



# Bethesda Christian Academy Volunteer Policy

**Thank you for your interest in volunteering at Bethesda Christian Academy. Volunteers are an essential part of our efforts to ensure academic, social and spiritual achievement. BCA has a new tiered model for volunteering wherein the volunteer position determines the level of screening and the type of information requested. There are three contributing factors to determine the Tier of a volunteer job: the setting, staff supervision and level of student contact.**

**Tier 1:** Activities that do not require volunteer registration or a criminal record check.

Athletic Concessions	School Work Days
PTF Meetings/Socials	Book Fairs
Field Days	Chapel Speakers/Resource Speakers
Classroom Parties/Events	Classroom Helper with Teacher in the room
Cafeteria Helper	Library Helper with Teacher in the room
Room Parent	Test Proctor
Day Field Trip Events	

**Tier 2:** Activities that require volunteer registration AND a criminal record check.

Tutor	Mentor
Club Sponsor	Sporting Coach
Bus Driver	Overnight Field Trip Chaperone
Substitute Teacher	Clerical assistant with access to student information

**Philosophy:** BCA's philosophy of Christian education is based on a proper relationship between the family, church, and school. The family is the basic unit of Christian education. Scripture stresses the responsibility of parents to teach and train their children (Proverbs 22:6 and Deuteronomy 6:7). Bethesda Christian Academy does not violate this teaching in God's Word by taking that role and responsibility away from parents. The church and school are extensions of the educational process of the home, providing a support system to the family. BCA expects parental involvement from each family. Volunteering provides a basis for understanding and interaction between faculty and parents. Volunteers enhance the human resources of BCA, and help the faculty to focus on instruction. In addition, parents are expected to be involved with their child's educational process by meeting with teachers when requested, assisting their child at home with assignments, attending school activities and praying for the ministry. When the home, church and school work together as a team, the educational process is strengthened resulting in improved student achievement.

**Policy:** The responsibilities of volunteers vary depending on the needs in the school or in the classroom. The Administration coordinates the volunteer program. All volunteers that have unsupervised access must take part in the volunteer training. The volunteers to be screened include coaches, drivers, and other volunteers assisting with school programs or activities. Volunteers are screened and receive training in order to provide a safe environment for the students. The screening is done annually at the beginning of each school year. The training is conducted by the administration and/or PTF officers. After a volunteer completes the entire process he is placed on an approved volunteer list. A volunteer that has unsupervised access to students in any way must follow the required screening and training listed below. Any questions regarding this policy, should be directed to the academy office.

**Guidelines:** The administration and PTF officers have the following responsibilities regarding BCA's volunteer program:

1. create awareness and assists in recruiting volunteers.
2. promote the volunteer program to faculty and parents.
3. screen potential volunteers.
4. welcome and oversee volunteer orientation and training.
5. provide recognition for volunteer services.

A volunteer having unsupervised access to students must meet the following criteria in order to serve at BCA:

1. be committed to Christian education.
2. have a desire to serve.
3. be dependable and reliable.
4. respect confidentiality.
5. complete a volunteer application every two year.
6. provide references.
7. have references checked.
8. complete criminal and sex offender screening every two year. The screening may be done more frequently at the school's discretion.
9. attend volunteer training, including reading the volunteer policy and the BCA Code of Conduct.



# BETHESDA CHRISTIAN ACADEMY

## Volunteer Application

### 1. BACKGROUND INFORMATION

Date \_\_\_\_\_

Check one:  parent/guardian     non-parents/community member     student

Full Legal Name \_\_\_\_\_

First                                  Middle                                  Last

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Name of student(s) \_\_\_\_\_

Reason for volunteering (include specific details) \_\_\_\_\_

\_\_\_\_\_

Emergency contact (local) \_\_\_\_\_ Phone # \_\_\_\_\_

### 2. VOLUNTEER INTERESTS AND AVAILABILITY (for regular volunteers)

Grade level preference \_\_\_\_\_

Volunteer interests \_\_\_\_\_

Languages spoken \_\_\_\_\_

Best day(s) of week \_\_\_\_\_ Hours available \_\_\_\_\_

### 3. SPIRITUAL PREPARATION

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?

Yes     No                                  Signature \_\_\_\_\_

Please carefully read our Statement of Faith and indicate below whether you support this.

I fully support the statement as written without mental reservations.

Signature \_\_\_\_\_

I support the Statement of Faith, as written, except for the areas that I have listed and explained on a separate sheet of paper. The exceptions represent either areas of disagreement, or areas for which I have not yet formed an opinion or conviction.

Signature \_\_\_\_\_

Denominational preference \_\_\_\_\_ Member? \_\_\_\_\_

All information in this application is accurate to the best of my knowledge. I have received and thoroughly read the Bethesda Christian Academy Volunteer Policy and Code of Conduct. I understand and agree to comply with the information in the policy and code. As a condition of being permitted to volunteer for BCA, I freely accept and voluntarily assume the risks of personal injury or property damage that may result from my volunteer experience, including but not limited to, any activity while volunteering on school property. I hereby agree to waive any and all claims arising out of any such injury or damage.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed form to Bethesda Christian Academy.

**Statement of Faith**  
(Doctrinal Position)

**THE SCRIPTURES**

We believe

- a. the Bible, in its entirety, to be the Word of God.
- b. that it is the infallible rule of faith and conduct.

**THE GODHEAD**

We believe that

- a. the Godhead exists in three Persons: Father, Son and Holy Spirit.
- b. these three Persons are one God, having precisely the same nature, attributes and perfections.

**THE LORD, JESUS CHRIST**

We believe in

- a. His eternal existence as God.
- b. His Incarnation and Virgin Birth.
- c. His death on the cross, as the substitutionary atonement for sin.
- d. His literal, bodily resurrection from the dead.
- e. His present ministry of intercession in Heaven.
- f. His personal, future return to earth.

**THE HOLY SPIRIT**

We believe that the Holy Spirit, the Third Person of the Godhead

- a. convicts men of sin, and--with salvation--regenerates, baptizes,

- indwells, seals and bestows spiritual gifts.
- b. empowers believers day by day.
- c. is the Teacher of the Word of God, and the Guide for daily living.

### **MAN**

We believe that

- a. man was originally created in the image of God.
- b. Adam fell through the sin of disobedience, and therefore...
- c. all mankind needs redemption.

### **SALVATION**

We believe that

- a. salvation is by grace, a free gift from God apart from any work of man.
- b. salvation requires repentance, a turning from one's own way to God's way.
- c. salvation is through personal faith in the Lord, Jesus Christ.
- d. all who receive Jesus Christ are regenerated by the Holy Spirit, and become the children of God.
- e. true salvation will be manifested by a changed life.

### **FUTURE THINGS**

We believe in

- a. the personal, visible, bodily return of Jesus Christ to the earth.
- b. the bodily resurrection of the just to an eternal abode in the presence of God.
- c. the bodily resurrection of the unjust to judgment and everlasting punishment.

## BCA CODE OF CONDUCT

1. I will act honestly at all times and in all situations. “The Lord hates ... a proud look and a lying tongue.” (Proverbs 6:17)
2. I will respect those people God has placed in authority over me. “Pray for rulers and for all who have authority so we can have quiet and peaceful lives...” (1 Timothy 2:2)
3. All academic pursuits will be the result of my own efforts and not that of others. “Provide things honest in the sight of all men.” (Romans 12:17)
4. The words that I speak will be good and will be spoken with the intention of building up my peers and those around me. “Speak not evil one of another.” (James 4:11). “Let no corrupt (rotten) communication come out of your mouth.” (Ephesians 4:29)
5. I will respect the property of others and the property that God has provided for my use at the Academy and Church. “Let him who stole, steal no more.” (Ephesians 4:28)
6. I will obey instructions that are given to me by my teachers, supervisors, and administrators. “Do everything without complaining or arguing” (Philippians 2:14)
7. I will treat my fellow students with kindness. “Be kind one to another, tenderhearted, forgiving one another.” (Ephesians 4:32) “The servant of the Lord must not strike.” (1 Timothy 5:22a) “Live in Peace with each other.” (1 Thessalonians 5:13)
8. I will keep to myself in all affairs that do not concern me. “Don’t share in the sins of others.” (1 Timothy 5:22b)
9. I will work diligently to the best of my ability in all things that I do. “We do not want you to become lazy.” (Hebrews 5:12a) “And whatever you do, do it heartily, as to the Lord and not to men.” (Colossians 3:23)
10. I will take care of the body that God has given me, and will try to keep it healthy. “... You are the temple of God and the Spirit of God dwells in you.” (1 Corinthians 3:16)
11. I will demonstrate in all things an attitude that is consistent with the example of Jesus Christ. “He who knows to do good, and does it not, to him it is sin.” (James 4:17)
12. I will dress and act modestly. “I will set no wicked thing before my eyes.” (Psalm 101:3) “Avoid the appearance of evil.” (1 Thessalonians 5:22)

A volunteer having unsupervised access to students must meet the following criteria in order to serve at BCA:

1. be committed to Christian education.
2. have a desire to serve.
3. be dependable and reliable.
4. respect confidentiality.
5. complete a volunteer application every two years.
6. provide references.
7. have references checked.
8. complete criminal and sex offender screening every two years. The screening may be done more frequently at the school's discretion.
9. attend volunteer training, including reading the volunteer policy and the BCA Code of Conduct.