

VOLUNTEER GUIDE



Christian Learning Centers

of Greenville County



We thank you for your interest in
Released-Time Christian Education.

*Together, we can make an **eternal** difference in the lives
of Greenville County public school students.*





Dear Friend,

There are many reasons to be a part of the ministry experience of Christian Learning Centers of Greenville County:

- Purposeful living
- Involvement in children's ministry
- Opportunity for evangelism
- Christian fellowship
- Spiritual and personal growth
- Opportunity to glorify God with your giftedness

Today, God is looking for people like **YOU** to point Greenville's children and youth to the saving grace of our Lord. The Released-Time Christian Education program is a **POWERFUL** ministry, and there is a place for you.

God bless your decision and your service in His Name.

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Getting Started

Five Simple Steps to Volunteering

1 Take time to read each section of this Volunteer Guide.

Please read all of the information provided, noting any questions you may have for the Executive Director of Christian Learning Centers of Greenville County. From the Volunteer Opportunities, select a volunteer position for service that you feel suits you. Consider the qualifications and responsibilities of the position. Please keep this guide for future reference.

2 Complete the accompanying Volunteer Application.

- Complete the application form.
- Send the completed application to the CLC office (PO Box 26824, Greenville, SC 29616) in a sealed envelope marked "Confidential."
- You will be contacted to schedule a volunteer interview with the Executive Director or Resource Assistant.

3 Set up your volunteer appointment.

This process will require approximately one hour of your time. It includes:

- a. Program Video (4-5 minutes)
- b. Child Abuse Prevention Training Video (25 minutes)
- c. Meeting with the Executive Director or Resource Assistant to include discussion about the duties of the volunteer position you have chosen (15 minutes)
- d. Released-Time Bible Class Orientation (15 minutes)
- e. Photo ID (to be forwarded within two weeks of the interview appointment)

4 Await the processing of your application.

- Application Review
- Reference Checks
- Background Check
- Driver's record check (if required)
- Receipt of Acceptance Letter and Photo ID or Letter of Regret

5 Upon acceptance, report for volunteer service duty.

Report to your identified program to carry out your volunteer responsibilities.

NOTE: All coordinators will receive first-day assistance when the Bible class begins and follow-up training as needed.



Statement of Belief



WE ACCEPT AND PROCLAIM THESE HISTORIC TRUTHS OF THE CHRISTIAN FAITH...



We will not hide God's Word from our children... that they might set their hope in God, and not forget His works and keep His commandments.

PARAPHRASED FROM PSALM 78

God and the human race

We hold that the Lord our God is one: Father, Son and Holy Spirit. He fulfills His sovereign purposes in creation, revelation, redemption, judgment, and the coming of His kingdom by calling out from the world a people united to Himself and to each other in love.

We acknowledge that God made us in His own likeness and image, confers on us dignity and worth and enables us to respond to Himself. However, we also acknowledge that we are members of a fallen race. We have sinned and come short of His glory.

We believe that the Father has shown us His holy love in giving Jesus Christ, His only Son, for us even in our sinfulness and guilt. We were subject to His wrath and condemnation; yet He has shown His grace by putting us right with Himself when we place our trust in His Son.

We confess Jesus Christ as Lord and God - as truly human and born of the Virgin Mary; as Servant - sinless, full of grace and truth; as only Mediator and Savior - dying on the cross in our place, representing us to God and redeeming us from guilt and punishment of sin; as Victor over Satan and all His forces – rising from death with a glorious body and being taken up to be with His Father. One day, He will return personally in glory and judgment.

We believe in the Holy Spirit who convicts the world of guilt in regard to sin, righteousness and judgment. He makes the death of Christ effective to sinners - declaring that they must turn to Christ in repentance. The Holy Spirit directs them to trust in the Lord Jesus Christ. Through the new birth, they become partakers in the life of the risen Christ. The Holy Spirit illuminates the minds of God's children to grasp the truth of Scripture, producing in us His fruit, granting to us His gifts, and empowering us for service in the world.

The Scriptures

We believe that the Old and New Testament Scriptures are God-breathed. Their writers, chosen by God, wrote as they were moved by the Holy Spirit. Hence, the scriptures are fully trustworthy in all that they affirm and are our highest authority for faith and life.

The Church and its Mission

We recognize the Church as the body of Christ, held together and growing up in Him. The church is a total fellowship throughout the world and the local congregation in which believers gather.

We acknowledge the commission of Christ to proclaim the Good News to all people making them disciples, and teaching them to obey Him. We acknowledge the command of Christ to love our neighbors, resulting in service to the church and society; in seeking reconciliation for all with God and our fellows; in proclaiming liberty from every kind of oppression; and in spreading Christ's justice in an unjust world ...until He comes again.

Expectations

...for volunteering at Christian Learning Centers.

As a volunteer of Christian Learning Centers of Greenville County, you can expect...

- ✓ To work through an organization that is recognized by the state of South Carolina as a credible and legal entity eligible to work with public school students on and off school campus locations.
- ✓ Prayer on your behalf.
- ✓ Sufficient preparation to carry out your volunteer responsibility and the support of our staff and volunteer leaders.
- ✓ Fellowship with other believers who have a heart for God and sharing the Word of God with children.
- ✓ Volunteer appreciation and recognition.
- ✓ Openness to new ideas, questions, and concerns you may have.
- ✓ Annual evaluation of your program by CLC leadership.
- ✓ Personal records confidentiality.
- ✓ Opportunity for spiritual growth.

We expect our volunteers to...

- ❑ Adhere to the aims and beliefs of Christian Learning Centers of Greenville County.
- ❑ Treat ALL children with respect.
- ❑ Accept ALL children regardless of their race, religion, cultural background, gender, etc.
- ❑ Commit to their volunteer responsibility for at least one school term.
- ❑ Honor their volunteer commitment by striving to fulfill the role they accept.
- ❑ Make following God's will for their lives a number one priority.
- ❑ Find time each day to commune with God through Bible study and prayer. Nothing is more tragic than the person who attempts to tell others about a faith which is not written in his or her own heart.
- ❑ Teach in love so that children will follow.
- ❑ Keep their personal character blameless and lay the law of kindness upon their hearts and tongues.
- ❑ Lead by example.

Christlike Behavior

What's appropriate and what's not...

It's important to know what type of behavior is appropriate and inappropriate when working with Released-Time students.

Appropriate Behavior

It is possible to show your love and affections to children; they need it. However, in order to physically respect children, we must think about what we are doing.

Children need you to ...

1. Encourage them.
2. Listen to them.
3. Care for them.
4. Protect them.
5. Be kind to them.
6. Be supportive of them.
7. Hug them without being too intimate. A volunteer may hug a student briefly around the student's shoulders. It is best that a volunteer uses only one arm to hug a student so that the embrace will not appear too intimate.

THEY NEED YOU TO BE
CHRISTLIKE.

Inappropriate Behavior

Touching Offenses

- Intimate hugs
- Fondling
- Oral genital or anal stimulation
- Non-violent intercourse
- Incest
- Rape, assault or murder

Non-Touching Offenses

- Compliments meant to entice or seduce a student
- Verbal sexual stimulation
- Obscene phone calls or printed messages
- Indecent exposure
- Peeping in doors or windows
- Causing or allowing a child to witness adult relations
- Involving children in pornography or prostitution
- Physical abuse
- Corporal Punishment
- Emotional abuse
- Neglect

Opportunities

Getting involved with Christian Learning Centers...

Thank you for your interest in becoming a volunteer of Christian Learning Centers of Greenville County (CLC). Below is a list of some of our general volunteer opportunities. Each listing includes the time requirement and may specify special skills needed.

Regular Volunteer Positions

Program Coordinator – Serves as leader of a Released-Time (RT) volunteer team. Ensures that CLC policies, guidelines, and procedures are followed. Attends orientation/training sessions. Helps CLC leaders with student recruitment. Promotes RT. Leads volunteer team in serving a school and its school faculty in creative ways. Takes charge of recording student attendance and volunteer hours. Is responsible for all CLC materials used in the RT class.

Teacher – Prepares and presents Bible lessons in the RT class. Maintains classroom discipline. Engages students in the lesson and other classroom activities. Demonstrates Christ-like attitude. Is dependable. Uses Bibles in the classroom. Establishes a safe learning environment for RT students.

Assistant – Assists RT teacher as needed including handling classroom discipline. Is prepared to escort students to and from the RT class. Leads small group discussions. Listens and interacts with students. Follows up on student absences. Serves as bus rider and monitor.

Driver – Transports students safely to and from RT class. Has valid driver's license and acceptable driving record. Has CDL license, if required.

Please Note: Our students are only served by individuals who profess faith in Jesus Christ, the Son of God. Their lifestyles and speech exemplify this profession. S.L.E.D. and/or national background check required. Detailed job descriptions available in CLC office.

Prayer Team

Team Member – Joins forces with hundreds of others to pray at home or in special meetings for the ministry of Christian Learning Centers of Greenville County.

Prayer Letter Volunteer – Helps produce the prayer letter that is distributed monthly to the prayer team. (1-2 hours per month at the CLC office or from your home)

Community Relations Team

Community Relations Committee

Member – Helps the Christian Learning Centers become known in the churches and community throughout Greenville County. (1-2 hours per month)

Church Liaison – Introduces CLC representatives to the leadership of your church. Arranges an opportunity for the representative to make a ministry presentation to your church. Keeps your church informed about the ministry of the Christian Learning Centers; also, keeps CLC informed about your church (staff changes, prayer needs, etc). Refers potential volunteers if they are interested in the ministry. Brings a delegation of 10 people from your church to the CLC's Annual Friends and Fundraising Banquet. (1-3 hours per month)

Speakers' Bureau – Represents CLC at local churches and makes five-minute presentations during, before, or after Sunday or Wednesday church services. Also, he/she makes presentations to Sunday school classes, Bible study groups, civic organizations, and other groups interested in Released-Time Christian Education (RTCE). Time commitment depends on availability. Presentation materials and training are provided. Volunteers must be able to communicate effectively in front of a group.

Student Recruitment Committee

– This group helps devise and implement plans to attract and interest students in enrolling in our RTCE programs as part of their academic schedule. The group works with the Special Events Committee to plan PTA Open House meetings, student parties, and other student recruitment activities. (2-4 hours as needed at special events)

Special Events Committee – This group works to plan CLC special events such as Christmas parties and parade activities, volunteer meetings, Annual Friends/Volunteers Appreciation Dinners, parent/teacher meetings and student recruitment activities. The time commitment varies according to availability. Experience in organizing similar events is a plus; however, it is not required.

Newsletter Committee – Committee members are responsible for writing and/or compiling information about CLC Released-Time programs, activities, and organizations. Other duties include helping with newsletter preparation, mailings, etc. (time commitment varies 4 times a year)

Continued...

Opportunities

(Continued)

Education Team

Education Committee – This group meets periodically to advance the educational objectives of CLC. Projects include the curriculum framework for CLC (exploring and reviewing curriculum content), SACs certification, and a proposal to offer RTCE courses to South Carolina high school students for academic credit. The group will meet quarterly for one hour or monthly as needed to complete special tasks. This is an excellent opportunity for retired educators. Educational or ministerial experience is preferred.

CLC Office Team

Office Assistant – Volunteers to help with mailings and general office duties. Various mailings are prepared weekly. Time commitment depends on availability.

Computer Data Entry – This volunteer works with the CLC database (adding or editing names and addresses). Training is provided. Time commitment depends on availability.

Telephone Campaigner – Yes, we all get irritated when people call us at home asking for money or trying to sell us something. That's not what we are looking for here! This volunteer works with multiple school programs. Completion of this responsibility requires several meetings, substantial coordination and follow-up activity. This volunteer will call to invite or remind individuals and/or churches to participate in various meetings of the CLC, to conduct surveys, etc. Calls are usually made and logged from the CLC office or from the volunteer's home.

Property Stewardship Team

This group helps take care of and distributes property resources owned by CLC. Duties include performing property resource inventories twice a year. Time commitment depends on availability; this task could take up to 3-5 days to complete.



Direct your children onto the right path, and when
they are older, they will not leave it.

PROVERBS 22:6 (NLT)

Christian Learning Centers of Greenville County exists to provide biblical instruction to school-aged children as an opportunity to encourage them to embrace the Gospel of Jesus Christ, grow in the Christian faith, and apply biblical principles for living.



Christian Learning Centers
PO Box 26824 · Greenville, SC 29616
www.clcofgreenville.org

