



VOLUNTEER HANDBOOK

2022-2023

St. James Catholic School

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Dear Volunteers,

*“I have given you a model to follow, so that as I have done for you,
you should also do.”
John 13:15*

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of St. James School

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

The volunteer application forms are enclosed in this book or you can obtain an application at the school office. Please complete the forms and return them to the school office.

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

In gratitude,

Sandy Lonergan
Principal

Fr. Zani Pacanza
Parish Administrator

TABLE OF CONTENTS

INTRODUCTION

Welcome
Table of Contents
Volunteer Handbook Mission Statement
Mission Statement of St James Catholic School
St James School Philosophy

PROCEDURES AND POLICIES

Application Process
School Hours
School Office Hours
Sign-In Procedure
Dependability
Confidentiality
Volunteer Dress
Responsibility
Inclement Weather Procedures
Emergency Procedures
Right to Amend

CHILD SAFETY & LEGAL ISSUES

Guidelines for the Supervision of Minors
Safe Environment Vision Statement
Code of Conduct for the Archdiocese of Portland in Oregon
SB 155 verification and SB 197 training requirements

VOLUNTEER ACTIVITIES

Fundraising Leaders: Auction/Jogathon

Volunteer Opportunities at School

VOLUNTEER SIGN-UP SHEET

VOLUNTEER PLEDGE

Volunteer Handbook Mission Statement

“For the Son of Man came not to be served but to serve...” (Mark 10:45)

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 provide to St James School and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at St James.

Mission Statement of St. James School

The Mission of St. James Catholic School is to work in partnership with parents, to provide a Christ centered, safe, and creative environment for learning. Students grow toward spiritual, intellectual, emotional, and physical potential.

Philosophy

St. James School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Portland in Oregon.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

PROCEDURES AND POLICIES

Application Process

All volunteers are required to fill out a Volunteer Application. Volunteers can either fill out the application provided in the handbook or request a copy from the school office. The information you provide on these forms will be held in the **strictest confidence**. Please fill out **all** information requested, sign and date and return to the Principal's Office. Please keep the Diocesan Code of Conduct for your records.

COVID-19 Vaccination Requirements

All volunteers who will be working with students are required to show verification of full vaccination status for Covid-19

Gratuitous Service

Volunteers to St. James School choose to volunteer without an expectation of anything in return. Serving in the ministry of Catholic education is a privilege and not a right. The principal reserves the right to discontinue the services of any volunteer.

School Hours

Grades Preschool through 6 are in class from 8:00 AM – 3:00 PM MTuThF/8am-2pm Wed. The school building doors are opened for students not attending morning extended care at 7:45 AM.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

Sign-In Procedure

School visitors (volunteers, parents, etc.) must enter at the front door of the school located on Kirby street. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

Dependability

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge.

Technology

Any photographs or statements made on a volunteer's Social Networking Site may be cause for dismissal of services and separation of the volunteer's family from the school. This includes defamatory comments made about the school administration, other teachers, students, or the parish. Volunteers should never take

photographs of students during school sponsored activities. This includes, but is not limited to, field trips and class parties.

Health and Safety

A First-Aid kit will be available on every field trip and at recess. Chaperones should at no time administer any medication to a student. These medications include, but is not limited to, over-the-counter medications.

Volunteer Dress

St. James School has expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. James School and wear modest clothing while working in the school or during school activities.

Responsibility

The Administration of St. James School is accountable for facilitating, monitoring, evaluating, and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be sent via the school text messaging system and posted on the school's SIS platform called EDUCATE.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students and volunteers should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file, and in silence;
4. Stand in a column
5. Return to building when signal is given.

Earthquake drills are held every other month during the school year. The procedures are:

1. Duck under closest desk or table and cover head with hands.
2. Hold position until all clear is given.
3. Follow directions of teacher to leave building.
4. Return to classroom when signal is given.

Intruder drills are held every other month. The procedures are:

1. Announcement made via school intercom system as to whether intruder near campus/on school grounds, or in school.
2. Depending on location teachers will instruct students to lock-in (intruder near campus), lockout (barricade door) and evacuate or counter through noise/throwing of objects to distract
3. All clear will be given if lock-in or all students/teachers will relocate to safe area (St James field across street from church off 1st street to far corner of field

Volunteers are expected to participate in all drills and adhere to the guidelines of silence.

Field Trips

1. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
2. All chaperones must be 25 years of age or older.
3. Chaperones should not smoke while on the field trip. This includes the use of electronic cigarette and vapor products.
4. Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for the trip.
5. Chaperones should refrain from cell phone use while on the field trip.
6. Chaperones should not allow students to use their cell phones on the field trip.
7. Chaperones should be involved in active supervision while on the field trip and not engaged in social conversation with other chaperones.
8. Chaperones may be held responsible for accidents or injuries that happen due to their negligence.
9. Chaperones should not distribute snacks to students while on field trips.
10. Chaperones should not provide money to students while on field trips.
11. **Chaperones should not photograph students during the field trip and then share or post the photos on the chaperone's social media site.**

**The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection of All God's Children encompasses both school and church.*

CHILD SAFETY & LEGAL ISSUES

Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

SAFE ENVIRONMENT VISION STATEMENT

**All volunteers must have current background check and must have completed annual training.
Archdiocese of Portland in Oregon**

By virtue of baptism, each of us is called by name to participate in the ministry of Christ who is priest, prophet, and king. In accord with that ministry, we are called as *priest* to share the presence of God with those around us, as *prophet* we speak the truth even in difficult times and call each other to fidelity to God's ways, and as *king* we exemplify the servant leader who generously and conscientiously looks after the welfare of those entrusted to us.

Because all human life is a precious gift from God, we must assure that all persons, especially the young and the vulnerable, are to be treated with dignity, respect, and offered an environment, which promotes safety. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well-being of each person. More than simply offering protection from danger, a safe environment within our context also reflects the reality that the Church sees itself as a sanctuary, that is, a "sacred space" where one finds protection, security, support, guidance, and the presence of God. Thus, the entire church community must live in a way that is consistent with that covenant by fostering environments that not only are safe, but also are healthy.

The Safe Environment Program of the Archdiocese of Portland in Oregon (CASE training formerly names Called to Protect) strives to empower parishes, schools, families, and individuals to create and foster safe and healthy environments for children and youth in all aspects of their lives. We strive to achieve this through preventive measures, as well as educational strategies. Prevention of abuse and neglect of our children and youth is foundational to the Safe Environment Program and constitutes its initial focus. As the program develops, safe and healthy environment training also will include but not be limited to such strategies as education and training in effective parenting, conflict resolution, internet and computer safety, the prevention of harassment, bullying, or violence in any form, healthy and best practices for injury prevention, and attention to safety in the event of emergency or disaster.

Training, support, and resources will be directed to:

All church personnel, including lay and religious employees and volunteers, priests and deacons, by supporting them in ministering to their people through implementing and participating in comprehensive safe environment programs.

Children and youth themselves, by supporting them in their effort to navigate their way through the confusing and often harmful aspects of the world by developing the necessary knowledge, integrity and self-mastery they need to live a mature and active faith.

Parents, as the leaders of the "domestic church," are called to provide the primary safe and formative environment for their children, by supporting the vocation of parenthood and the marital bond, so as to improve the nurturing and formation of their children, who are a gift and who call their parents together in love.

All Persons, who out of generosity and care, seek to better their own local environments for the safety and health of children and youth. Everything we do as church must reflect our commitment to respect life in all situations by providing a secure sacred space that safeguards and promotes human dignity, by fostering the development of each person, and by creating and maintaining a safe and healthy environment for all who come to us seeking an experience of the holy presence of God.

Code of Conduct for Church Personnel for the Archdiocese of Portland in Oregon

PREAMBLE

By virtue of baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that it is in serving our brothers and sisters that we are reconciled to the Father and that all that passes between us is a function of our relationship with God.

Our call to discipleship is an abundant grace. It is also an awesome responsibility. Church personnel, who publicly represent the Church, whether by office, employment, or appointment, have a special obligation because they have chosen to assume positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, and share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust our behavior, both public and private, has the potential to inspire them to faith and hope and motivate them toward greater generosity and participation. Sadly, it may also scandalize them, weaken or destroy their faith or increase their sense of isolation.

It is essential therefore; that anyone who undertakes a position of leadership or ministry in the Church be constantly mindful of the trust they have been given. To faithfully discharge the responsibilities that accompany our work requires constant prayerful reflection since we must be sustained and supported by God's grace. Our obligations also require each of us to periodically undertake a personal inventory. It is hoped this Code of Conduct will assist us in this task.

These statements do not presume to provide answers to all ethical questions. They present a set of general ethical standards to help guide our day-to-day actions and form a framework for developing policies and discussing ethical questions. It is anticipated, however, that Church personnel in the Archdiocese of Portland in Oregon do agree to abide by these principles and understand that disregarding them may lead to remedial action.

CHILD ABUSE LAWS

St. James School abides by the Child Abuse laws of the State of Oregon. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

PRINCIPLES

Church personnel of the Archdiocese of Portland in Oregon shall:

- Actively embrace the teachings and precepts of the Catholic Church and work to promote the Gospel of Jesus Christ.

- Demonstrate their respect for the rights, dignity and worth of each person from conception to natural death.
- Conduct their relationships with others free of deception, manipulation, exploitation or intimidation.
- Ensure just treatment for colleagues, employees, volunteers, parishioners and others who may be affected by the administration of their ministries.
- Provide a professional education and work environment that is non-discriminatory, free of all forms of physical, sexual, psychological abuse including written or verbal intimidation or harassment.
- Accept personal responsibility to protect, to the best of their ability, children, youths, and adults, especially those who are physically or mentally challenged, from all forms of abuse or neglect.
- Provide counseling for individuals or groups in a way that protects and respects each person's rights and advances their welfare without benefit to themselves as counselor.
- Keep all information received in the course of counseling, spiritual direction or other professional or ministerial contact, in the strictest confidence except as mandated by law.
- Refrain from making false accusations against another or revealing the faults and failings of another to those who have no right to know.
- Be responsible stewards of Church resources, human and financial, observing canon and civil law and making decisions regarding the disposition of resources, which reflect Catholic Social teachings.
- Maintain a high level of competence in their particular ministry. Prudently attend to their own physical, spiritual, mental and emotional well-being.
- Avoid accepting or conferring an office, position, assignment or compensation, which may present even the appearance of a conflict of interest.
- Examine their own actions and intentions objectively to ensure that their behavior promotes the welfare of the community and exemplifies the strong moral tradition of the Church.
- Promptly report incidents of ethical misconduct by other Church personnel to the proper Church and/or civil authority.

SB 155 Verification

SB 155 requires the department of education to investigate allegations of suspected sexual misconduct that involve a student and an individual who is a school employee, contractor, agent, or volunteer who is not licensed with the Teacher Standards and Practices Commission (TSPC). The bill directs the department to begin those investigations starting on July 1, 2020.

This bill directs the department to provide verification information to education providers when they are hiring an individual as a school employee or bringing on a contractor, agent, or volunteer to provide services in schools. Education providers are required to verify with the department whether it has an ongoing investigation or a substantiated report of sexual misconduct for an applicant who is not licensed with TSPC before hiring that individual as a school employee. Education providers also are required to verify with the department whether it has an ongoing investigation or a substantiated report of sexual misconduct for any contractor, agent, or volunteer who is not licensed with TSPC before the education provider accepts any services from that individual.

Therefore, St James School is required to submit name, birthdate, last four digits of social security of each volunteer who is not licensed with the TSPC to verify with the department of education whether it has an ongoing investigation or a substantiated report of sexual misconduct before volunteer is accepted for service at the school.

SB 197 Required Training

SB 197 states that all employees, agents, contractors, and volunteers must complete annual training on the topics of sexual harassment, domestic violence and teen dating violence. Contact school office for training information

VOLUNTEER OPPORTUNITIES

FUNDRAISING LEAD POSITIONS

ONLINE AUCTION

Leader Responsibilities: Setting up online site and recruit volunteers to:
solicit items
stage photos of items for posting on site
entering items onto site
organize items in school art room for storage until event pick up
monitor bidding and post text updates to bidders
be present in art room for pick up

JOGATHON

Leader Responsibilities: Setting up online site, create flyer for distribution to families
Discuss with principal goal, incentives, and timeline for event
Give daily updates and distribute incentive prizes
Recruit parents to hand out wrist wraps for laps completed

Monthly School Volunteers at weekend St. James parish Liturgies

Chair Responsibilities: Coordinates families to be greeters, bulletin distributors, and gift bearers at Sunday morning masses. Chairs coordinate readers, petitioners and gift bearers, ushers, altar servers and Eucharistic ministers.

Volunteer responsibilities: Assist as Eucharistic Ministers. 1 or 2 people may be asked to help with coordination of ushers and altar servers.

Mentoring New Families

Volunteer Responsibilities: Volunteers will welcome families new to St. James School prior to the start of the school year and will continue to answer questions and serve as a resource after the start of the school year and throughout the year as needed.

Lunchroom Monitor

Volunteer Responsibilities: Monitor students during their lunch through supervision of handwashing, assisting with opening lunch containers, making sure students focus on eating first and visiting after eating,

directing students to clean up space before you dismiss them to recess. Volunteer will shadow teaching staff before monitoring solo.

RECESS MONITOR

Volunteer Responsibilities: Assist teaching or administrative staff with observing recess play for respectful, safe, and appropriate activities. Volunteer may assist at one or all three noon recess breaks.

RIGHT TO AMMEND

St James School reserves the right to amend this Volunteer Handbook.

VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service
to the children of St James Catholic 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 students, faculty and staff.

I have read and understand St. James School mission statement and will follow
the rules, policies and procedures outlined in the Volunteer Handbook to the
best of my ability.

Volunteer Signature _____

Date _____

Please sign, date, and return to the Principal's Office with your application.