



LAKE CENTER
CHRISTIAN SCHOOL

2025

VOLUNTEER
HANDBOOK

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

lccs.com

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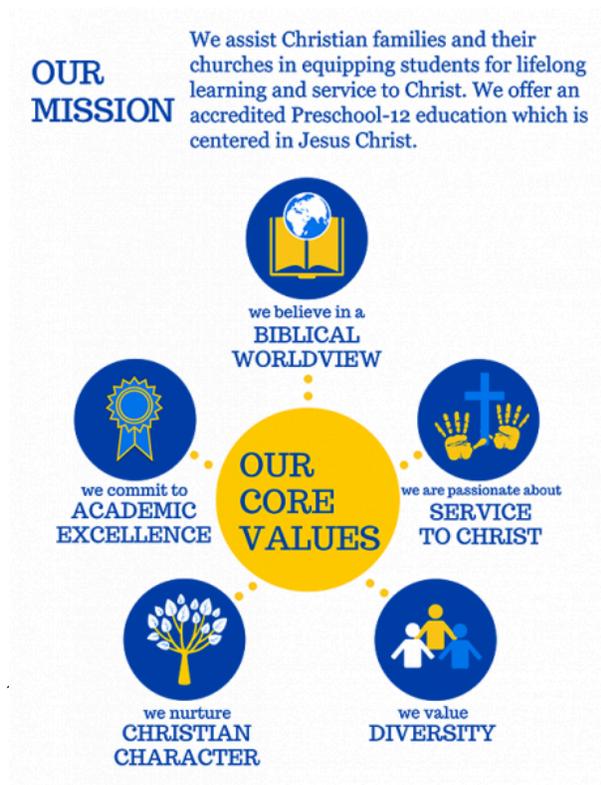
1 Welcome to Lake Center Christian School

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 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 gifts seriously and put together this Volunteer Handbook as a helpful resource to ensure a Christ-centered, safe, and productive educational environment for our students, teachers, and staff members. We appreciate having volunteers supporting our school by meeting needs.

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 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 scripture establishes 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 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 and not a current senior high student. 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. Volunteers will be held accountable by the Volunteer Coordinator and school administration.

3. Screening Process

Please allow two 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. A \$20 fee to the volunteer; and it is valid for three years. *Fingerprinting is not required for volunteering.*); and
- Commit to attend an LCCS Volunteer Kick-Off Meeting.

3.1 Application

Those interested in serving as a volunteer at Lake Center Christian School first must fill out the LCCS Volunteer Online Application, located on the school website, www.lccs.com, under "volunteers."

Once completed, the application should be turned into the Volunteer Coordinator. The application will be reviewed by Human Resources in a timely manner.

Applications that demonstrate alignment with Lake Center's Statement of Faith and Community Lifestyles Commitment and have a pastoral reference will be further considered.

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

3.2 Background Screening

Upon application review and approval, the Human Resources will contact you to complete a background check. The cost is \$20.

Information obtained through the background screening is kept confidential. Background checks are good for three years. When the background check is expiring, the Volunteer Coordinator 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 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.

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

The Kick-Off includes reviewing the guidelines in the current Volunteer Handbook with the Volunteer Coordinator so there are no questions regarding expectations.

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

4 Volunteer Expectations

As a volunteer, model Christ-like behavior on our campus.

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..

4.1 Arrival/Departure

Arrive at your designated door 15 minutes before your assigned time to volunteer. Upon arrival, check in with the receptionist before reporting to serve. Once checked in, volunteers should report directly to their designated area or responsibility, and once their task is complete, they should promptly leave the building.

Come dressed professionally and modestly, following our school dress code. Please note: jeans are allowed on Fridays (free of holes, tears, and frays).

Additionally, cell phones should be placed on “do not disturb” and no other electronic devices brought out while serving as a volunteer unless special permission has been given. This includes when chaperoning field trips.

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.

For end-of-day procedures, note that you should not pick up your student from the Cafenadium. Instead, please follow the usual pick-up process. If your volunteer duties end at the conclusion of the school day, you are welcome to leave with your student from the classroom you are assisting in.

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 while following the employee's leadership.

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 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.

If sent instructions in advance, please come prepared.

Volunteers are asked to refrain from visiting teachers during their volunteer hours. If you wish to discuss a matter with a teacher, please arrange an appointment. Volunteers are not permitted to leave their post and enter classrooms or engage with teachers.

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. However, a volunteer may hold a student's hand to keep him or her safe during an activity.

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.

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.

4.4 Technology/Social Media

Volunteers should represent themselves and the school on their social media in a way that honors Christ.

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 on their social media. Parents should submit pictures to the teacher.

4.5 Confidentiality

Volunteers are expected to keep family and student and school-related information confidential. Federal Law prohibits the sharing of private information. A volunteer may encounter personal and school information while volunteering but must not disclose this information. A volunteer is expected to protect a teacher's and student's right to privacy.

4.6 Removal of Volunteer

Any wrongful actions observed while serving as a volunteer will result in removal from the volunteer position indefinitely. An administrator or faculty or staff member has the right to ask a volunteer to leave if proper conduct is not being observed. The Volunteer Coordinator 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 ICommunity Lifestyle Commitment.

5 Volunteer Opportunities

Volunteer requests are communicated to the Volunteer Coordinator through a volunteer form. The Volunteer Coordinator then works to fill the need. Regularly,

service opportunities will be communicated through the ParentSquare app and the school website.

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 communication by connecting families. A new family, upon enrollment, is assigned a Parent Ambassador who is involved in our school activities.

5.2 Volunteer Experience Areas

The following are volunteer experience areas for involvement. These opportunities do not include all the volunteering avenues at Lake Center Christian School.

➤ Elementary Field Trip Chaperone

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. Spaces are limited.

➤ Elementary Classroom Support

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, and perform other tasks.

➤ **Elementary Physical Education, Art, Music, Library Assistance**

A volunteer 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.

➤ **Advancement Volunteer**

Volunteers may participate in all or in a few aspects of the planning, promoting, and implementation of events held at LCCS and in the community. Volunteers should let the Advancement Office know if they have an interest in helping with annual events, including the Family Round Up and Annual Auction.

➤ **At-Home Volunteer**

A volunteer can be of assistance to LCCS by completing tasks at home, including craft prepping, creating event promotional materials, organizing refreshments for faculty/staff, etc.

5.3 Volunteer Cancellation

If a volunteer is no longer needed, the 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 Volunteer Coordinator as soon as possible so another volunteer can be contacted to fulfill the need.

- I understand and will abide by the Annual Community Lifestyle Commitment and follow the guidelines outlined in the Volunteer Handbook.