

VOLUNTEER HANDBOOK

REVISED 7/7/2015

CALVARY ACADEMY

VOLUNTEER HANDBOOK

Thank you for offering your time, gifts and love to the students and staff at Calvary Academy. Our school is blessed to have wonderful volunteers!

Thank you for being willing to volunteer at Calvary Academy. Your help is greatly appreciated. As a school, it is our goal to provide a safe, secure and conducive atmosphere for learning. To assist us in this endeavor, your cooperation with the following guidelines would be most appreciated!!!!

- **Sign in/Sign out:** When you come to volunteer, we ask that you sign in at the office upon arrival, and pick up a visitor's badge. Please remember to sign out when you are leaving. This helps us with keeping a general record of who is in the building at any given time.
- **Children:** Due to liability issues, and the general learning atmosphere of the school, we ask that you do not bring young children to school with you when you volunteer.
- **Classroom:** In an effort to limit distractions in the classroom, we ask that you work outside the classroom while volunteering. The only two volunteer activities that would necessitate being in the class are collecting hot lunch money, and helping with classroom parties. We truly appreciate your cooperation in this matter.
- **Dress/Conduct:** Our students look up to and greatly appreciate our volunteers. We ask that all volunteers present a good example to the students and others in appearance, conduct and conversation.
- **Cell Phones:** Please limit use of your cell phone while in the building.
- **Absences:** If you are unable to make your volunteer commitment, we ask that you contact Mrs. Bachelder, or the classroom teacher. This helps with planning and is greatly appreciated!
- **Paperwork:** *In compliance with ACSI, all of our volunteers are required to sign an agreement with our Vision and Mission statements, Core values, and Statement of Faith. In addition, all volunteers are required to submit to a Criminal Background check. Please sign the attached page to this packet, and return to the office. Please see the office for more information on completing the Background check.*

Thank you again for willingness to serve, and your cooperation with the above policies! We appreciate you!

The Staff of Calvary Academy

Vision Statement

Our vision is that each student demonstrates both biblical knowledge and Christian character, along with educational and social skills which will lead to their success in the larger society and the kingdom of God.

Mission Statement

The mission of Calvary Academy is to train our students to become successful in life and in transforming society by creating a rich academic environment with biblically-based experiences as they grow in their knowledge and faith in Jesus Christ.

Philosophy of Education

Calvary Academy is committed to the biblical view that all wisdom and knowledge are hidden in Jesus Christ. (Colossians 2:2, Proverbs 2:6). We believe that although man was originally created in the image of God, it was through the sin of one man, Adam, that spiritual and physical death resulted for all mankind. It is only through the redeeming work of Jesus Christ on the cross that man is capable knowing God and having a right relationship with him (Romans 5:17). Jesus Christ is the only way to God the Father. (John 14:6).

We believe the Bible is the infallible word of God, and that it contains wisdom that is current for this generation. There is no divide between the sacred and secular, for God reveals Himself through His written word and Creation (Romans 1:20, 2Timothy 3:16). A Christian worldview seeks to teach all subjects as part of the total truth of God, and the revelation of His nature and character. We believe that effective education is multi-faceted, training and ministering to a child's spiritual, intellectual, social, emotional and physical growth in light of Biblical authority. We encourage students to become all that God has created them to be to the glory of God the Father.

We affirm the biblical truth that parents have the primary responsibility for teaching God's word to their children. We believe that we are "co-workers" with parents, who have the Biblical mandate to bring up their children in the "training and instruction of the Lord" (Ephesian's 6:4). We also affirm that a family's commitment to a local biblically based church is scriptural (Hebrews 10:25). It is through the partnership of family, church and school that we pray to train a generation that is "thoroughly equipped for every good work". (2Timothy 3:17)

Finally, as a school, we are committed to providing an education that is committed to excellence. It is our desire that as a faculty we provide the role model for our students to do all things as unto Him (Colossians 3:23), and to the glory and honor of Jesus Christ (1Peter 1:7).

Core Values

Success is within the reach of every child. Therefore we will cultivate an atmosphere of excellence where children can learn to reach their God-given potential. We will provide consistent opportunities for the development of reading, writing, mathematics, and technological skills, along with participation in athletics and the fine arts. (Colossians 3:23)

Children are image bearers of God. Their most innate need is to know God. We will help them to know God deeply through a thorough investigation of His word (Bible study and memorization), His creation (the arts and sciences) and His works (mission's projects and acts of service). Christ will be honored in all. (Colossians 1:17-18)

Teachers are called to be carriers of wisdom and resources. They will be highly prepared in both academic content and their Christian character. They love God and love children. Teachers will disciple and mentor students, as well as providing instruction and biblical expectations for healthy relationships among student peer groups. (Colossians 3:16)

Parents have a God-given responsibility for their children. We will create partnerships with all parents in order to mutually share resources and support as they shepherd the hearts of their children. (Deuteronomy 11:19)

The kingdom of God is over everyone and everything. Therefore, we will place everything that we do in this institution under the dominion of the Lord Jesus Christ. (Colossians 1:16-18)

Statement of Faith

God: We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

Father: We believe that the Father is eternal, all knowing, present everywhere, and all-powerful. God is holy, righteous, and just. His love, grace, mercy and justice were manifested in the sacrificial death of his only begotten son, giving salvation to all who believe.

Son: We believe in the absolute deity of our Lord Jesus Christ and the absolute humanity of our Lord through his virgin birth. We believe in the sinless life of our Lord, though he was tempted at all points in his humanity. We believe that he suffered in our place and died to satisfy God's justice; we believe in his bodily resurrection, his ascension to the right hand of the Father, and his personal return in glory and power.

Holy Spirit: We believe the Holy Spirit is the Lord, who convicts the world concerning sin, righteousness, and judgment. He regenerates the lost. He is the gift of the Father and of Christ to the church, indwelling all believers, sealing them in the body of Christ unto the day of redemption. He is the divine teacher who guides believers into all truth. He imparts his fruit and his gifts to all believers. Believers should display the fruit of the Spirit and exercise the gifts of the Spirit as found in scripture.

The Holy Scriptures: We believe the scriptures of the Old and New Testament to be verbally inspired of God and to be the special revelation of God to man, inerrant and infallible in their original writing. They are the supreme and final authority for faith and practice.

Man: We believe that man is originally created in the image of God, but the entire race of man was separated from God through the sin of one man, Adam. We believe no man can reconcile himself with God. Therefore man remains separated from God until the Holy Spirit regenerates him through faith in Jesus Christ.

Satan: We believe that Satan is the author of sin. He has been defeated by the finished work of our Lord Jesus Christ; he and his angels shall be punished eternally at the coming of Christ.

Sin: We believe sin is every lack of conformity to the will of God or transgression of the law of God. Sin is manifest in the selfishness, rebellion, and total depravity of man's heart, conscience, and conduct before God and man.

Salvation: We believe in the absolute necessity of salvation through the Holy Spirit because of the exceeding sinfulness of human nature; and that people are justified by grace through faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved.

Sanctification: Sanctification is realized in believers by recognizing their identification with Christ in his death and resurrection, and by the faith that depends daily upon the fact of the union, and by offering every faculty to the dominion of the Holy Spirit.

Kingdom of God: We believe that God is the Eternal King and that his kingdom is everlasting. God's rule has always been, is now and forever will be; it was spoken of in the law and prophets and came to fulfillment in Jesus Christ. We believe that the Father, Son, and Holy Spirit are working towards the consummation of the kingdom at the end of the age, which will come about when Jesus Christ comes visibly, in glory and triumph.

Heaven and Hell: We believe that heaven is a literal place of eternal righteousness and fellowship with God. We also believe that hell is a literal place of eternal punishment and separation from the mercies of God. We believe in the literal resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of the eternal death.

Unity of Believers: We believe that there is one universal church consisting of all those possessing the same faith as Abraham. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Calvary Academy Employment Nondiscrimination Policy

Calvary Academy does not discriminate in the hiring of its personnel, and continually reaffirms its commitment as an equal opportunity employer. It shall be the company's policy not to discriminate against any employee or job applicant for any unlawful reason, including but not limited to race, color, sex, pregnancy, nationality, ancestry, age, marital status, physical or mental disability, arrest record, sexual harassment in employment, veteran's status, military status and discharge from military service, or genetic information with regard to any employment decision. Calvary Academy is committed to hiring, promoting, transferring and disciplining employees solely on the basis of their ability and qualifications. Employees who require reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor.

Calvary Academy Racial Nondiscrimination Policy

Calvary Academy admits the students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Calvary. Calvary Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

As a volunteer at Calvary Academy, my signature below indicates my agreement with the Calvary's Vision statement, Mission Statement, Core Values and Statement of Faith.

Signature _____ Date _____

Print name _____

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