a few hours a year to serving on a committee planning the school Harvest Festival, annual Benefit Auction and Dinner, or other events.

In addition to individuals volunteering, Ontario Christian is supported by several auxiliary organizations. You are encouraged to support the many programs and fund raisers they provide.

The Athletic Boosters Club is composed of parents who specifically support the athletic programs in the middle and high schools. Special support activities and events include producing the annual souvenir athletic program, Labor Day pancake breakfast, golf tournament, and various volunteer work days throughout the year.

As an Ontario Christian parent, you are automatically a member of the Ontario Christian Parents Association (OCPA). The OCPA supports the general curriculum and personnel of the school. Special support activities include the Harvest Festival, SCRIP and teacher appreciation week.

Ontario Christian Schools holds an Annual Benefit and Dinner every year to raise funds for unique needs. The Auction committee is made up of volunteers. This committee works and plans this great event all year long. Past proceeds have helped in areas such as building projects and technology improvements.

Categories of Volunteers:

- A. **Classroom volunteer:** Commit for specific times to help the teacher meet specific needs, such as centers, arts/crafts projects, or reading to the class.
- B. **At home classroom volunteer:** Assist the teacher with work that can be completed at home. This may include, correcting papers, word processing, or preparing classroom materials.
- C. **Project volunteer:** These volunteers help with projects such as help in the library, help organize fundraisers, speaking or singing in the chapel and working with building and grounds, carpentry, plumbing, or electrical.
- D. **Athletic volunteer:** Work with Ontario Christian staff at sporting events taking tickets, securing the parking lot, or announcing over the PA. Other examples of service this person may perform include Boosters Club meetings and events such as the pancake breakfast, golf tournament, or selling O. C. athletic merchandise at sporting events.
- E. **Special event volunteers:** Includes helping with Green and Gold day, the book fair, or Grandparents day. Other areas of service may include the Annual Benefit Auction and Dinner, Renaissance Rally or the Colonial Fair.
- F. **Office volunteers:** Assist in the school office, business office, or development office. Arrangements can be made to volunteer regular hours or for special projects. They may help with bulk mailings, answering the telephones, or using the copy machine.
- G. **Room Parent:** Work with teachers on planning parties. Clear all plans and ideas with the teacher. The principal must clear any notes that are sent to parents requesting refreshments or money before being distributed. The Room Parent is also asked to help continuously orientate families that are new to Ontario Christian. We ask that new families receive a telephone call at least each school quarter to invite new families to school events, and to inform the families of typical dress, answer family questions, or refer them to those who can help.

Role of the volunteer:

- A. The volunteer is there to assist, support, and enrich. The teacher manages the time and talents of all resources available.
- B. Attend any orientation and training sessions appropriate to the type of service being given.
- C. For the protection of our children, volunteers will be required to be fingerprinted if it is anticipated that they will have direct contact with students while not under the direct observation of a teacher or other school designated supervisor. The fingerprints will be submitted to a law enforcement agency.
- D. Meet with the Director of Volunteer Services and together fill out the Volunteer Service Agreement.
- E. Be dependable and on time. If you are unable to attend, arrangements should be made ahead of time with the teacher. In case of last minute emergency, notify the Director of Volunteer Services or the school office to relay the information to the teacher.
- F. The teacher is responsible for the class content and techniques. Avoid expressing differences of opinion.
- G. Realize that personal reaction to school staff, children, or programs is confidential. If you have concerns, please take these to the teacher, Director of Volunteer Services, or principal, as appropriate.
- H. When volunteering it is important to remember that whatever you are doing, you will be helping to improve Ontario Christian Schools, while passing on the values of integrity, kindness and good stewardship.

Role of the teacher:

- A. The teacher is in charge of the classroom at all times. Your volunteer is there to assist, support, and enrich. The teacher manages the time and talents of all resources available.
- B. Determine the most beneficial ways Ontario Christian volunteers can bless your class. Complete the Volunteer Request Form and give it to the Director of Volunteer Services.
- C. Plan the work your volunteer is to do before your volunteer arrives.
- D. Provide appropriate materials for your volunteer to use.
- E. Give specific, helpful instructions so that your volunteer can get to work immediately.
- F. Communicate periodically with your volunteer.
- G. Alert your volunteer if the class will meet at a different time or if it will not be in session at all.
- H. Prepare the students for your volunteer. It may be helpful to introduce your volunteer to the entire class, indicating your volunteer's name and what they will be doing.
- I. After two to six weeks, participate in a conference with your volunteer to re-evaluate the type of service or any changes that need to be made (if applicable).
- J. Express appreciation for your volunteers. Let the volunteer know about the progress being made. You may want to have your students express tokens of thanks.
- K. Communicate with the Director of Volunteer Services on the status and service of your volunteers by completing a Volunteer Evaluation Form.

Role of the Director of Volunteer Services

- A. The Director of Volunteer Services is available to save time and provide students and faculty with added benefits.
- B. Volunteers are directly responsible to the particular person to whom they are assigned, whether it be teacher, office secretary, maintenance supervisor, or project coordinator. However, if problems arise, please talk to the Director of Volunteer Services.
- C. The Director of Volunteer Services is responsible for the following:
 - 1. Coordinating the expressed needs of Ontario Christian staff with Ontario Christian volunteers.
 - 2. Recruiting volunteers for assignments.
 - 3. Registering, interviewing and placing each volunteer.
 - 4. Serving as a connecting agent between the teachers and volunteer.
 - 5. Working with the volunteer to complete fingerprinting and other documentation.
 - 6. Coordinating the communication and training of each volunteer.
 - 7. Initiating an end of the year “thank you” for all volunteers.
- D. All questions or problems concerning the **Volunteer In Partnership** program should be immediately addressed to the Director of Volunteer Services.

Volunteers Policies and Procedures:

- A. All new and returning volunteers must complete the application and be processed each year through the Development Office before volunteering can begin. It is advisable to submit the completed application for processing as soon as possible to avoid delay, as it may take up to three weeks to process the applications.
- B. Fingerprinting and/or training may be required depending on the area of volunteering.
- C. Dress code for volunteers may depend on the nature of the volunteer service and time. For example, appropriate dress while painting a classroom at night may be different than performing a task on campus while school is in session. In general, please be sure to reflect a conservative image that contributes to a Christian learning environment. Men should wear a shirt with a collar, dress slacks, and no blue jeans or shorts. Women should dress modestly with dress or skirts only slightly above knee level. Slacks are appropriate, but please no blue jeans or shorts. Tops should have sleeves and should not be too thin, low cut and should cover the midriff.
- D. For safety and security, all volunteers must sign in and out at the school office when they arrive and when they leave. Record your hours of service in the **V.I.P.** sign-in book. A volunteer badge will be issued to volunteers upon signing in and must be worn at all times. This allows faculty and students to recognize volunteers as belonging on campus.
- E. Non-students, preschool children or babies are not to be brought into the classrooms or school sponsored location. This applies to field trips with the class.
- F. If an absence is anticipated, the volunteer should make arrangements with the teacher. If the absence is not anticipated, the volunteer should call the Director of Volunteer Services or the school office so the teacher can be notified and another volunteer can be called upon if needed.

G. Please keep cell phones on vibrate/silent mode. If you must answer the phone, please step outside to take the call so as not to disturb the class.

H. Communication:

1. Communicate with the teacher on when it is appropriate to enter the classroom.
2. The volunteer will receive instructions for the day. This will help you know what to do without having to disrupt the teacher whose primary task is to instruct the students in the classroom. Please be willing to work outside of the classroom, if necessary, due to space, schedule, or task restraints. Some of the areas available for work include the teachers lounge, library, and other designated areas. The teacher will let you know which area is available at the time.
3. Conferences with the teacher regarding your child's progress or behavior need to be scheduled through the school office, not while volunteering.
4. Volunteers are not permitted to put grades in grade books.
5. Please limit conversations with other volunteers while in the classroom. Please make sure your conversations are appropriate. Ephesians 4:29&32, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up, according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other just as in Christ, God forgave you."
6. Conversations with other parents or students about your work or what occurs in the classroom or the school may include your positive observations and support.

7. Sharing student performance or behavior with other parents and/or children is unacceptable. Access to school staff, children and programs is confidential. If you have observations for improvement or that are critical, you are required to follow the directions of Matthew 18. First speak with the person who is in charge of the particular activity. If the results are not satisfactory, then speak with the Director of Volunteer Services, principal, or superintendent as appropriate.

Thank you for giving of yourself to this ministry of "Growing Christian Leaders". Your partnership is highly appreciated. You are truly a **VIP.**

**"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."
1 Peter 4:10**