**Volunteer sign – up/ Agreement**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the best way to contact you? Texting phone call email

How often would you like to volunteer? Monthly Weekly: \_\_\_\_\_\_\_\_\_X/week DOW: M T W Th Fr

Half Day Whole Day

Give a brief description of how you want to help at LCA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you worked in education or children’s ministry? If so, explain in what capacity and experience (or educational background)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a volunteer at Lighthouse Christian Academy, I agree to;

1. The Statement of Faith, (please read)
2. Will not encourage students in my specific denominational stand
3. The teacher administers all discipline
4. Complete a background check and pay any associated fees
5. Support teachers in a variety of ways including but not limited to; reading with/listening to children, helping math groups, transitions and preparations throughout the day
6. Follow the teachers lead in all aspects of the classroom
7. Maintain confidentiality – read and sign confidentiality form
8. Follow the expectations of a volunteer as outlined in this agreement form

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



You are the light of the world, a town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way let your light shine before others, that they may see our good deeds and glorify your Father in heaven.” Matthew 5: 14

***Educating Children with Christian Values***

**Mission Statement**

*A faith - based school working alongside families to provide a strong education that focuses on Godly values and concepts which are embedded in the curriculum, and supports the whole student, which means spiritually, academically, socially, emotionally, and physically.*

**STATEMENT OF FAITH**

Our beliefs are equal to churches and families that honor Christ. We believe:

1. The Bible is God’s perfect word, unfailing authoritative, and complete Word of God. (*II Tim. 3:1, II Peter 1:21)*
2. In the Trinity, eternally existent in the Father, Son and Holy Spirit*. (Genesis 1:1; Matthew 28:19; John 10:30)*
3. The Biblical creation, including man, by the direct act of God the world was created in six days. (*Genesis 1:1,3; 1:26-27)*
4. We believe in:
	* The deity of Christ………………………………………. *(John 10:33)*
	* His virgin birth…………………………………………... (*Isaiah 7:14; Matthew 1:23)*
	* His sinless life…………………………………………… *(Hebrews 4:15; Hebrews* 7:26)
	* His miracles *………………………………………………. (John 2:11)*
	* His vicarious and atoning death………………………… *(I Corinthians15:3; Ephesians 1:7; Hebrews 2:9)*
	* His Resurrection…………………………………………. (*John 11:25; I Corinthians 15:4)*
	* His ascension to the right hand of the Father…………… *(Mark 16:19)*
	* His personal return in power and glory………………. *(Acts 1:11; Rev. 19:11)*
5. The absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and men are justified by faith in the shed blood of Christ and that only by God’s grace and through faith alone are we saved. *(John 3:16- 19, 5:24; Romans 5:8-9 & 3:23; Ephesians 2:8-10; Titus 3:5)*
6. Faith, with the absence of action, is dead. *James 2:14-22*
7. The resurrection of both the saved and the lost; those who are saved will rise to eternal life, and those who are lost will rise to be condemned. *(John 5:28-29)*
8. The present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. *(Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30 &5:18)*
9. In the spiritual unity of believers in our Lord Jesus Christ. *(Romans 8:13-14; I Corinthians 12:12-13; Galatians 3:26-28)*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confidentiality

**What is confidentiality?** The principle of confidentiality is about privacy and respecting someone’s wishes/ It means that professionals should not share personal details about someone with others, unless that person has said they can, or it is absolutely necessary.

1. Students may have intellectual, physical, emotional or behavioral supports or needs, this information is on a need-to-know basis and is held in confidence. It cannot be shared with you or anyone who does not need to know. Therefore, as a volunteer you will rely on the teachers lead and respect her decisions about each child, without question or inquiry.
2. The school expects all volunteers to reflect Jesus Christ in their daily walk and in the community. How you speak about the school is important to the integrity of the program, teachers, families, and children. Therefore, when in public, family and student names cannot be shared or talked about. It is against the law to share information.
3. A good way to think about it is: if it was your child would you want this shared? How will the parent feel about it if someone repeats what you said…
4. Any breach of confidentiality is immediate termination of agreement or volunteering.

I agree and will comply with the confidentiality statements above, and understand it is my responsibility to maintain them as long as I am a volunteer at Lighthouse Christian Academy

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expectations

We are grateful for your willingness to volunteer, and understand it is a desire to serve Christ in this capacity and help the school. For this we are very thankful. So there are no misunderstandings, the following expectations are part of a successful relationship between LCA staff and volunteers to work effectively together.

* Be in the classroom ready to help based on the date and times I signed up for.
* Dress comfortably and comply with dress code: no pants with holes, are pajamas, expose skin or cracks. Shirts do not have any language or pictures that are not in alignment or oppose biblical teachings
* Willing to pray with and over children
* Follow the lead of teacher
* If questions do arise they will be asked directly to the teacher at a time when she is not teaching or with children.
* If concerns are raised about teaching methods, and the teachers’ response is still a concern, you will go directly to the Principal. Based on the following communication and conflict resolution procedures found in the Parent/ Student handbook:

**Communication and Conflict Resolution**

Open communication is vital as we seek to accomplish our mission and goals. To ensure communication and conflict resolution between parents, volunteers, faculty, and staff we have established the following process. This process is based on the principles found in the Scripture.

***Matthew 18: 15 -17***

***“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every act may be confirmed. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”***

All parents, volunteers, faculty, and staff shall adhere strictly to this policy at all times.

**Principles**

The Administration of LCA recognizes that problems, questions, and concerns will inevitably arise, even in a well-run school. The following underlying principles are the basis for the procedure to be used in handling all communication involving questions and /or concerns.

1. Unity is important within the school family, which includes the children, parents, faculty, staff, and Board. Psalm 133:1 says, “How good it is when brothers live together in unity,” therefore:
	1. All questions, problems, and/ or concerns must be resolved fairly and quickly.
	2. An appropriate process must be available for resolving issues while they are small.
	3. Nothing reflects our fellowship with Christ more than how we deal with our disagreements among one another.
2. It is essential to protect the integrity of all parties, therefore;
	1. All issues must be resolved at the lowest level possible.
	2. The minimum number of people shall be involved at each level.
	3. All issues and information must be handled in a confidential manner.
	4. Harassment of any person for raising a question or concern will not be tolerated.
3. The Board is recognized and accepted as the final authority for the resolution of problems, questions, or concerns within the LCA organization.

**Procedures**

**Step 1:**  The person with the concern will communicate with the person the concern is about and seek to resolve the matter. If the matter is resolved, nothing further is required. If the matter is not resolved, and an appeal is desired, then proceed to step 2.

**Step 2:** The person with the unresolved concern from step 1 will meet with a third party. (Immediate supervisor) to arrange a formal meeting with the person the concern is about. Both parties involved in the conflict will submit a written summary of the conflict to the third party.

Appropriate flow of communication when involving a third party:

 First step Immediate supervisor (Principal)

 Second step Board Chair

 Third step If issue is with Board Chair - Vice Chair

If the matter cannot be resolved after the communication process has been exhausted, the person with the unresolved issue will respectfully terminate their relationship with LCA.

**Protocols**

1. Persons involved in a conflict are not permitted to skip steps and circumvent the Matthew 18 principle.
2. All persons will be held accountable to the highest degree of confidentiality.
3. No one is to communicate any aspect of the problem to anyone not directly involved (gossip is prohibited).
4. Once reconciliation has been achieved, all parties involved will move forward putting the matter behind them.
5. Persons violating the procedures and/ or protocols of the communication and conflict resolution policy will be held accountable for their actions.