

*Join in  
the fun!*



## St. John the Apostle Catholic School ESP & Volunteer Handbook

Whether you are fulfilling your Educational Support Program commitment or volunteering above and beyond, you can join in the fun in a number of ways! This handbook is designed to give you the information you need to make the most of your valuable gift of time at SJS.

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you bring.

For more information, contact Barb Krueger, Volunteer Coordinator at 817-590-4574

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**Volunteers are not paid, not because their time is worthless,  
but because it is priceless! – Author unknown**

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# *Join in the Fun!*

## **SJS ESP & Volunteer Handbook**

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#### **St. John the Apostle Catholic Church Parish Mission Statement**

St. John the Apostle Catholic Church celebrates the diversity of our families and unites our parish as a worshipping community by reaching out to all people with the word of God. Our mission is to enrich the mind, body and spirit by fostering Christian ideals and beliefs for all; especially for the youth, elderly, sick, and poor.

#### **St. John the Apostle Catholic School Mission Statement**

St. John the Apostle Catholic School provides a high quality, Catholic education that promotes the development of the whole child.

#### **St. John the Apostle Catholic School Philosophy & Belief Statement**

Believing that all children are unique creations of God and possess a special potential for reflecting His glory, St. John the Apostle Catholic School offers a supportive Catholic environment that reinforces belief in each individual as a child of God. Together with the family, the teachers and staff encourage the child's full potential, in a learning environment of Catholic principles and values, realistic goals, and relevant curriculum. Children are surrounded by spiritual, intellectual, cultural, social and physical opportunities structured to promote and challenge growth in all facets of their identity.

#### **Diocese of Fort Worth Safe Environment Vision Statement**

Dedicated to insuring a culture of safe and respectful conduct in all ministries of the Diocese of Fort Worth, enhancing and protecting the dignity and trust of all God's people.

## Utilizing Your Gifts and Talents at SJS

*There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work. 1 Corinthians 12:4-6*

For many families, volunteering at SJS begins simply as a way to meet their Educational Support Program requirements, but quickly turns into an entry point into the heartbeat of our school community. Simply put, SJS cannot run without volunteers.

### Discovering the Difference Between Volunteering and Fulfilling ESP Commitment

The Educational Support Program (ESP) is a program where parents either make a financial commitment or work at a rate of \$7.50 per hour to meet that commitment. There are specific projects which qualify for ESP. These are projects which SJS would otherwise need to pay someone for the service, or a fund raising project. ESP hours are per family, not per child. Any adult or group of adults may serve and designate their hours to a specific family, so friends and other family members are welcome and help you to cover your ESP commitment. However, **any individual age 16 or older who work on campus or when children are present must have taken the Diocesan Keeping Children Safe/Safe Environment Training prior to working.**

Volunteering happens when someone either works above and beyond their ESP commitment or is involved in an area that does not qualify for ESP hours. These include areas such as volunteering for your child's class parties or involvement in the School Advisory Council. But these are just as important to the fabric of our school life.

### How Your Family Benefits

- Your participation demonstrates that you are actively interested in your child's academic career, and your child gains confidence that you care enough to be part of their world
- You gain a first hand knowledge of the teachers, staff, other parents and administrators whom your children interact with on a daily basis
- You demonstrate the importance of getting involved in the larger community to your children
- You can try out areas of interest to build skills for your personal or professional resume
- You make valuable friendships and acquaintances as you integrate into the fabric of life at SJS

It is becoming part of the community and getting involved during your child's formative years as well as taking an active role in the school culture that our community truly becomes a family. St. John is known for its family environment. It is more than giving of your time; it is making an investment in our community.

### Keeping Children Safe/Safe Environment Training

In accordance with diocesan policy and as a commitment to the safety of our students, any adult volunteering on campus, or off site representing SJS when a student is present must have taking the Safe Environment Training prior to serving. Training sessions can be found at [www.stjs.org](http://www.stjs.org) Volunteer page and Diocesan web site at [www.fwdioc.org](http://www.fwdioc.org) under Save Environment Training. Thank you for partnering with us for the safety of our students.

### Identifying Your Spiritual Gifts

Sometimes we are not aware of how our gifts can benefit the greater community. A Spiritual Gifts Assessment is a great way to discover which areas you are strongest and how those gifts may be applied. Watch the SJS website for links to a Spiritual Gifts Assessment.

*You are the backbone of our community. We appreciate you!*

## Getting Started

*“Volunteerism strengthens the fabric of our schools.”*

Volunteer Opportunities will be listed on the St. John School website. Opportunities are also shared throughout the school year. To get started, contact the person overseeing the opportunity you are interested in participating, or contact our Volunteer Coordinator.

Identify what areas are of interest to you, then match the area to the specific opportunity. Or, choose an event which seems interesting, and see what activities are available. Limited in time? Some opportunities can be done at home. It is easier to choose if you have an idea of your limitations and interests.

## Volunteering On Campus

### Identification:

For safety and security, all volunteers need to wear a school name tag at all times when on campus. Adults not wearing proper identification should be directed to the school office.

### Signing in and out

**Please sign in and out** at the office when you volunteer. There is a volunteer sign-in book in the school office, and feel free to ask front office staff if you need help.

### Reasons for signing in and out

- Safety and security of students, staff, parents and community
- Volunteer hours statistics may be used in grant applications qualifying under in-kind contributions
- Volunteer statistics may be needed for verification of volunteer match grants
- Sometimes employers or potential employers use employee volunteer activities for awards or references. Tracking your hours provides us with accurate information.

## Volunteering at Home or Off Campus

**If you are volunteering at home or off campus**, please keep track of your volunteer hours and turn them in to the Volunteer Coordinator.

**Confidentiality:**

**Volunteers must protect the teachers', students' and families' right to privacy.** You may not disclose school information, financial or personal matters which you may have overheard. Discuss student problems or concerns only with the teacher, staff member with whom you are working, or principal.

**Professionalism:**

**Although the job is voluntary, the commitment is professional.**

Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices as they pertain to the job requested.

**Dressing appropriately** is also requested. Although jeans or shorts may be in order for the work, please use modesty in choosing your attire.

**Dependability & Punctuality:**

**Students, teachers and staff members rely on the services performed by volunteers.** We ask that you contact the school if you are unable to volunteer on your scheduled day. Arrive ahead of time for your volunteer service.

**Accidents and Liability:**

**We want to keep you safe, and we know that accidents happen.** St. John the Apostle Catholic School volunteers are covered by the Diocesan liability insurance while performing approved, school volunteer service. Workers compensation is not provided, however, and your own health insurance should be considered your primary coverage should an injury occur.

To be eligible for the Diocesan liability coverage, you must sign in and record volunteer hours each time you are in the building.

**Should an accident occur, the volunteer should:**

Report the accident to the principal and the volunteer coordinator as soon as it occurs. A school nurse is always on campus during regular school hours. The Administrative Assistant has an Incident Report and you will need to fill out a form.

**Alcohol at Home Hosted Events:**

**Alcohol may not be served at a school sponsored event when children under 21 are present.** According to the Diocese of Fort Worth manual, no alcohol may be served at an event when children under 21 are present. This would include any home parties that are part of an SJS sponsored event.

Alcohol may be served at an adult-only event under the following guidelines: only beer and wine may be served as long as there is food present. Alcohol may not be sold for the event. This would also apply to home parties which are representing the school.

## Opportunities to Join in the Fun!

The following is a fairly inclusive list of volunteer and ESP activities. However, please check the SJS web site for additional information. Periodic Volunteer Newsletters also provide details for service.

SJS requests that all parents make their ESP Commitment during April of the previous year. Although we know that there may be changes due to unforeseen circumstances, this provides for time to plan as well as fill in any gaps in service.

Please contact the Volunteer Coordinator if you are interested in serving in any of these positions:

**Information Fair:** Held the Monday before the Wednesday school begins in August

- Coordinator
- 4-5 people to assist

**Fall Fest: Event** first weekend in October

- Chair
- 4-5 people per game
- Spotters for bounce houses

**Home Room Parents** – year long

**Campus Clean Up** – make campus extra nice for:

**Back to school** – July/August

**Catholic Schools Week** – January

**Adopt-A-Spot** – year long

**Summer Work** – June, July

**Annual Fund**

- Chair – year long
- Leadership Dinner Coordinator – August/September
- Mailing Committee
- Grandparent Ornament Assembly Committee
- Spring Support Committee

**Auction:** Event first Saturday in November. Activity year long

- Chair/Co Chair
- Administration Team Captain
  - Finance Team
  - Publicity Team
  - Program Team

- Registration Team
- Fulfillment Team
- Evaluation Team
- Computers/IT Team
- Check In Team
- Check Out Team
- Event Coordination Team Captain
  - Decorations Team
  - Corporate Baskets Team
  - Move In Team
  - Move Out / Clean Up Team
  - Food/Beverage Team
  - Item Packaging Team
  - Live Auction Team
  - Multi Item Sales Team
  - Raffle Team
  - Silent Auction Team
  - Entertainment Team
  - Casino Team
- Solicitation Team Captain
  - Major Sponsor Sales Team
  - Advertisement Solicitation Team
  - Table Sales Team
  - Alumni Sales Team
  - Item acquisition Team
  - Gift Gathering Parties Team
  - Classroom Projects Team
  - Big Boards Team
  - Online Auction Team
  - 50/50 and Student Raffle Team

## **Coaching**

- Basketball Boys/Girls
- Volleyball
- Baseball
- Softball
- Soccer Boys/Girls
- Track Boys/Girls

**Field Trip Drivers** – Insurance required

## **Cafeteria Workers**

## **Library Volunteers**

**SAC/School Advisory Council** – year long, non ESP

- Leadership/Chair
- Committee Members
  - Finance Committee
  - Development Committee
  - Nominating Committee
  - Technology Committee
  - Facilities Committee
  - Legislative Committee
  - Strategic Planning Committee
  - Policy Committee

## **Home and School**

- President
- VP
- Secretary
- Treasurer
- Talent Show
- Fund Raising
- Special Programs
- Family Nights
- Golf Tournament – held late Spring

- Chairman
  - Co-Chairman
  - Advertising/Sponsorship Solicitation
  - Site Logistics Coordinator
  - Player Solicitation
  - Finance Chair
  - Prize Solicitation
  - Publicity Coordinator
- Spirit Shop
  - COPE
  - Education Chairs
  - Publicity
  - Parliamentarian
  - Used Uniform
  - Field Day Volunteer
  - Campbell Soup Label Coordinator
  - Box Top Coordinator
  - Recycling

**Copy Person**

**Host Family Coordinator**

**Volunteer Committee**

**Catholic Schools Week Diocesan Banquet Coordinator**

**Journalism Intern or Volunteer**

**Alumni Committee**

**Photography Volunteer**

Please contact the Volunteer Coordinator or visit the SJS web site for more details!

## **Volunteer Covenant for the Sake of God's Children**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow these Behavioral Standards as a condition of my providing services to the children and youth of the Diocese of Fort Worth.

### **As a volunteer, I will:**

1. Conduct myself in a manner that exhibits the highest Christian ethical standards including developing and maintaining the level of skills required to be a competent volunteer.
2. Take responsibility to identify and attend a Keeping Children Safe session as required for any activity which will be held on campus or with children present, including my presence at any class parties for my child.
3. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
4. Be knowledgeable of and adhere to the all applicable aspects of the Safe Environment manual.
5. Avoid situations where I am alone with children and /or youth while volunteering, always following the two adult rule.
6. Use positive reinforcement and communication rather than criticism, unhealthy competition or comparison when working with children and /or youth
7. Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
8. Be responsible/ accountable for stewardship of all resources entrusted to my care.
9. Exercise prudent judgment in the giving or accepting of gifts or benefits.
10. Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency.
11. Uphold the authority of those responsible for the program or activity (Principal, School Faculty and Staff, Officials, etc.) and assist them in every way to encourage learning and to conduct fair and impartial events.
12. I will carefully follow the Diocesan guidelines for chaperones which provide for the safety and supervision of those entrusted to my care.
13. Avoid any form of over familiarity, inappropriate language, or any situation and conduct which exploits another.
14. Follow practices that consistently exhibit no tolerance for any form of abusive behavior.
15. Follow practices which demonstrate appropriate affection between all church and school personnel and minors which is important for a child's development and a positive part of school life and ministry. The following forms of affection are regarded as appropriate examples:
  - a. Side hugs
  - b. Shoulder to shoulder or "temple hugs"
  - c. Hand-shakes
  - d. "High-fives" and hand slapping
  - e. Verbal praise

- f. Touching hands, faces, shoulders and arms of minors
  - g. Arms around shoulders
  - h. Holding hands while walking with small children
  - i. Sitting beside small children
  - j. Kneeling or bending down for hugs with small children
  - k. Hold hands during prayers.
16. Be aware of and clearly understand the Behavioral Standards for volunteers and act in accord with them.
17. Be aware of and adhere to emergency plans and evacuation routes appropriate to the program.

**As a volunteer, I will *not*:**

1. Smoke or use tobacco products in the presence of children and/or youth.
2. Use, possess, or be under the influence of alcohol at any time while volunteering
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Pose any known health risk to children and /or youth (i.e., no fevers or other contagious situations).
5. Use physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behavior of a minor.
6. Humiliate, ridicule, threaten, or degrade children and/or youth nor tolerate them in the environment for which I am responsible.
7. Touch a child and/or youth in a sexual or other inappropriate manner.
8. Use any discipline that humiliates or demeans children and /or youth.
9. Use profanity in the presence of children and/or youth.
10. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are inappropriate and are not to be used:
  - a. Inappropriate or lengthy embraces
  - b. Kisses on the mouth
  - c. Holding minors over two years old on the lap
  - d. Touching bottoms, chests or genital areas
  - e. Showing affection in isolated areas of the facility such as bedrooms, closets, staff only areas and other private rooms
  - f. Sleeping in bed with a child
  - g. Touching knees or legs of minors

- h. Wrestling with minors
- i. Tickling minors
- j. Piggyback rides
- k. Any type of massage given by a minor to adult
- l. Any type of massage given by an adult to a minor
- m. Any form of unwanted affection
- n. Compliments that relate to physique or body development

St. John the Apostle Catholic School has the right to remove a volunteer from service.

Please sign the following page, remove the page and return it to the school office. Thank you!

## **Volunteer Covenant Acceptance**

I have read and understand the Volunteer Covenant and will abide by these guidelines:

Signed: \_\_\_\_\_

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

## **Volunteer Pledge**

I pledge to volunteer my time and talents in service to the children of St. Johns School. I will uphold the expectations to the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties. I promise to respect the confidentiality of the student, faculty and staff. I have read and understand the mission statement of St. Johns and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability.

Signed: \_\_\_\_\_

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

Please Print Name: \_\_\_\_\_

Please return to the School Administration Office.