



**LAKE CENTER**  
**CHRISTIAN SCHOOL**

**2022-2023**

**VOLUNTEER**  
**HANDBOOK**

**Glorifying God through a  
Christian Community of Excellence!**

[lccs.com](http://lccs.com)

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# 1 Welcome to Lake Center Christian School

Lake Center Christian School (LCCS) promotes a culture of volunteerism and a strong partnership between home and school. Education is a team effort, and volunteers are a vital part of that team. We appreciate having volunteers supporting our school by meeting needs.

We are passionate about Service to Christ. It is one of our school's core values. ("As each has received a gift, use it to serve one another, as good stewards of God's varied grace." I Peter 4:10) Those who serve as volunteers help advance God's Kingdom at LCCS, and we thank you for your willingness to provide your time and talents to be used by Him at our school.

We take the responsibility of stewarding your generous gift seriously and put together this Volunteer Handbook as a helpful resource to ensure a Christ-centered, safe, and productive educational environment for our students, staff members, and you, the volunteer.

## 1.1 Mission & Core Values



Our core values are what make Lake Center Christian School different. These values are the driving forces behind everything we do.

- We believe in a **Biblical Worldview** and infuse the importance of scripture and who God is in all we do.
- We are passionate about **Service to Christ**, so we teach our students to seek opportunities to selflessly serve others while seeking God's plan for their lives.
- We value **Diversity** in ethnicity, economics, and learning styles.
- We nurture **Christian Character** through godly role models, chapels, and service opportunities.
- We commit to **Academic Excellence** and prepare students for college and career with a comprehensive and challenging curriculum.

## ***1.2 Statement of Faith***

**GOD.** We believe there is one God, infinitely perfect, eternally existing in three persons: Father, Son and Holy Spirit. God reveals Himself through the Bible and through His creation. (Genesis 1:1, 26; Deuteronomy 6:4; Mark 12:29; 1 Corinthians 8:6; 2 Corinthians 13:14)

**God the Father.** We believe in the Father as revealed in Scripture, a person of the triune Godhead. In His wisdom and compassion He sent His Son for the salvation of the world. His Son Jesus Christ claimed and addressed Him as His Father. He is a Father in a personal relationship to all who confess and follow Jesus Christ as Savior and Lord. (Genesis 1:1, 26; Psalm 104; 148; Matthew 28:19; Mark 12:29; John 1:1-4, 14, 18; 2 Corinthians 13:14; 1 Timothy 2:2-4)

**God the Son, Jesus Christ.** We believe that Jesus Christ was God in human flesh, at once fully divine and fully human. We believe in His virgin birth, His sinless life, His miracles, His vicarious (substitutionary) and atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, His present ministry of intercession and His personal return in power and glory. (Colossians 1:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:26-35; John 1:14-18; 5:16-29; Philippians 2:6-11; 1 Peter 2:24-25; 1 Timothy 2:5-6; Hebrews 1:1-14; 1 Thessalonians 4:16-18)

**God the Holy Spirit.** We believe the Holy Spirit is God present and active in the world. He convicts of sin and ministers comfort, assurance, guidance and victory. He enables the Christian to pursue a life of faithful discipleship in obedience to Jesus Christ. (Psalm 139:7-12; John 14:16-17; 16:7-8, 13-14; Romans 8:9; 1 Corinthians 6:19; Ephesians 4:30; 1 Thessalonians 5:19; Ephesians 5:18; Galatians 5:16; Galatians 5:22-23)

**The Bible.** We believe the Bible, both Old and New Testaments, to be the Word of the living God, divinely inspired, inerrant and infallible. The Scriptures are the complete revelation of God's will for the salvation of humanity, and the Divine and final authority for Christian faith and life. (Luke 24:27; John 5:39; Acts 28:23; Romans 15:4; 1 Corinthians 2:10-14; 2 Timothy 3:16-17; 2 Peter 1:19-21; Hebrews 4:12; Matthew 4:10; 5:17-18; John 17:17; 10:34-35)

**Creation.** We believe that God created the universe and that He sustains it by His power. (Genesis 1:1-17; 2:7-25; 3:1-24; Hebrews 1:1-3; Colossians 1:16-17; Psalm 104:30; Psalm 19:1; 33:5-6; 104:24; Isaiah 40:26, 28)

**Humanity.** We believe that human beings were created in the image of God but rebelled against God, and are therefore fallen, lost, and estranged from their Creator, under the sentence of death, and in need of salvation. We believe in the resurrection of all people: those who are saved to everlasting blessedness with the Lord, and those who are lost to eternal separation from God. (Genesis 1:26-27; Romans 3:10, 23; John 3:3; John 3:16; 2 Corinthians 5:1; Matthew 25:46; 2 Thessalonians 1:7-10)

**Salvation.** We believe that regeneration by the Holy Spirit through the redeeming blood of Jesus Christ is absolutely essential for the salvation of lost and sinful people. Only those who repent and believe in Jesus Christ, are born again of the Holy Spirit, receive the gift of eternal life and become the children of God. This salvation is by God's grace and not a result of human effort. (John 1:12; 3:16-18, 36; John 5:24; Acts 13:38-39, 4:12; 16:31; Romans 3:23; 6:23; 4:1-5; 10:9-10; Ephesians 2:8-9)

**The Church.** We believe that the church, the "body of Jesus Christ," is composed of all those of every nation who through saving faith have entered into a vital relationship with Jesus Christ as Savior and Lord. God has committed to the church the task of making Jesus Christ known throughout the world. We believe that local congregations of baptized believers exist to equip the body of Christ by worship, prayer, teaching, fellowship and service. (Matthew 18:15-17; 28:18-20; 1 Corinthians 1:2; 12:12-28; 7:17; Ephesians 1:22-23; 4:11-16)

**Marriage and Family.** We believe Lake Center Christian School is a religious institution providing an education in a distinct Christian environment, and believe that our biblical role is to work in conjunction with the home to mold students to be Christlike. We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in Scripture. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality ; practicing homosexual lifestyle or alternative gender identity ; promoting such practices; or otherwise having the inability to support the moral principles of the school. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, nor the doctrines of this religious Christian institution . (Genesis 1:27; Genesis 2:24; Ephesians 5:31-32; Genesis 1:27; 2:24; Ephesians 5:31-32; Malachi 2:15; 1 Corinthians 7:3-4; Hebrews 13:4; Exodus 20:14; Matthew 5:27-38; 1 Corinthians 6:9-10, 18; Ephesians 5:3; 1 Thessalonians 4:3-4; Leviticus 20:13a; Romans 1:26-27; Matthew 19:4-6; 2 Chronicles 19:6-7; Romans 12:10; Philippians 2:3; 1 Peter 2:17)

**The Christian Life - The Way of Love.** We believe that the way of love and reconciliation as fulfilled by Jesus Christ is God’s way for His people. The people of God are called to value all human life as sacred , alleviate suffering, confront injustice , work for peace in all relationships and live as responsible stewards of the earth’s resources. We believe that parents are responsible to train each child diligently in God’s truth.. We believe in respect of and obedience to the institution of government, as long as its decrees do not violate the Word of God . ( John 13:34; 1 John 3:16-17; 4:20-21; Amos 5:15; Matthew 22:34-40; Matthew 5:44; 2 Corinthians 5:18-20; Psalm 139:13-16; Exodus 21:22-25; James 2:14-17; Acts 11:29-30; Romans 14:17-19; Psalm 34:14; 2 Corinthians 13:11; 2 Timothy 2:22; Proverbs 3:5-6; Matthew 22:16-21; Romans 13:1-7; 1 Peter 2:13-17; Titus 3:1; Daniel 3; 6; Acts 5:20)

### ***1.3 Annual Community Lifestyle Commitment***

Lake Center Christian School (LCCS) is a Christian community in the Anabaptist/Mennonite tradition joined together for the purpose of academic study, personal development, and spiritual growth. We are committed to the Lordship of Jesus Christ and believe that scriptures establish basic principles that should guide our lives together. These principles include the responsibility to love God with all our being, love

our neighbor as ourselves, seek righteousness, practice justice, help those in need, forgive others, seek forgiveness, and exercise freedom responsibly with loving regard for others.

*(See the entire Annual Community Lifestyle Commitment document attached to the volunteer application.)*

## **2 Volunteer Definition**

An **LCCS volunteer** is defined as any individual who performs a service for the school without compensation or incentives. A volunteer must be at least 18 years of age. LCCS Volunteers can be parents, grandparents, legal guardians, other student relatives, leaders from the community and area businesses, pastors within the local church, foster parents, and alumni. A volunteer is never considered a substitute for school faculty or staff.

Alternatively, an **LCCS visitor** is an individual who comes into the school on sporadic occasions and for small increments of time. A visitor simply is someone visiting the school to attend a chapel, meet with staff, pick up a student during the school day, or make a presentation as a community member or college representative. A visitor is not considered a volunteer.

Serving as an **LCCS volunteer** is a privilege and requires the individual's willingness to go through a thorough screening process prior to being permitted to serve.

## **3. Screening Process**

Please allow two to three weeks for the screening process. The screening process is for safety purposes and is outlined as follows:

- Submit an LCCS Volunteer Application;
- Authorize school administration to obtain a background check (\$20 fee to the volunteer; and it is valid for three years. *Fingerprinting is not required for volunteering.*); and
- Commit to complete Child Abuse and Neglect Awareness training each year. (The training module consists of a video, a resource sheet containing links for quick reference, and then a survey form.)

### ***3.1 Application***

Those interested in serving as a volunteer at Lake Center Christian School first must fill out the LCCS Volunteer Application, located on the school website, [www.lccs.com](http://www.lccs.com), under “Connect & Serve.”

Once completed, the application should be turned into the Campus Communications & Volunteer Coordinator. The application will be reviewed by school administration in a timely manner.

By submitting the application, you authorize the Campus Communications & Volunteer Coordinator to review your application with administration and contact your pastoral reference for any additional information, if needed.

Applications that demonstrate alignment with Lake Center’s Statement of Faith and Annual Community Lifestyles Commitment and have a referral from a school administration, faculty, or staff and a pastoral reference will be further considered.

If information on the application is not in alignment with Lake Center’s Statement of Faith and Annual Community Lifestyle Commitment, or absent of a referral from a faculty member, staff, or administrator and a pastoral reference, the applicant will be notified by the Director of Advancement that their application has not been approved. Those who would like to appeal the decision should discuss the matter further with the LCCS Campus Pastor.

### ***3.2 Background Screening***

Upon application review and approval, the Administrative Assistant will contact you to complete a background check. The cost is \$20 (for those for whom this cost may be prohibitive, the school will provide the cost - a request should be made when completing the necessary forms).

Information obtained through the background screening is kept confidential, and only the administration will have access to it. Background checks are good for three years. When the background check is close to expiring, the Administrative Assistant will contact you with instructions on how to obtain another background check.

If the screening process reveals an individual is ineligible to serve as a volunteer, his or her application will be removed from further consideration. The applicant



will be notified by letter if a background check reveals he or she is not fit to serve as an LCCS volunteer for any reason.

### ***3.3 Volunteer Guidance/Annual Kick-Off Meeting***

Providing guidance to our volunteers, thus preparing them for a proper context for ministry on our campus, is important.

LCCS volunteers are required to review the mandatory child abuse reporting requirements annually. All employees and volunteers of a school are required to report any suspected child abuse if they have reasonable cause to believe that a child is abused.

As a volunteer at Lake Center Christian School or while on an LCCS-sponsored activity, it is your responsibility to model a Christian life for our students. This is emphasized at our annual Volunteer Kick-Off meeting at the start of each school year.

The Kick-Off meeting will include reviewing the guidelines in the Volunteer Handbook with the Campus Communications & Volunteer Coordinator so there are no questions regarding expectations.

At the kick-off meeting and any additional Volunteer Program meetings held during the school year, opportunities to help with various experiences offered at Lake Center will be presented, allowing you to serve where your heart leads.

We ask you to serve as a strong advocate of the school by sharing your positive experiences and encouraging others to become involved in Lake Center's Volunteer program.

## ***4 Volunteer Expectations***

As a volunteer, model Christ-like behavior on our campus. As a role model to students, help us set an appropriate example.

To give a service area your full attention, no other children are permitted to accompany you while volunteering on campus or during a school-related activity, unless special permission is given.

View the following Lake Center Christian School's volunteer expectations as a means of creating the best possible environment for Christian education to thrive.

#### ***4.1 Arrival***

Arrive at Door 1 10 minutes before your assigned time to volunteer. Upon arrival, check in with the front desk before reporting to serve.

Come dressed professionally and modestly.

Additionally, cell phones should be turned off and no other electronic devices brought out while serving as a volunteer unless special permission has been given.

Cigarettes, alcohol, and other controlled substances should not be used before, during, or after serving in your volunteer position on campus or during an off-site school-related activity.

#### ***4.2 Working with Faculty/Staff***

To protect the student and the volunteer, a Lake Center Christian School faculty or staff member will be present during any volunteer activity.

All interaction with LCCS faculty and staff must be done in a professional manner, displaying a positive attitude. Follow their lead with any activity, displaying a partnership, while volunteering.

Volunteers should not provide curriculum or a teaching plan, take charge of a classroom, diagnose a student's needs, evaluate achievement, or counsel students.

A volunteer may monitor a group of students for faculty, with at least one faculty or staff member present at all times. A single volunteer cannot oversee more than 10 students at a time without additional volunteer/staff support.

Instructions should be understood before beginning to serve.

#### ***4.3 Working with Students***

Be ready to accept differences. Each child is special.

Volunteers are not permitted to touch students. If a student is attempting to hug a volunteer, a side hug is acceptable. Volunteers should not allow a student on their laps or pick up/carry any student. A volunteer may hold a student's hand to keep him or her safe during an activity, however.

The discipline of a student is the responsibility of LCCS faculty/staff only. As an additional, supervising adult, you may ask students to follow the directions given. When a student is not listening, a volunteer should notify the supervising teacher or staff member of the situation so he or she can properly address the situation.

Do not use inappropriate language, including swearing and offensive speech, while working with students.

Volunteers are not permitted in the students' restrooms. Use the adult-only restrooms while serving on campus. There are usable restrooms in the school entryway, as you come in through Door 1.

Volunteers may not take a student(s) off campus for any reason and may not drive a student(s) in their vehicles, except if the student is the volunteer's child, or if the volunteer has been authorized to provide transportation.

#### ***4.4 Technology/Social Media***

Volunteers should represent themselves and the school within their social media in a way that honors Christ and not compromises testimonies.

Do not take photographs of LCCS students while serving as a volunteer, unless instructed to do so.

Due to privacy concerns, volunteers should not post pictures of school students other than their own children within their social media unless they have permission from the student(s)' parents.

#### ***4.5 Confidentiality***

Volunteers are expected to keep family and student and school-related information confidential, by Federal law. A volunteer may encounter personal and school information while volunteering but must not disclose this information. A volunteer has to protect a teacher's and student's right to privacy.

## ***4.6 Removal of Volunteer***

Any other wrongful actions observed while serving as a volunteer will result in removal from the volunteer position. A faculty or staff member has the right to ask a volunteer to leave if proper conduct is not being observed. The Director of Advancement will follow up with that volunteer later to further explain why they no longer are permitted to serve as a volunteer.

LCCS administration has the discretion to dismiss a volunteer whose actions are not supporting the school's Mission Statement, Statement of Faith and the Annual Community Lifestyle Commitment.

## ***5 Volunteer Opportunities***

Volunteer requests are communicated to the Communications & Volunteer Coordinator through a volunteer form. The Communications & Volunteer Coordinator then works to fill the need. Regularly, service opportunities will be communicated through email and the school website, using a signup.

There are numerous ways a volunteer can get involved at Lake Center Christian School on campus and completing tasks at home. Please feel free to suggest avenues in which you can use your talents and professional skills to bless our campus, as well. We would love to hear from you.

### ***5.1 Parent Ambassador Program***

We have a Parent Ambassador Program focused on welcoming new families, answering any questions they may have during their first year at Lake Center Christian School. This program is intended to strengthen the LCCS community and streamline communications by connecting families.

A new family, upon enrollment, is assigned a Parent Ambassador who has children in attendance at LCCS and is highly involved in our classrooms and school activities. Parent Ambassadors have real life and positive experiences at LCCS and desire to warmly, personally guide a new family along the way.

## ***5.2 Volunteer Experience Areas***

Our volunteer experience areas focus on classroom support; spiritual growth; school families; the annual auction; faculty/staff appreciation; academic opportunities; and student experiences at all grade levels. These opportunities do not include all the volunteering avenues at Lake Center Christian School, however.

### **► Spiritual Growth Experiences**

A spiritual growth volunteer helps students of all ages grow in Christ and serve Him in our school, community, and beyond. Activities can include mentorship, missions, service projects, and community outreach.

### **► Classroom Support Experiences**

A classroom volunteer supports faculty and can perform various tasks. The volunteer may be asked to listen to students recite Bible verses; read a book to the class; assist with work stations; lead children in an educational game; decorate a bulletin board; plan a holiday party; and perform other tasks.

Parents wanting to serve as chaperones for school field trips are required to be approved volunteers. Chaperones may monitor a group of students and assist in keeping them together and doing activities in an orderly fashion. If a parent/guardian is attending a school field trip not as a chaperone, but to be with their child, they do not have to be an approved volunteer.

A volunteer also may be asked to assist with art, physical education or music classes. An art volunteer, for example, is called upon to help prepare crafts, help

students with cutting and gluing, and encourage students to follow instructions. A physical education volunteer guides students through activities and ensures instructions are being followed for safety reasons.

### ► **Family Experiences**

Volunteers may participate in all or in a few aspects of the planning, promoting, and implementation of events to help Lake Center families connect, celebrate milestones, and fellowship. Volunteers should let the Campus Communications and Volunteer Coordinator know if they have an interest in helping with annual events, including the Family Round-Up, Daddy Daughter Dance, and Pastor's Appreciation.

### ► **Academic Experiences**

Volunteers may assist with providing Lake Center students with opportunities to learn in new ways and highlight their abilities. These activities may include the School Choice Essay Contest; STEM activities; chick hatching, and art and talent showcases.

### ► **Elementary Student Experiences**

Volunteers can assist with learning and growing opportunities for students in K-6th grades. These opportunities include the Christmas Shoppe, Book Fair, and Career Fair.

### ► **Junior High Student Experiences**

Junior High School volunteers help students in 7th and 8th grades celebrate achievements and enjoy their junior high years through specific activities. These

activities can include a Christmas party, Valentine's Day treat, notes of encouragement, and morning refreshments to celebrate the end of a quarter.

► **Senior High Student Experiences**

Volunteers provide students in 9-12th grades with opportunities to celebrate accomplishments and make memories. These experience opportunities may include Spiritual Emphasis Week assistance; Senior High Play support; chaperoning fellowship outings; and helping plan other gatherings.

► **Faculty/Staff Experiences**

Help show Lake Center's faculty/staff and administrators their talents, time, and Christian service are appreciated. Volunteers in this area are asked to write uplifting cards and thank you notes; help prepare meeting snacks; and serve during the annual appreciation luncheon.

► **Auction Experiences**

Support Lake Center's annual fundraiser through various avenues, serving alongside others. Volunteers can serve on the Auction Committee; coordinate a class basket; photograph auction items; help decorate; and more.

To volunteer for a specific experience area, contact the Campus Communications & Volunteer Coordinator to express your interest.

***5.3 Volunteer Cancellation***

If a volunteer is no longer needed, the Campus Communications & Volunteer Coordinator will contact the volunteer to let him or her know.

If a volunteer is unable to fulfill a commitment to serve, the volunteer is asked to contact the Campus Communications & Volunteer Coordinator as soon as possible so another volunteer can be contacted to fulfill the need.

## ***6 Receipt & Acknowledgment***

This Volunteer Handbook is an important document to help acclimated you to the LCCS Volunteer Program. This Handbook should be your guide as you serve.

- I understand that should the content of the Volunteer Handbook be changed, the school may require an additional signature from me to indicate I am aware of and will comply with any new requirements.
- I understand any confidential information obtained while volunteering must be kept confidential.
- I understand and will abide by the Annual Community Lifestyle Commitment and follow the guidelines outlined in the Volunteer Handbook.
- I understand that my authorization to serve as a volunteer may be ended at the discretion of the administration if it is determined to be in the best interest of the school or students.
- I understand my signature below indicates I have read and understand the Volunteer Handbook, and understand the above statements and will abide by them.

\_\_\_\_\_ Volunteer's Printed Name

\_\_\_\_\_ Volunteer's Signature

\_\_\_\_\_ Date



