



Immanuel Lutheran Church & School

916 Pine Street
Manitowoc, WI 54220
920-684-3404

Employee/Volunteer Conduct Policy

The following policy is to provide consistent understanding of the responsibilities of the employees and/or volunteers at Immanuel Lutheran Church, School, and Preschool.

The expectations included in this policy are not intended to be all inclusive, but cover the general scope of expected conduct while carrying out individual tasks and responsibilities.

As you take the position of employee or volunteer, you are accepting a very important role in the functioning of our church and school. You will be working with and interacting with various people, including children. Your attitude and actions should first and foremost serve to further the work of God's Kingdom in our church and school. Your interaction with the individuals we serve should communicate to them your own love for Christ and His church. Whatever you do as a volunteer or employee should have the goal of drawing these individuals closer to Jesus.

As you carry out your duties as an employee or volunteer and work personally with others through your position, our hope is that you will grow in your appreciation of the importance of your job and at the same time feel the satisfaction which accompanies the faithful performance of your tasks.

SUPERVISION

Any employee or volunteer in our school works under the supervision and coordination of the pastor, the principal, the Church Council and the Board of Education.

BACKGROUND CHECKS

Immanuel requires all individuals who apply for employment or volunteer in connection with the school to have a criminal history check. For the protection of our students, all volunteers must complete a Volunteer Consent form and all employees must complete an application form with the criminal history check/record affidavit. These forms and the subsequent background checks must be completed prior to beginning employment or beginning of volunteer service at Immanuel Lutheran Church, School, and Preschool.

CODE OF CONDUCT

In order that the objectives of our school may be carried out successfully, it is expected that you comply with each of these standards as you carry out your individual responsibilities:

- Be supportive of policies, goals, and objectives of the church and school.
- Discipline and punishment will be handled by the classroom teachers. However, you are asked to help carry out the regulations of the school. You may have to remind children of their responsibilities under these regulations. You are to inform the teacher of serious infractions.

- Children are to be treated in an evangelical manner. Let your interaction with them be motivated by love for Christ and His lambs. Try to stay as professional as possible. Be a positive role model.
- Be positive and use encouragement whenever possible. Praise when you can, and do so sincerely.
- Confidentiality: Any volunteer/employee shall not discuss church or school matters or information concerning member or students (i.e. a student's academic progress, behavior, or school-related incident or medical information.) outside the classroom with anyone but the designated staff. Refrain from gossip or idle words which may cause harm to the child or the church, school, or preschool and which violate the Eighth Commandment.
- School dress codes apply to adults as well as children. Please dress appropriately. A description of our school's dress code can be found in the Parent Handbook. If you have any questions concerning the dress code, please speak with the principal prior to beginning your service.
- Serve as a positive role model.
- Be warm, friendly, and courteous at all times.
- Do your best to keep your commitment to the church, school, or preschool program and be on time. If you cannot keep your commitment, please call the office, 920-684-3404, and leave a message.
- Be aware of the emergency procedures of the church, school, and preschool. A copy of the Emergency Operations Plan is posted in every classroom.
- As a non-called employee or volunteer, you will be acting on behalf of the called staff. All students should treat you with respect and you shall treat students with the same respect.
- Smoking is not allowed in our building, on our campus or in the presence of students.
- Loss of temper and use of inappropriate language is not acceptable.
- Any issues on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues must be directed to the pastor or principal. Do not take it upon yourself to counsel individuals or students on any of these topics.
- Refrain from talking about the staff or discussing problems with other members of the congregation, parents, or students or in the presence of these individuals.
- In an effort to limit distractions in the classroom, a preliminary meeting or phone conversation with a called staff member should be conducted regarding expectations of your role and duties to be performed. It may also become necessary to have additional discussions to further clarify expectations. These discussions may be initiated by either the called staff or the employee/volunteer.
- Deal with children in a gentle manner. Please refrain from physical contact as re-direction (i.e. never grab the arm of a student to get their attention). In addition, please keep hugs brief and —shoulder-to-shoulder or —side-to-side rather than directly from the front. When taking children to the restroom, please stand outside the restroom and wait for the child. If you have any questions concerning this section, please speak with the principal prior to beginning your service.

- Do not administer prescription or over-the-counter medications of any kind (including Tylenol, cough drops, antibiotic ointments, etc.) to students at any time unless specifically authorized to do so.
- Review and act in accordance with all applicable policies and procedures, including, but not limited to the church's policy manual, the Emergency Operations Plan, and any applicable sections of the School Handbook.
- If you are in a one-on-one situation with a child, it is your responsibility to make sure you are not in an isolated situation (i.e. keep doors open, use public areas wherever possible, etc.)
- Never bring any drugs or weapons to church, school, and preschool sponsored activities or onto the church, school, and preschool property.
- Solicitation and distribution of outside personal endeavors is prohibited on church, school, and preschool property. If you have any questions concerning this section, please speak with the principal prior to beginning your service.
- To maintain a safe environment, permitting persons who are not employees access to the church, school, or preschool without prior approval of a called staff member or church council member is prohibited.
- Never at any time will an employee or volunteer intentionally use the school's equipment to download, view, solicit, seek, display, or distribute pornographic material or any other inappropriate material.

DUTIES

This list is given to describe the general conduct expectations of all employees and volunteers Immanuel. Specific responsibilities and instructions for individual positions and/or volunteer tasks will be explained separately and may evolve with our program. The called staff will orient you to specific tasks and responsibilities.

CLOSING

Regardless of your individual role, you are doing the Lord's work. Your tasks and responsibilities are a labor of love and faith. May He help you in your task as He has promised those who labor in His vineyard; may you pray to Him daily for needed wisdom and strength; may He bless your efforts to His glory and the eternal welfare of His sheep and lambs.

This page was intentionally left blank.

Receipt

Immanuel Lutheran exists to proclaim faithfully the Word of God as revealed in the Holy Scriptures. Therefore Immanuel has a high responsibility to require all employees and volunteers to conduct themselves in a way that is not inconsistent with our values, mission, teachings, and beliefs.

In view of that, I hereby acknowledge receipt of Immanuel Lutheran Church, School, and Preschool’s Employee/Volunteer Conduct Policy. I will maintain this conduct policy in a safe and convenient place for my future reference. I understand that it is my responsibility to read these materials. It is also my responsibility to ask questions of my supervisor regarding any areas of this conduct policy which I do not understand.

I understand that I may forfeit my employment or volunteer status at Immanuel if my words, actions, or lifestyle, whether on the job or away from it, are determined to be inconsistent with the church’s values, beliefs, and teachings, or in any way detrimental to its reputation or mission. This conduct policy cannot explain all rules and expectations and there may be other actions that are not discussed in this policy that could also result in discipline up to and including discharge or termination of my employee and/or volunteer privileges. I further understand that all statements in the conduct policy are subject to change without notice.

For Volunteers and Employees:

Signature _____ Date _____

For Employees Only:

I understand that nothing in this document creates a contract of employment or guarantees continued employment for any particular period of time.

Signature _____ Date _____