



Immanuel Lutheran
Church School Child Care

*Immanuel's Mission is to honor and glorify God as we:
equip the saints, reach the lost, and praise the Lord.*

Volunteer Handbook

*Whoever brings blessing will be enriched, and whoever waters will himself be watered.
Proverbs 11:25*

**Immanuel Lutheran Church, School, and Child Care
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Welcome

Welcome to Immanuel Lutheran Church, School and Child Care. Thank you for offering your gifts of time, talent, and treasure in the service of our Immanuel community!

Lutheran education has a long and rich history including a foundation in family volunteerism. Lutheran churches and schools have educated scores of students with the knowledge of the Gospel, a zeal for Christian service, and myriads of academic and social skills. It is the family who is the first educators of their children and it is their generosity in sharing time and talent so that the torch of education can be shared with the professional educators and students in the Lutheran church, school, and within the community.

Volunteers at Immanuel Lutheran Church, School and Child Care have assisted with mind, heart and spirit in the everyday functioning of our Immanuel community as well as in special events that have enabled the administration, teachers and staff to perform their work with competence and Christian concern in an atmosphere that fosters solid faith formation, academic excellence and Christian leadership.

Volunteer Activities & Programs

There are many activities in which volunteers are needed and utilized at Immanuel Lutheran Church, School and Child Care. Each activity has a variety of responsibilities. Volunteers are expected to familiarize themselves with the duties of any given activity in order to execute their services with reasonable care and ability. These responsibilities are noted within the handbook under *Volunteer Responsibilities* and *Responsibilities for Specific Programs/Assignments*. At Immanuel, a person is considered a volunteer when he/she has the permission of administration to serve in specific capacities. Volunteer duties include, but are not limited to, Sunday School teacher, school library volunteer, field trip chaperone, classroom helper, ushers, and the like. Athletic coaches/assistants fall under the auspices of the Immanuel Lutheran Church, School and Child Care Sports League and are given an additional sports handbook at the beginning of each school year. All coaches/assistants are expected to follow any and all rules set forth by the Immanuel athletic handbook, administration and the Athletic Director.

Volunteer Rights

As a volunteer at Immanuel Lutheran Church, School and Child Care you have the right to:

- be welcomed as a valued member of our community.
- be assigned a volunteer area where you feel comfortable and confident.
- the respect of our church, school and child care community.
- receive necessary information and orientation to perform your duty accurately.
- have your questions answered clearly and promptly.
- volunteer as long as you and the administration agree.

Volunteer Responsibilities and Expectations

It is important for all volunteers to understand and appreciate the following responsibilities, expectations, and/or conditions for volunteering at Immanuel Lutheran Church, School and Child Care. Volunteers who are not in compliance with the following responsibilities and expectations will be denied and/or excused from their task.

- Volunteers aged 18 and over who may be in charge of children in any capacity will submit to a background check and have a Volunteer Enrollment Form on file which includes emergency contact information.
- Volunteers under age 18 will serve under direct supervision of a legal adult who has passed a background check and received appropriate training.
- Every activity at Immanuel Lutheran Church, School and Child Care will be performed with Christian kindness and concern for one another.
- Volunteers are expected to support and demonstrate our LCMS teachings and refrain from expressing any opinion or worldview that varies from LCMS teachings.
- Volunteers must always be positive Christian role models conforming their life to the word of God.
- Volunteers must be physically and mentally present for the students if they are volunteering in a supervisory capacity. The health and well being of all members of our Immanuel community depends on this consistent vigilance. Siblings, family members, and/or extra people of any age are not permitted to tag along with the volunteer when he/she is supervising minors in any capacity.
- Volunteers will never leave children unsupervised and care will be taken by volunteers to situate themselves so that the care and safety of children is maximized.

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- Any volunteer unable to fulfill an assigned responsibility, supervisory or otherwise, will inform the office with sufficient notice so that a replacement can be obtained.
- Any form or corporal punishment is not permitted at Immanuel Lutheran Church, School and Child Care. Corporal punishment can include, but is not limited to, touching a child in any way out of anger or frustration, shaking, pushing, hair pulling, and the like. Volunteers will refrain from any touching that could be harmful.
- Volunteers at Immanuel Lutheran Church, School and Child Care are expected to dress appropriately with modesty and a level of professionalism appropriate for the task.
- Every word spoken to an adult or child will be uplifting and respectful in language, tone, and volume. There is never a time or place at Immanuel Lutheran Church, School or Child Care where foul, demoralizing language, or curse words are permitted. Every interaction, verbal and non-verbal, will be Christ-like.
- All volunteers must support and defer to the authority of Pastors, administrators, teachers and staff.
- Volunteers must arrive on time and stay for the agreed upon time. If a volunteer is going to be absent or late for their assigned position, he/she should notify the appropriate persons or church/school office.
- Volunteers must be aware of all emergency procedures.

Security

All members of our Immanuel Lutheran Church, School and Child Care community have the right to a secure environment. Security takes on many facets at Immanuel and it is expected that everyone will contribute to a secure environment.

- All administrators, teachers, staff and adult volunteers who work with minors affiliated with Immanuel are required to submit to and pass a full background check before duties can begin.
- Immanuel uses Protect My Ministry for background checks and pays the fees associated with background checks for our ministry volunteers and paid staff members. Protect My Ministry runs multi-state criminal and multi-state sex offender checks.
- Any background check that is returned to us with an alert will automatically result in the applicant being denied permission to volunteer at Immanuel in any position where the volunteer may be in charge of children. It is our opinion that an adult who has engaged in behavior that shows up in a criminal and/or sex offender check has demonstrated increased potential to make poor decisions and, therefore, may not be in charge of other people's children during a church, school, or child care event.
- Immanuel's Business Administrator submits all background checks to Protect My Ministry but does not dig into alerts that show up on a background check in an effort to protect the privacy of every applicant. A volunteer who has been denied may appeal by sending an email to the principal within 5 days of being denied.
- School volunteers must register with the ministry receptionist at the front school doors every time they volunteer and wear a visitor badge or lanyard. When their duty is complete, volunteers will check-out at the ministry reception desk before leaving.
- All volunteers who are on campus during school hours must present their current state issued photo ID which is run through the Raptor System upon arrival. Expired IDs are not accepted. The Raptor System is a visitor management system that enhances security by reading a visitors' state issued ID and comparing the information to the sex offender database.

Confidentiality

In the normal course of volunteer work, you may learn confidential information about students, staff, church members, and the like. As a volunteer, you are expected to keep this information confidential in any setting inside or outside the school, just as you would want your own privacy rights respected. Confidential information includes, but is not limited to, any identifying personal information, behavior, grades, and the like. Any volunteer who discloses confidential information of another person, adult or minor, and/or engages in breaking the Eighth Commandment will be dismissed. This includes reporting a child's school behavior to his/her parents - this is the job of school officials and teachers. Any volunteer who is made aware of or suspects abuse of any kind and/or that another person is suspected of having a desire to harm themselves or others will report such concerns to an administrator immediately. Any and all information that may save someone from harm must be shared with a Pastor and/or administrator immediately.

Health and Safety

All volunteers will assist the Pastors, administrators, teachers and staff with ensuring that the spiritual, physical, and mental health, education, and welfare of all people is maintained at the highest level. The following are key points of health and safety for our volunteers:

- Volunteers in any type of supervisory capacity must be vigilant and attentive to the task.
- Volunteers must visibly display a visitor's pass at all times.
- Volunteers will survey the surroundings of an activity to ensure that the area is physically safe.
- Volunteers must immediately report to administration, or its designated representative, any person that they feel has no permission to be on the premises or who is acting in an unsafe or disrespectful manner.
- Volunteers contribute to the overall safety of our facility by assuring safety mechanisms are in place, such as locked doors and unobstructed paths. Volunteers will immediately report to the administration any safety concerns.
- Volunteers who work with minors will accompany any minor who is hurt or sick to the office or appropriate activity director and provide an accurate accounting of the situation to the office or director.
- If more than one volunteer is involved in an activity, the volunteers will spread out to maximize the field of vision and safety.
- Volunteers will never allow themselves to be alone with a minor in a closed space or to physically touch them in a harmful way. This maximizes protection of the child as well as the reputation of the volunteer.
- Volunteers are never allowed to drive minors to any destination for school and/or church related events without the written permission of the child's parent/guardian.
- Volunteers are never permitted to take pictures and/or video of minors and post them online while volunteering without express consent from the Immanuel administration.
- Volunteers are expected to participate in any emergency drills that take place while you are volunteering. These may include, but is not limited to, fire and tornado drills.

Responsibilities for Specific Programs/Assignments

Athletic Coaches and Assistants

Athletic coaches/assistants fall under the auspices of the Immanuel Lutheran Church, School and Child Care Athletic Director and Principal and are given an additional sports handbook and training at the beginning of each school year. All coaches/assistants are expected to follow any and all rules set forth by the Immanuel athletic handbook, administration and the Athletic Director.

Chaperones

Off campus field trips, special events, and overnight trips are planned for the educational value and/or faith formation they offer as well as for the enjoyment of those involved. Chaperones will adhere to the following expectations:

- Chaperones must be legal adults.
- Chaperones must submit to and pass a background check before chaperoning any event or field trip. The fee for the background check is covered by Immanuel and must be completed by the appropriate Immanuel Lutheran Church, School and Child Care official.
- Chaperones must help facilitate the work of the teacher and/or leader so as to maximize the learning in a setting outside of the church, school or child care.
- Chaperones must be in attendance on time and remain in attendance for the full duration of the event.
- Chaperones will be assigned an appropriate number of minors to supervise during an event. The chaperone must be physically and mentally present to the assigned minors for the duration of the event. During the event, the chaperone will keep a list of minors, provided by the teacher or event director, and do frequent head counts throughout the event.
- Chaperones will assist the teacher or director in taking a head count before any bus leaves the area.
- Chaperones will ensure that they know how to directly contact the teacher/director and church/school office during events/trips.
- Siblings, family members, extra people of any age are not permitted to tag along with the chaperone when he/she is supervising minors in any capacity. Full attention should be given to the minors assigned to each chaperone at all times.
- Chaperones will limit distractions like cell phones and other devices while supervising the minors in their care.
- Chaperones will assist the teacher or event director in ensuring safety while traveling by reminding children to be seated on a bus, wear seatbelts when available, speaking in a conversational tone and volume, etc.
- Chaperones will partner with another chaperone, teacher, or director in the event that he/she needs to leave the group for any reason so that no minors are left unattended at any time.
- Chaperones will assist students with food/drink during the event as needed. Immanuel students will clean up after themselves and leave areas in good order. Chaperones will assist in this endeavor.
- Chaperones will not engage in any behavior that endangers or has the potential to endanger the physical, mental or spiritual health and safety of the minors in their care.
- Chaperones will report any concerns to the teacher or director immediately.
- Chaperones will serve to support the authority they serve under.

General Events and Fundraisers

Every special event or fundraiser has its own unique responsibilities. In preparation for these events, chairpersons and committee members are asked to meet with administration well in advance of the event to determine the various roles needed by volunteers in order to ensure a safe and successful event. All volunteers need to be apprised of their duties so that they can adequately perform the necessary tasks. Since coverage is important to the success of any event, parent volunteers are asked to make every effort to be on time and perform the assigned tasks.

Library

- Library volunteers are coordinated through classroom teachers and the school librarian.
- The school librarian will provide training for specific tasks such as checking books in and out, reshelving books, and reading a story aloud to the younger students during the assigned library time.
- Library volunteers will assist students in selecting books.

Supervision of Volunteers

The school principal is responsible for supervising or delegating supervision of volunteers within the school and for all school events & field trips. The child care director is responsible for supervising or delegating supervision of volunteers within the child care and for all child care events & field trips. The Pastor and Director of Youth and Discipleship is responsible for supervising or delegating supervision of volunteers within the church and for all church events & trips. All volunteers will serve to support the authority they are serving under.

Right to Amend

The principal and senior pastor reserve the right to amend this handbook at any time. Volunteers will be notified promptly of any changes.



Immanuel Lutheran

Church School Child Care

Volunteer Enrollment Form

Please print clearly and use one form per adult volunteer.

Name: _____ Phone: _____ Email: _____

Home Address: _____

Affiliation: _____parent/guardian/family of current student(s) _____ Church member

How are you willing/able to volunteer?

_____ Within School _____ Within Church _____ Project at home _____ No Preference

Other(please describe): _____

Please list the days and times you are able to volunteer:

Emergency Contact Information

_____ Relationship to you Telephone Number

First and Last Name of Contact

Relationship to you

Telephone Number

Please note any information that would be important to tell a doctor in an emergency situation:

Volunteers must initial each line, sign at the bottom and return completed form to Immanuel's Business Administrator. Volunteers may not begin their duties until this form and background check are approved.

_____ I have read, understand and will comply with the rules, regulations, and expectations of Immanuel Lutheran Church, School and Child Care. I understand that this handbook is a guide, may be updated at any time, and can be found online at immanuelbrookfield.org.

_____ In the event that I am unable to communicate due to medical or other emergency, I authorize ambulance transportation and all treatment deemed necessary by emergency medical personnel.

_____ I recognize that unanticipated situations and problems can arise during volunteer activities that are not reasonably within the control of Immanuel Lutheran Church, School and Child Care. I agree to release and
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hold harmless Immanuel Lutheran Church, School and Child Care and it's representatives from any and all liability, claims, suits, demands, judgments, costs, interest and expense arising from such activities, including any accident or injury to myself.

_____ I understand that photos and videos may be taken by Immanuel representatives in the course of normal activities at Immanuel Lutheran Church, School and Child Care. I give permission to Immanuel Lutheran Church, School and Child Care to use pictures and/or video of me without compensation for Immanuel communications. I am releasing Immanuel Lutheran Church, School and Child Care from any liability arising from the use of any photograph, video or other image.

I hereby certify that I have read and do understand the above information.

Print first and last name of volunteer: _____

Signature of volunteer: _____

Date signed: _____

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For Immanuel office use only:

- Received completed Volunteer Enrollment Form for 2024-25 school year.
- Received completed Disclosure and Authorization to Obtain Information Form (background check) from the volunteer for the 2024-25 school year.
- Background check completed on (date) _____ by _____
 - Background check does not indicate concerns - volunteer may begin duties
 - Background check indicates concerns - alert volunteer he/she may not volunteer at this time