



**TRINITY CHRISTIAN SCHOOL VOLUNTEER INFORMATION FORM**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Times available \_\_\_\_\_ What grade or area you are interested in \_\_\_\_\_

Name of church attending: \_\_\_\_\_ Are you involved in a Home Fellowship,  
Bible Study or Sunday School? \_\_\_\_\_ If yes, please describe. \_\_\_\_\_

Explain your experiences in working with children. \_\_\_\_\_

Special Interests, hobbies and abilities: \_\_\_\_\_

Do you have any physical limitations or previous injuries that would affect your ability to work with children?

Have you ever been arrested or convicted of a crime? \_\_\_\_\_ If yes, explain. \_\_\_\_\_

Personal references:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

I agree that the above information is true and correct to the best of my knowledge.

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

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## **Statement of Faith**

This is the Statement of Faith for our school. If it is the statement of your basic Christian convictions also, please indicate this by your signature. If at any point you disagree, please state your viewpoint.

1. We believe the Bible to be inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracle, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in the Lord Jesus Christ.

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



## Declaration of Ethical and Moral Integrity

As a volunteer at Trinity Christian School, and its ministries, I (print name) \_\_\_\_\_, recognize, understand, and agree to adhere to the moral and ethical mandates of this school. I further declare that with regard to my past, moral and ethical character and conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to the following: homosexuality, fornication, adultery, verbal, physical or sexual abuse as defined by Scripture and state law. Serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents, and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, refraining from such activities as the use of illicit drugs, and use of vulgar or profane language. (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 5:18, 21-22, James 3:17-18)

I agree that the Scriptures dictate standards of sexual behavior. Any promiscuity, adultery, homosexuality, or deviant sexual behavior is forbidden and as such violates the requirement of being a Christian role model. The unique role of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates a perverted. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2, Cor. 6:9-20, Ephesians 4:1-11, 5:3-5, 1 Thess. 4:3-8, 1 Tim. 2:19-22, 1 Peter 1:15-16, ! John 3:1-3)

By affixing my signature, I declare that I meet the moral and ethical standards of Trinity Christian School. I understand that should I become engaged in inappropriate conduct it could lead to immediate dismissal.

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

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Jimmie Drummond & Sharon Axe,  
Principals

EthicalMoralIntegrity/Volunteer2017



## VOLUNTEER PROFESSIONAL CODE OF ETHICS

Although the job is voluntary, the commitment is professional.

1. Attitude – Be open-minded; be willing to be trained; welcome supervision. Accept the rules; don't criticize what you may not understand.
2. Dependability and Consistency – This is essential. If you cannot be at the appointed place at the appointed time, it is your duty to notify the office. Be punctual; the child is depending on you. Some of the children you will be assisting have been disappointed before in their learning experiences and they need to know you will be consistent and "there".
3. Communication – You and the teacher are a vital link with the children and must be in constant communication. You are also a vital link between the community and the program and your support of the program is important.
4. Confidentiality – What happens in the classroom is between you and the teacher. It is not to be discussed outside the classroom. Confidential information is kept confidential.
5. Support Position – A volunteer works under the direction and supervision of a teacher or other member of the school staff. A volunteer is not a substitute for a member of the school staff, but one supplying supplemental and supportive services. A volunteer is not expected to perform the professional services of the classroom teacher who is responsible for content and evaluation.



## **Volunteer Lifestyle and Biblical Values Policy**

Trinity Christian School is a religious, nonprofit Christian school representing Jesus Christ. Trinity Christian School requires its parent volunteers to be born-again Christians, living their lives as Christian role models (*Romans 10:9-10, 1 Timothy 4:12, Luke 6:40*).

Parent volunteers will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A parent volunteer is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to respect authority and a commitment to follow the *Matthew 18* principle when an issue arises with fellow parents or management.

The Trinity Christian School Statement of Faith expects parents/volunteers to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for volunteers to be Christian role models includes but is not limited to the following: homosexuality, promiscuity/fornication (i.e. a male and a female residing together and/or having inappropriate sexual relations outside the legal bounds of marriage, inappropriate use of the internet such as provocative pictures, pornography and explicit language), adultery or committing verbal, physical or sexual abuse as defined by scripture and state law. (*Romans 12:1-2, 1 Corinthians 6:9-20, Ephesians 4:1-11 & 5:3-5, 1 Thessalonians 4:3-8, 1 Timothy 4:12, 2 Timothy 2:19-22, 1 Peter 1:15-16 and 1 John 3:1-3*)

Trinity Christian School parent volunteers that do not maintain or violate this lifestyle based on biblical standards of conduct will result in a written reprimand or, in some cases, dismissal of enrollment at TCS. It is the goal of Trinity Christian School that each parent volunteer will have a lifestyle in which God “might have the preeminence” (*Colossians 1:18, KJV*).

# Sexual Misconduct Policy

**Purpose:** To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct

**Standard of Conduct:** All workers, volunteer, paid, full-time and part-time, of (Organization Name) are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the church policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

## Definitions

Child Sexual Abuse – any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim” (National Resource Center on Child Sexual Abuse, 1992).

Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.

## a) Pre-screening of Workers

1. All paid workers, part time and full time, will fill out an application and a primary screening for volunteer workers application.
2. All volunteer workers will fill out a primary screening for volunteer workers application.
3. All workers, volunteer, paid, full-time and part-time, will be interviewed by an authority within the applicable department.
4. All workers, volunteer, paid, full-time and part-time, will provide a valid form of ID (i.e., state driver’s license, social security card, or other acceptable form of ID).
5. All workers, volunteer, paid, full-time and part-time, will provide at least two (2) professional/personal references upon application to be conducted prior to any service with the church. The references are to be conducted by an authority within the church. The authority should note any information they tried to secure but could not verify or obtain.
6. All workers, volunteer and paid, full-time and part-time, will sign a release for Criminal Records Check to be used at the church’s discretion.
7. All full-time paid workers will sign a release for Criminal Records Check and undergo a criminal background check prior to any activity of employment with the church.
8. All workers in a leadership position with direct relation to children must have been members for a minimum of six (6) months prior to filling the position.
9. No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.

10. Any applicant or volunteer who is a survivor of child abuse in the past must meet with a staff member prior to service in a position with direct relation to children.

**b) Common Supervisory Policies and Procedures**

1. Two Adult Rule – minimum of two (2) adults in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all workers should obtain the consent of the child's parent or guardian prior to being alone with the child.
2. Badges or signing in and out of children.
3. Have adults (age 18 or older) present with teenage volunteers. The law does not allow criminal background screening on anyone under age 18.
4. Any supervisor is responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the proper authorities.

**c) Reporting Procedures**

1. All allegations must be taken seriously.
2. All allegations should be reported to the established authority and/or Human Resources as immediately as possible.
3. The established authority and/or Human Resources will notify the parents or legal guardian.
4. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the established authorities and/or Human Resources until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

**d) Investigation of an Allegation**

1. All allegations will be investigated expeditiously by established authorities and/or Human Resources.
2. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.